

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 7<sup>TH</sup> MARCH 2024

#### 1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

Present were Chairman I. Duff, Vice Chairman P. Dixon, Councillors C. Gover, R. Jaboor, N. Milner, D. Rickeard and C. Shaikh, and District Councillor A-M Simpson.

No apologies were received.

In attendance was L. Lloyd (Clerk). One MOP joined the meeting during item 5.a) and stayed for the duration of the meeting.

I. Duff indicated there is 1 vacancy for a parish councillor.

#### 2. PUBLIC FORUM AND QUESTIONS: None

#### 3. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8<sup>TH</sup> FEBRUARY 2024:

The minutes of the meeting on 8<sup>th</sup> February 2024 were approved by Council and signed by I. Duff.

#### 4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS:

A-M Simpson noted that there are a number of grants available at the moment, information on these is circulated by email and also available on the district council's website. At the meeting where the Neighbourhood Plan updated was approved, A-M Simpson noted that the East Hagbourne Neighbourhood Plan received praise for its Strategy for People and Nature.

#### 5. ITEMS FOR DISCUSSION:

- a) **Hagbourne Clubfest preparation:** I. Duff asked councillors who would be able to help, all seven councillors expressed an interest and it was suggested that a rota could be agreed with councillors pairing up to cover an hour each. C. Shaikh suggested that taking some welcome packs would be useful. D. Rickeard suggested that the newly approved Neighbourhood Plan and appendices should be printed for reference, and also suggested that there should be some EHS&RC information available. C. Shaikh also suggested that a synopsis of what a Parish Council does would be useful. The event should also be used to advertise the Annual Parish Meeting and CIL projects list. It was agreed that final details would be discussed by councillors via email.
- b) **Annual Parish Meeting preparation:** I. Duff confirmed that the agenda for the APM will be posted on 18<sup>th</sup> March. The main focus this year will be a discussion on CIL expenditure. It was agreed that it should be made clear what CIL money can be spent on to ensure discussion remains on track.
- c) **To consider signing the Civility & Respect Pledge:** I. Duff noted that OALC are currently encouraging Parish Councils who have not signed up to the Civility and Respect Pledge to consider doing so. P. Dixon felt that the pledge seems to be aimed at larger councils and not necessarily appropriate for a smaller parish council such as East Hagbourne. N. Milner confirmed that the principles are sound, but the responsibilities to the council if the pledge is signed are quite arduous. D. Rickeard noted that the parish council's existing Code of Conduct relates to councillors, not other members of staff, so the need for a Dignity at Work policy as outlined in the pledge should be led by the clerk. N. Milner noted that there is a difference between supporting the principles in the pledge and signing up to the pledge itself. Councillors agreed that signing the pledge is not necessary or appropriate at this stage.

#### 6. ITEMS FOR DECISION:

- a) **Grass Cutting Contract: To review quotes received and select a contractor for the grass cutting contract commencing on 1<sup>st</sup> April 2024:** I. Duff confirmed that a report concerning the grass cutting contract was circulated to councillors ahead of the meeting and there were quotes from two contractors to consider. D. Rickeard noted that Contractor A is slightly cheaper overall and as such this would be a good reason to proceed with Contractor A. C. Shaikh confirmed that in particular the cemetery grass cutting costs for Contractor A were favourable. Councillors resolved to award the contract for 2024-25 to Contractor A: BGG Garden & Tree Care with the following quoted costs: Parish Cut: £285.00, Recreation Ground Cut: £90.00, End of Season cut: long grass at recreation ground: £120.00, Cemetery Cut: £70, Village Car Park Hedges: £160.00, Cemetery Hedges: £275.00. Other items to be quoted for on an ad-hoc basis as price will vary depending on growth.
- b) **Dog Waste Contract: To review quotes received and select a contractor for dog waste bin emptying in the parish from 1<sup>st</sup> April 2024:** I. Duff confirmed that a report concerning the dog waste contract was circulated ahead of the meeting. Two contractors have supplied quotes to empty the dog waste bins in the

parish, to be considered instead of the current service supplied by the district council. The main factors for consideration are reliability of service and value for money. C. Shaikh and D. Rickeard both noted the considerable savings on offer from the alternative quotes and that it would be irresponsible not to consider a change at this point. It was agreed that, as the Parish Council has some limited experience of service level from the contractor with the cheaper quote, this would be the correct choice. It was acknowledged that it is good to know there is an alternative contractor available. Councillors resolved to award the dog waste contract to Contractor A: Shield Maintenance Limited at a cost of £2.00 per bin, total annual cost £1352.00.

