

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 20TH JULY 2023

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

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

Apologies were received from Cllr C. Gover, Cllr D. Rickeard and District Councillor B. Manning
In attendance were L. Lloyd (Clerk) and one member of public.
I. Duff indicated there is 1 vacancy for a parish councillor.

2. PUBLIC FORUM AND QUESTIONS: No questions were raised by the MOP in attendance.

3. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22ND JUNE 2023: The minutes of the meeting on 22nd June 2023 were approved by Council and signed by I. Duff.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: A-M. Simpson referenced the district councillors' report circulated ahead of the meeting and highlighted the funding that has been granted to SODC to buy affordable housing in the district. After two years these properties will be owned by SODC and can be used for affordable and social housing. I. Duff queried the delay to the Local Plan consultation, and A-M. Simpson noted that the adoption deadline is not affected by the shifted date of consultation. A-M Simpson confirmed that Oxfordshire County Council's planning committee voted against the HIF1 relief road on Tuesday, despite recommendations from planning officers that it should be approved. I. Duff queried ticket office closures at train stations, noting that the number of customers purchasing from the Didcot ticket office is 10% higher than the national average and the loss of this service would be detrimental to many users in the area. Please see attachment 2 for the full report.

5. ACTIONS FROM PREVIOUS MEETINGS:

2022-12-01 Footpath 4 surface improvements: L. Lloyd confirmed that she has recently been given an alternative contact at OCC by a fellow clerk and has emailed to see if they are able to respond on the issue.

2023-03-01 Deanfield Homes Car Park Land Transfer: L. Lloyd confirmed that there has been no communication on this matter since the last meeting. I. Duff confirmed that Ross Stewart of Deanfield is still the correct contact to move this forward and he has been in touch for an update this week.

2023-06-01 Grass Cutting Resident Consultation: N. Milner confirmed that she and C. Shaikh are working on a double sided A4 leaflet to include a printed map, with a link to the full interactive map of the parish which will be available online. For the survey that could be launched at the meeting, N. Milner suggested that structured questions with options for various areas within the village would potentially be beneficial to give residents a starting point for discussion. At the September meeting, larger maps can be displayed and questions raised to establish what the overall feelings of the residents are. B. Manning will be attending the meeting to support discussion and provide a district council perspective. It was agreed that the leaflet should be distributed by 11th August, with an article including the link to the interactive map to be posted on the website at the same time, to allow enough time for residents to digest the information ahead of the meeting on 8th September.

2023-06-02 Parking and Traffic Management on Main Road: N. Milner reported that following research on other parish councils, those with issues have traffic control strategies which would likely involve a public consultation before any implementation. N. Milner agreed to continue her research in order to progress this item.

2023-06-03: Footway repairs in the Parish: I. Duff reported that L. Lloyd contacted the Councillor Priority Fund today for an update, and it has been confirmed that although the money has not been transferred, the grant has been approved as an internal transfer and the paperwork has been amended accordingly by OCC. There is no indication of timing for the works yet, but it is hoped that we will hear more on this soon from Daniel Depp.

6. ITEMS FOR DISCUSSION:

- a) **Deanfield development adjacent to the village hall:** I. Duff reported on items discussed at his most recent meeting with the site manager on 19th July:

The recent notification from OCC regarding the 20mph speed limit consultation within the site shows that only three roads were mentioned with Bellcote Row left off the list. The site manager confirmed that it is unadopted and its maintenance will be the responsibility of Leap management company.

Southern Counties Landscaping carry out the grass cutting on the Deanfield site at present.

Deanfield were awaiting confirmation that Thames Water will be connecting the water supply during the first week in August, however the TTRO has now been received with the road closure taking place on 26/27 August.

15 sales are fully confirmed with the first residents moving in next week.

As houses are completed, access to parts of the site without PPE will be expanded. This is especially relevant for access to the embankment. Although the footpath should be finished next Friday, there will be no public access until that part of the site is opened up around October/November this year.

Although dependent on many things, house building should be finished by March next year although work on the internals will continue until possibly as late as November 2024.

A post and wire fence has been erected by the car park to prevent easy access and more hedging will be planted soon.

b) South Oxfordshire District Council's Deep Cleanse of the Parish, scheduled for 20th – 24th July 2023:

I. Duff confirmed that the deep cleanse should have commenced in the parish today, although no councillors have observed works taking place yet. I. Duff reported on a site meeting he attended with Kate Morris of SODC to discuss how to tackle the raised footway heading towards Lower Cross. There are concerns over how to remove the accumulated weeds without affecting the stability of the vertical slabs, which would be a serious issue in that location. Kate Morris also recognised that SODC have not completed necessary gutter clearing in the parish and this should be actioned in the near future.