- c) **To approve Insurance renewal with Clear Councils (formerly BHIB) for 2024-25 at a cost of £1356.42:** Councillors approved the renewal cost which is the second year of a 3-year agreement.
- d) **To approve the Clerk's SLCC membership renewal for 2024-25 at a cost of £148.00:** Councillors approved the Clerk's membership for 2024-25.
- e) **To approve the Clerk's OALC membership renewal for 2024-25 at a cost of £221.81:** Councillors approved OALC membership for 2024-25.
- f) **To renew CFO Membership for 2024-25 at a cost of £70.00:** D. Rickeard spoke on the benefits of CFO membership for access to webinars and information. Councillors approved the membership for 2024-25.
- g) **To ratify the decision to contribute £2,000 CIL money towards additional verge works on Main Road:** I. Duff confirmed that additional works to install granite sets to the verge opposite the Fleur on Main Road were carried out at the same time as the long-awaited improvements to the raised footway outside the Fleur. It was noted that while it was disappointing not to have been able to discuss this with OCC ahead of time, the additional work to protect the verge is needed to prevent further erosion at this location. Councillors ratified the decision to make a £2,000 contribution of CIL money towards the cost of the works.
- h) **To agree in principle to use CIL funds to pay for improvements to the following footpaths in the parish, subject to approval from OCC and securing comparative quotes:**
  - i) **FP12 Fieldside to the Causeway (initial quote £7,812)**
  - ii) **FP15 Grange footpath (initial quote £5,976)**
  - iii) **FP8 from Bakers Lane to The Croft – laying of aggregate with volunteer labour**C. Shaikh confirmed that she is obtaining quotes for FP12 and FP15, for a 1.2m wide path. FP15 does have an existing surface under the layers of mud which needs exposing to see exactly what is required. FP12 does not have any kind of surface treatment at the moment. It was noted that the present proposed work was for FP12 between Fieldside and the Parsonage Lane causeway. Work on the rest of FP12 was still being discussed and the farmer has agreed to look at ways to improve the worst section of the path. D. Rickeard noted that the length of FP8 that requires aggregate also needs to be agreed. Councillors agreed in principle to use CIL money to fund improvements listed under h)i), h)ii) and h)iii) subject to approval from OCC and securing comparative quotes.

## 7. ITEMS FOR REPORT:

- a) **Planning Applications:** None
- b) **East Hagbourne Sport and Recreation Committee:** Nothing to report
- c) **Cemetery Committee:** L. Lloyd provided a brief report: The Cemetery Committee met on 5th March and had an MOP in attendance for the public forum. This was anticipated and related to concern and distress due to the cemetery flooding. Initial investigations have already commenced to see what options are available to alleviate the standing water issues, and the MOP was reassured that the problem was being looked into. The digital map of cemetery plots is complete and it was agreed that this would be added to the Cemetery page on the website (no GDPR issues for the deceased). The committee reviewed the cemetery costs associated with the quotes for the grass cutting contract and it was agreed that Contractor A (BGG) would be preferable as the lower costs quoted can be accommodated within the cemetery fund's annual budget. There was a brief discussion concerning the cemetery fund and creation of reserves. It was noted that while annual budgeted costs for the cemetery have remained relatively steady in recent years, there are a number of unknown costs involved with preparation of the second half of the cemetery as well as drainage issues to resolve. With this in mind, the committee agreed it would be wise to investigate these costs, including possible options for how the works should be funded, ahead of making any decision regarding reserves.
- d) **Employment Committee:** Nothing to report.
- e) **Butts Piece Allotments:** P. Dixon confirmed that there had been a dog incursion at the allotments in mid-February. SOHA have been informed and have written to the owner of the leasehold to confirm it is their responsibility to maintain the boundary. Allotment renewal letters have been sent out this week for 2024-25. There is currently one vacant plot, P. Dixon is speaking with those on the waiting list.
- f) **Future Oxfordshire Partnership:** P. Dixon confirmed that the next meeting is on 20<sup>th</sup> March.
- g) **Emergency Plan:** R. Jaboor confirmed that he has circulated the draft Emergency Plan to councillors for comment. D. Rickeard noted that adding to the useful contacts list to include flood event contacts at OCC/SODC etc would be useful. It was noted that potential contacts for volunteers with skills/equipment to help in emergencies may come forward at Hagbourne Clubfest.

- h) Flood Management:** C. Shaikh confirmed that a meeting with OCC and SODC officers was held on 20<sup>th</sup> February to discuss flooding and future management in the parish. The meeting largely focused on Tadley/Blewbury Road due to nine properties flooding in this area in early January. Poor road drain maintenance is likely to have worsened the situation at Blewbury Road, noticeably as the road was flooded for a further 6 weeks after the original flood water receded. D. Rickeard has written up a technical document on flooding which has been sent to OCC/SODC, and it has been confirmed that the number of houses that flooded constitutes an S19 Flood Investigation. SODC is arranging a meeting with OCC and the Environment Agency to discuss the channel downstream of Blewbury Road, which is designated as a main river. It is hoped that representatives of the Parish Council can attend this meeting. I. Duff confirmed that 4 houses in the Main Road area were also flooded. C. Stallwood (OCC) is arranging a camera survey of the road drains outside 36 Blewbury Road. I. Duff noted that he may have an interested party to be involved with flood management moving forward. OPC drains have visited Blewbury Road and noted that even if the drains are perfectly clean, the lower channel is so silted up that there will still be issues.
- i) Neighbourhood Plan:** D. Rickeard confirmed that the Neighbourhood Plan was adopted at the SODC meeting on 22<sup>nd</sup> February. This plan is now made and replaces the Neighbourhood Plan adopted in 2019. The updated documentation has been sent to SODC; this should be uploaded to their website imminently.
- j) Housing development adjacent to the village hall:** I. Duff confirmed that he had circulated a short report to councillors on recent progress on the site. The main news was that Deanfield were planning to sell eleven 2-bedroom houses to Green Square Accord who will then sell these as shared ownership housing. Twenty houses were now occupied with several more before the end of March. The S278 works on Main Road will start on 18<sup>th</sup> March.
- k) Matters raised at the Chairman’s Surgery and OALC Chairman’s meeting:** I. Duff confirmed he had circulated short reports for both meetings to councillors. At the surgery concerns were raised about speeding and the state of the footpaths in particular FP8 and FP12. They were very pleased to hear of the Parish Council plans for these. Major items in the OALC meeting were strong encouragement to adopt the Civility and Respect Pledge and a discussion on communication with OCC on highways work in the context of the forthcoming Charter.

## 9. Correspondence:

C. Gover queried the authenticity of recently received emails from Redwood Bank, L. Lloyd will call to verify their request before proceeding.

C. Gover queried the ongoing communications relating to footpaths. Good progress has been made with R. McNaught, but there are concerns that this will stall again. L. Lloyd will continue to chase A. McEwan-James to arrange a site meeting.

## 10. Finance:

### a) Expenditure and receipts since the last meeting and account balances:

a) Payments since last meeting: **NB: Payments pending are shown in yellow and are not included in the account balance shown in c)**

Payee	Item	Online Payment /Cheque No	Amount	VAT	Total	Date
Shield Maintenance Ltd	INV 7246 January bin emptying Butts Piece	C Shaikh / C Gover	£13.00	£2.60	£15.60	14/02/2024
Dark White Digital	INV 001453 web hosting February 2024	C Shaikh / C Gover	£30.00	£0.00	£30.00	14/02/2024
EHSRC	INV 240104 Meeting room hire 11/01/2024	C Shaikh / C Gover	£25.00	£0.00	£25.00	14/02/2024
BGG Garden & Tree Care	INV 1155.24 Allotment Hedge Cutting 24/01/2024	C Shaikh / C Gover	£1,200.00	£240.00	£1,440.00	14/02/2024
Grundon Waste Management	PSI-0995025 Cemetery bin January	DD	£54.73	£10.95	£65.68	20/02/2024
Enerveo	INV 900030166 Photocell replacement at village car park	D Rickeard / C Gover	£98.02	£19.60	£117.62	22/02/2024
OPC Drain Services	INV5633 Car Park drain clearance 02/01/2024	D Rickeard / C Gover	£252.00	£50.40	£302.40	22/02/2024
Laura Lloyd	February Salary	C Shaikh / C Gover	£784.69	£0.00	£784.69	29/02/2024
Dark White Digital	INV 001475 web hosting March 2024		£30.00	£0.00	£30.00	

EHSRC	INV 240204 Meeting room hire 08/02/2024		£25.00	£0.00	£25.00	
Shield Maintenance Ltd	INV 7398 February bin emptying Butts Piece		£13.00	£2.60	£15.60	
Hagbourne Village Hall	INV 1726 2ND QUARTER 2023- 24 meeting room hire 16/01/2024 (OCC meeting)		£6.00	£0.00	£6.00	
Laura Lloyd	March Salary		£784.69	£0.00	£784.69	

**b) Receipts since last meeting**

From	Item	Amount	Date
Redwood Bank	Interest on 35 day notice account February 2024	£216.28	31/02/2024
	<b>Total</b>	<b>£216.28</b>	