7. ITEMS FOR DECISION:

a) To agree on the following points concerning Recreation Ground grass cutting:

(i) To cut the longer grass in areas A and C at the end of the growing period in late August/early September: I. Duff confirmed that EHSRC have been consulted ahead of the meeting. It was agreed to cut the grass, with the exact date of the cut to be determined by BGG's cutting schedule for the recreation ground.

(ii) To decide whether the cut vegetation should be removed off-site at a cost of £120.00 or left in place to be mulched by subsequent mowings at a cost of £50.00: I. Duff confirmed that when consulted, EHSRC were in favour of the removal of cuttings and felt that this cost should be shared with the Parish Council. It was agreed to pay for the removal of grass from the site and to split the cost with EHSRC.

b) To confirm the Parish Council's decision to pass the management responsibility for Allotment site 44 on Great Western Park (which is located in East Hagbourne Parish) to Didcot Town Council: I. Duff asked councillors to confirm this decision. Councillors unanimously approved the decision to pass the management responsibility of Allotment site 44 to Didcot Town Council as the location is adjacent to Great Western Park on the far north western boundary of the Parish and not easily accessible from the village itself. R. Hewat-Jaboor asked for clarification that liability would also pass to Didcot Town Council; this should be confirmed as part of the management agreement.

8. ITEMS FOR REPORT:

a) Planning Applications: I. Duff confirmed that P23/S2146/HH 31 The Croft has been discussed and the response will be submitted as a No Objection following the parish council meeting.

P23/S2188/HH 31 Blewbury Road - I. Duff confirmed that he will visit the applicant and neighbours in the coming week before circulating a proposed response to councillors.

b) East Hagbourne Sport and Recreation Committee: I. Duff reported on an update from D. Rickeard circulated ahead of the meeting: Following the call for volunteers issued at the beginning of June, two new committee members are now in place, with a third person interested.

An economical scheme to repair the cycle parking area and car park pot holes has been devised and EHSRC are working on a volunteer programme to complete the work over the summer.

c) Cemetery Committee: The Cemetery Committee met on 4th July; the meeting was mostly an introduction to the regular items for discussion for the new committee members. The committee agreed to renew the Epitaph database annually after the initial 5-year period expires in September this year, and the digital mapping for plots in the front section of the cemetery was agreed.

d) Employment Committee: C. Shaikh reported that the employment committee are currently looking into options for pension schemes on the advice of the payroll manager. The clerk is currently not automatically enrolled on a pension scheme at present but can apply for an elective pension.

e) Butts Piece Allotments: P. Dixon confirmed that the plot 27 clearance was originally booked for completion on Wednesday this week but has been delayed until next week due to a high number of fallen trees in the area requiring urgent attention from BGG. On inspection of the site, P. Dixon discovered a wasps nest; this has since been removed by a qualified pest controller.

f) Community Speedwatch: Nothing to report.

- g) **Didcot Garden Town:** Nothing to report.
- h) **Flood Group:** Nothing to report.
- i) **Future Oxfordshire Partnership:** P. Dixon confirmed that there is a meeting on Tuesday 25th July.
- j) **Neighbourhood Plan:** I. Duff reported on D. Rickeard's update, circulated ahead of the meeting: SODC have reviewed all the updated documents sent by the steering group and are happy that we can now proceed to the next stage, which is the Reg 16 Consultation. This is another 6-week period of consultation, this time under the auspices of SODC. The steering group will receive posters to put up around the parish and will again display a printed copy in the Church. The consultation is expected to start early in August.
- k) **Climate Change and Biodiversity:** Nothing to report.
- l) **Matters raised at the Chairman's Surgery and OALC Chairman's meeting:** I. Duff confirmed he was unable to attend the recent OALC Chairman's meeting but the following issues were discussed at the Chairman's Surgeries held on 23rd June and 14th July: There were some comments lamenting the current untidiness of the village and two attendees raised concerns on overhanging vegetation and weeds causing issues with footway accessibility. The lack of dropped kerbs in Kingsholm Close was also raised, meaning that this close is completely inaccessible to people in wheelchairs. This issue was raised some time ago with no action taken and it was agreed that L. Lloyd would raise the issue again with OCC. The footway width and surfaces on New Road and Main Road were also noted, with an invitation being extended to I. Duff to accompany one footway user on their journey to highlight the key problem areas.
- Also noted on 14th July was the notice of closure from SODC for Main Road from Lower Cross to Coscote junction between 1500-2100 on Monday 7th August for the Hagbourne Bike Night. It was agreed that L. Lloyd would check with SODC and notify the closure on Facebook and Mailchimp.

9. Correspondence:

L. Lloyd noted the following items of correspondence:

30 June - Cherry Tree Farm raised concerns over the large grass pile in the NE corner of the recreation ground: This is being monitored and on latest inspection was warm but not considered an issue.

30 June - Complaint about the front section of grass at Rymans Crescent which is causing visibility issues. L. Lloyd confirmed she has spoken to SOHA, who confirmed that that section is OCC responsibility. OCC's new reduced cutting regime and lack of action to FixMyStreet reports means this is currently unresolved.

30 June - Complaint regarding the Main Road-Bakers Lane and FP8 alongside the Bowls Club footpaths being overgrown and compromising access. Main Road-Bakers Lane was dealt with by the adjacent landowner, and a timely combination of bowls club and resident labour cleared FP8 on 1 July. This needs reasonably regular edge mowing to maintain a suitable path width.

12 July – Email from Oxfordshire County Council for the Deanfield 20mph consultation which is open until 4 Aug 2023

18 July - Report of a metal post poking out of the ground at Butts Piece near the ditch. It isn't sharp but is a potential trip hazard – P. Dixon investigated, taped it and reported it on FixmyStreet as it seems to be cemented into the culvert.

18 July - Noise complaint received relating to DIY activity in the early hours along Grange Footpath – The resident was advised that this matter should be reported to the environment section of the district council or the Police.

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
April Skies Accounting Ltd	INV-0076 Internal Audit Fee 2022-23	Auth: C Shaikh / D Rickeard	£250.00	£0.00	£250.00	28/06/2023
BGG	INV 214/23 Parish and Cemetery Grass Cutting April 2023	Auth: C Shaikh / D Rickeard	£275.00	£55.00	£330.00	28/06/2023
Dark White Digital	INV001258 June web hosting	Auth: C Shaikh / D Rickeard	£30.00	£0.00	£30.00	28/06/2023
EHS&RC	INV230504 Meeting room hire 11th May	Auth: C Shaikh / D Rickeard	£25.00	£0.00	£25.00	28/06/2023
Shield Maintenance Ltd	INV 6612 General waste bin emptying May 2023	Auth: C Shaikh / D Rickeard	£13.00	£2.60	£15.60	28/06/2023
Castle Water Ltd	Monthly Direct Debit for allotment water usage	DD	£5.00	£0.00	£5.00	28/06/2023

L. Lloyd	June Salary	Auth: C Shaikh / D Rickeard	£734.83	£0.00	£734.83	30/06/2023
Unity Trust Bank	Bank Charges Q1	Automatic Charge	£18.00	£0.00	£18.00	30/06/2023
Hagbourne Parochial Charities	Butts Piece Lease July Payment	Auth: C Shaikh / D Rickeard	£428.97	£0.00	£428.97	03/07/2023
Shield Maintenance Ltd	INV 6639 General waste bin emptying June 2023		£13.00	£2.60	£15.60	
BGG Garden and Tree Care	INV 329.23 Parish and Cemetery Grass Cutting June 2023		£335.00	£67.00	£402.00	
EHS&RC	INV 230604 Pavilion Meeting Room Hire 22nd June 2023		£25.00	£0.00	£25.00	
Paul Dixon	Expenses - Wasp Nest Removal on allotments		£89.00	£0.00	£89.00	
Laura Lloyd	July Salary		£734.83	£0.00	£734.83	
Laura Lloyd	August Salary		£734.83	£0.00	£734.83	

b) Receipts since last meeting

From	Item	Amount	Date
Unity Trust Bank	Interest on Instant Access Savings Account	£212.78	30/06/2023
Redwood Bank	Interest on 35 Day Notice Savings Account (June 2023)	£9.92	03/07/2023
	Total	£222.70	

c) Accumulated Account Balances (reconciled online 19/07/2023)

Unity Trust Bank - T1 current account	£3,782.87
Unity Trust Bank - Instant access account	£71,668.16
Redwood Bank - 35 Day Notice Savings Account	£45,000.00
Total	<u>£120,451.03</u>

d) The Special Project Balances (as of 19/07/2023) 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	<u>£55,413.82</u>
	Total CIL money	£67,190.79
Community Projects Reserve Fund		£4,712.91
Planned Development Support Fund		£5,303.15
Cemetery		<u>£14,687.78</u>
Total		<u>£91,894.63</u>

e) General Reserve (as of 19/07/2023)

£28,556.40

- b) Review and approval of pending payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) Bank Reconciliations for April, May and June 2023:** P. Dixon confirmed that he has completed the internal control checks for Q1 with no issues noted, and has signed the bank reconciliations and statements accordingly.
- d) Q1 Budget Review:** Councillors reviewed the Q1 budget monitoring report. It was noted that insurance and election costs were considerably lower than anticipated when setting the budget. Please see attachment 3.