**c) Accumulated Account Balances (reconciled online 06/03/2024)**

Unity Trust Bank - T1 current account	£86,144.49
Unity Trust Bank - Instant access account	£57,655.05
Redwood Bank - 35 Day Notice Savings Account	£85,000.00
Nationwide - Instant Access Business Savings Account	£0.00
<b>Total</b>	<b><u>£228,799.54</u></b>

**d) The Special Project Balances (as of 06/03/2024) are:**

Community Infrastructure Levy Fund	Received 24/04/19 so requires spending by 23/04/24	£1,788.07
	Received 30/04/21 so requires spending by 29/04/26	£1,517.73
	Received 27/10/21 so requires spending by 26/10/26	£3,307.90
	Received 27/04/22 so requires spending by 26/04/27	£3,035.45
	Received 28/10/22 so requires spending by 27/10/27	£2,127.82
	Received 28/04/23 so requires spending by 27/04/28	£55,413.82
	Received 27/10/23 so requires spending by 26/10/28	<u>£106,843.63</u>
	<b>Total CIL money</b>	<b>£174,034.42</b>
Community Projects Reserve Fund		£4,712.91
Planned Development Support Fund		£5,303.15
Cemetery		<u>£15,552.28</u>
<b>Total</b>		<b><u>£199,602.76</u></b>

**e) General Reserve (as of 06/03/2024)**

**£29,196.78**

- b) Review and approval of pending payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) Unity Bank change of signatory:** L. Lloyd confirmed that a second form of ID is still pending. N. Milner has had to request an up-to-date utility statement, hopefully this will be received in the next week.
- d) Progress with opening Nationwide Instant Access Savings Account:** L. Lloyd confirmed that the account is now open and the mandate has been authorised, so a transfer will be set up with the pending payments.

**11. Items for report and inclusion on the April agenda:**

- Flood Management
- Footpaths
- Community Speedwatch

The meeting closed at 8.53pm.

Items for consideration for the April agenda must be received by the clerk no later than Wednesday 10<sup>th</sup> April.

The next meeting will be held on 18<sup>th</sup> April 2024 at the Pavilion, Great Mead, East Hagbourne.

Signed.....Dated.....

**ATTACHMENT 1: ACTION LIST**

Action No	What	Who	Status
2023-03-01	Deanfield Homes Car Park Land Transfer	LL	With OCC Legal team
2023-06-02	Parking and Traffic Management on Main Road	NM	On hold
2023-06-03	Footway repairs in the parish	ID/PD/RJ	Prioritise potential repairs for OCC to review
2023-07-01	Kingsholm Close dropped kerb request	LL	OCC to complete at their cost
2023-10-01	Disabled Parking spaces in the village car park	LL	Research options and costs
2023-10-03	Weed management on Main Road	LL/ID	SODC/OCC to progress
2023-12-01	Footpath 4 surface improvements	LL	Awaiting decision from TOE
VARIOUS	Footpath accessibility: 2023-12-02 FP10 MFL to West Hagbourne 2023-12-03 FP12 Church Lane to Fieldside 2023-12-04 FP13 Parsonage Lane 2024-01-01 FP1 West Hagbourne to Didcot 2024-03-01 FP12 Fieldside to the Causeway 2024-03-02 FP15 Grange Footpath 2024-03-03 FP8 Bakers Lane to The Croft	LL/CS/ID	Arrange meeting between OCC/EHPC and WHPC to assess FP10 and FP1 FP12 under discussion with new field owner. C. Shaikh obtaining quotes for potential works. Agreement in principle to spend CIL money on FP12, FP15 and FP8 improvements Chase quote for FP13 from OCC Highways, investigate obtaining comparison quote
2023-12-09	Community Speedwatch	RJ	Harwell Speedwatch session attendance to be arranged
2024-01-02	Emergency Plan / Flooding documentation Review	RJ/LL	Draft circulated to councillors for review
2024-01-04	Car Park Drainage	LL	OPC Drains instructed to carry out CCTV survey
2024-01-05	Dog Waste Contractors	LL	Complete – Shield Maintenance Ltd awarded the contract
2024-02-01	Pavilion Lease Renewal	DR/LL	Further investigation required
2024-02-03	Cycle Parking at the village car park	LL	Liaise with VH Committee ref signage/alternative solutions
2024-02-04	Flood Management in the Parish	CS/DR/PD	Initial meeting with OCC complete Meeting with EA pending
2024-03-04	Main Road 20mph limit	OCC	Proposal currently with OCC ahead of public consultation