- e) **Unity Bank change of signatory:** L. Lloyd confirmed that the restrictive list for ID has caused some delay on progressing this change.

11. Items for report and inclusion on the September agenda:

Footpath accessibility during winter months

The meeting closed at 9.20pm. The next meeting will be held on 7th September 2023 at the Pavilion, Great Mead, East Hagbourne.

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

ATTACHMENT 1: ACTION LIST

Action No	What	Who	Status
2022-12-01	Footpath 4 surface improvements	LL/OCC	Query with OCC
2023-03-01	Deanfield Homes Car Park Land Transfer	LL/OCC	In progress
2023-06-01	Grass Cutting resident consultation	NM/CS	In progress
2023-06-02	Parking and Traffic Management on Main Road	NM	In progress
2023-06-03	Footway repairs in the parish	ID/LL/OCC	In progress
2023-07-01	Kingsholm Close dropped kerb request	LL/OCC	In progress

ATTACHMENT 2:

TITLE	DISTRICT COUNCILLORS' REPORT
COUNCILLORS	CLLR ANNE-MARIE SIMPSON & CLLR BEN MANNING
PARISH	EAST HAGBOURNE PARISH COUNCIL
DATE	27 JULY 2023

Councillor Grant funding now open

A new round of funding from the Councillor Community Grant scheme has launched in South Oxfordshire to help local charities and organisations across the district. Organisations can now apply for grants from £250 up to a maximum of £5,000 from each ward councillor where the project is located.

Before applying, applicants are encouraged to get in touch with their local councillor to discuss their project and visit our website for further information and details on eligibility. Applications are made online and are open until midday on Friday 20 October 2023.

Homes for Ukraine

In Oxfordshire, many arrangements between hosts and Ukrainian nationals are coming to an end. Alongside Oxfordshire County Council and the other districts, we are launching a campaign aimed at encouraging landlords to come forward for more information about housing Ukrainians. They may be current landlords or people considering becoming landlords.

Many Ukrainians in Oxfordshire will have settled in local communities and found work, so identifying a range of affordable properties across the county is very important to allow them to start rebuilding their future with more independence.

Please help to spread the word by sharing with your local networks. Landlords can contact the central housing team by emailing oxfordshirehousingcapacity@southandvale.gov.uk or calling 07858687569 or 07849574859. For more information, visit our [South Oxfordshire Homes for Ukraine webpage](#) and [Vale of White Horse Homes for Ukraine webpage](#)

SODC Approve Plans to Provide Social Housing

At the last full council meeting held on 13th July plans were approved for SODC to make use of a government Local Authority Housing Fund schemes (LAHF1 & LAFH2) to purchase 27 properties in the area which can be used to provide affordable housing for refugee families who are soon to face eviction from their current hotel accommodation or who are needing to move out of host houses under the Ukraine scheme. Government are providing 40% towards the cost of these houses, and after 2yrs they will remain the property of SODC to use as they wish.

This is being viewed as a very positive start to a plan for SODC to own and operate more social housing to help and support those in most need of affordable accommodation.

Council Leader Seeking Assurances For Rail Ticket Office Closures

Following an announcement that there are plans to close numerous rail ticket offices across South Oxfordshire, Council Leader David Rouane is contacting GWR to raise concerns and seek assurances.

Many people, including vulnerable adults use train transport, and it is something from an infrastructure and environmental aspect we need to be encouraging. We're very concerned that these closures could create barriers for many to access the help and support they need to embark on rail travel so we will be looking to ensure that this announcement will not mean a reduction in staff present at stations to support passengers.

Members of the public can express their views on the matter by going to the GWR website

<https://www.gwr.com/haveyoursay>

Didcot prepares to party!

Head to Didcot this summer, the place to be for free and fun activities for everyone to enjoy from the 22 July – 30 August. The Didcot Garden Party launches on Saturday 22 July with events at Cornerstone Arts Centre that will start at 11am and run through until 3pm.

The Didcot Garden Party brochure is available to pick up from the Cornerstone Arts Centre, Didcot Library, Didcot Civic Hall and the Great Western Park Community Centres. You can also download the brochure via the [Vale Didcot Garden Town webpage](#) or the [Didcot Garden Town Latest News page on the South website](#) with details of all the free and fantastic events, performances, sports and activities taking place.

Splash Pad at Wallingford

The newly refurbished splash pad at Riverside Park and Pools in Wallingford is now available to use every day from 9am to 6pm and is free with no bookings required.

The refurbishment work has introduced lots of new and exciting features including:

- Water arches
- Raised features
- Tap Tap activators children can use to trigger water sequences
- Play zones for children of different ages and abilities
- A whoosh shower
- Sky drenchers and more!

The Riverside site is managed by GLL, the council's leisure provider. They will be overseeing the running of the pool and splash pad over the summer season.

For Council news webpage with links to news pages, Facebook, Twitter, Instagram and register for email alerts click [here](#)

To sign up for Planning news alerts click [here](#)

ATTACHMENT 3:

Q1 BUDGET MONITORING

Income	Actual	Budget	3 Months to 30 June				
	2022/23	2023/24	Budget	Actual	Variance	% Variance	
Precept	30956	30,956	15478	15478	0	0%	
Lease Income	1465	1,465	0	0	0	0%	
Wayleaves	53	55	55	54	-1	-2%	
Allotments	750	760	760	767	7	1%	
Cemetery Contribution	691	727	182	170	-11	-6%	
Interest	336	150	38	213	175	467%	Much improved interest rates
Pavilion insurance recovery	500	500	500	500	0	0%	
Standing Order PCC Gen	4	0	0	0	0	0%	
Total	34755	34613	17012	17183	170	1%	
Expenditure-Revenue items							
Clerk Remun.	8808	9260	2315	2202	113	-5%	
Payroll Management Costs	240	250	0	0	0	0%	
Bank fees	72	72	18	18	0	0%	
Office Expenses & Clerks							
Travel	182	250	63	0	63	-100%	
Subscriptions	471	500	500	426	74	-15%	
Website	429	600	150	90	60	-40%	
Training Courses	85	750	188	130	58	-31%	
Meeting Room Hire	364	425	106	100	6	-6%	
Insurance	1426	3000	3000	1362	1638	-55%	Insurance deal better than anticipated
Audit Costs-External	300	400	0	0	0	0%	
Audit Costs-Internal	285	285	285	250	35	-12%	
Legal Expenses	0	0	0	0	0	0%	
PC Election Costs	0	1600	1600	200	1400	-88%	Uncontested election
Car Park Repairs	0	0	0	0	0	0%	
Car Park Electricity	150	180	0	0	0	0%	
Play Equipment Inspection	81	85	0	0	0	0%	
Pav Repair and Maintenance	0	0	0	0	0	0%	
Pavilion Sundries	0	0	0	0	0	0%	
Grass Cutting and Plants	674	3160	790	254	536	-68%	Fewer cuts so far this year
Bench Refurbishment	0	0	0	0	0	0%	
Defibrillator Costs	291	100	100	126	26	26%	
Dog Bin Emptying	4898	5500	0	0	0	#DIV/0!	
Dog Bin Costs	30	35	0	0	0	0%	
Butts Piece Lease	756	800	0	0	0	0%	
Signage	0	0	0	0	0	0%	
Allotments	408	200	65	5	60	-92%	
Loan Interest	618	356	211	211	0	0%	
War memorial repair	0	0	0	0	0	0%	
Other	138	0	0	0	0	0%	
Covid/Warm Hub expenditure	0	0	0	0	0	0%	
Total	20705	27808	9391	5374	4017	-43%	
Non regular Revenue items							

Incomings-Village Grants	0	0	0	0	0	0
Incomings - Legal	0	0	0	0	0	0
	0	0	0	0	0	0%
Outgoings						
Contingency/Uninsured Costs	0	0	0	0	0	0%
Donations and Grants	650	1000	250	350	100	40%
Pavilion Drainage Expenditure	N/A	N/A	N/A	N/A	N/A	N/A
Loan Capital	11154	7991	5675	5675	0	0%
	11804	8991	5925	6025	100	2%
		2				2
		1				4
		8				1
Annual Surplus/(Deficit)-Revenue	2246	6		1696	5784	4088 %