

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 7<sup>TH</sup> SEPTEMBER 2023

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

Present were Chairman I. Duff, Vice Chairman P. Dixon, Councillors C. Gover, R. Hewat-Jaboor, N. Milner, D. Rickeard and C. Shaikh. District Councillor A-M Simpson joined the meeting at 8.38pm.

Apologies were received from District Councillor B. Manning

In attendance was L. Lloyd (Clerk).

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 20<sup>TH</sup> JULY 2023: The minutes of the meeting on 20<sup>th</sup> July 2023 were approved by Council and signed by I. Duff.

#### 4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: I. Duff noted receipt of the District Councillors report circulated by Ben Manning. Please see attachment 2 for the full report.

#### 5. ACTIONS FROM PREVIOUS MEETINGS:

**2022-12-01 Footpath 4 surface improvements:** L. Lloyd reported that it has been confirmed that A. McEwan-James remains the correct contact for this, but having an additional contact within the department may help to move things forward.

**2023-03-01 Deanfield Homes Car Park Land Transfer:** L. Lloyd confirmed that she has followed up with the Oxfordshire County Council (OCC) legal team for a progress update but has not received a response, so contact details for the OCC team have been given to Deanfield for them to make a direct approach.

**2023-06-01 Grass Cutting Resident Consultation:** I. Duff confirmed the preparations for the meeting on Friday 8<sup>th</sup> September: I. Duff will introduce the meeting, with B. Manning presenting on behalf of South Oxfordshire District Council (SODC), L. Lloyd confirming the current responsibilities and N. Milner leading the following discussion. It was noted that it would be important to keep the discussion and questions on track, and to produce a written record of the discussion to inform subsequent decision making within the council.

**2023-06-02 Parking and Traffic Management on Main Road:** N. Milner confirmed that no progress has been made on this over the last few weeks.

**2023-06-03: Footway repairs in the Parish:** I. Duff confirmed that D. Depp has now authorized the repair to the verge outside the Fleur de Lys, and is reviewing whether works can be done to the verge on the opposite side of Main Road alongside the barn, if there is any money left over.

Some progress has been made regarding how to proceed with footway works following correspondence with Paul Fermer of OCC. There are two options; a S278 lite agreement to allow the Parish Council more control, or contracting the county council to carry out the works either at OCC's cost, an agreed shared cost, or fully paid for by the Parish Council. I. Duff confirmed that he would circulate the full details to councillors after the meeting.

**2023-07-01 Kingsholm Close dropped kerb –** L. Lloyd confirmed that she has been in touch with OCC and D. Depp has agreed to produce a quote for this in the near future.

#### 6. ITEMS FOR DISCUSSION:

##### a) **Deanfield development adjacent to the village hall:** I. Duff provided a brief update which was circulated to councillors ahead of the meeting, covering the following:

A low-loader was reported going through the village on 30 August, this has been noted by Deanfield to follow up. A large load stuck before the bridge was transported by Norman Drewe on a low-loader under the bridge to avoid the main vehicle having to go back and then through the main village.

The site has won through several rounds of a competition run nationally for the best site. The regional finals will be in Milton Keynes on 22 September when they will find their position with possible promotion to UK finals.

The three current residents have been visited and received welcome packs. Plots 27-30 will soon be occupied, the first of these around mid-late September.

The Thames Water work is done as far as any road works are concerned although the final connection to the site water system at the entrance to the site has to be signed off, probably in the next few days.

C. Gover confirmed that the new road signage is tasteful and fits with the village aesthetic.

- b) **Footpath accessibility in winter months:** C. Shaikh confirmed that following concerns raised by residents, she will be researching which paths in the village have problematic surfacing over the coming weeks. It was agreed that these findings should be presented to the Parish Council for discussion.

## 7. ITEMS FOR DECISION:

- a) **Welcome Booklet – to agree a reprint of 50 copies at a cost of up to £50.00:** C. Shaikh confirmed that the welcome booklet has been updated following circulation to councillors, and is ready to print. It was noted that the new residents in Deanfield Green will likely require around 30 copies over the next few months. Councillors approved the expenditure.
- b) **Oxfordshire County Council's EV Microhubs Expression of Interest – to agree to submit a continued interest in Windsor Crescent as a possible public EV charging site in the parish:** I. Duff confirmed that he has spoken with a number of people living near the potential site and they have been supportive of this. N. Milner queried who would be using the charging points, and it was confirmed that nearby residents would be the most likely to benefit. D. Rickeard agreed to write a proposed response and circulate to councillors ahead of submission.
- c) **To agree to appoint April Skies Accounting as the council's Internal Auditor for 2023-24 at a cost of £270.00:** Councillors approved the appointment
- d) **Butts Piece allotment plot reinstatement:**
- i) **To agree a herbicide spray treatment for plot 27 at a cost of £40.00:** P. Dixon reported that the recently cleared plot has not been taken up by a new tenant yet, and as a result is now covered with a layer of green, consisting mostly couch grass. The solution suggested by BGG was to treat with herbicide. D. Rickeard spoke against the use of herbicide, particularly in the context of an allotment plot and was not supportive of this measure. I. Duff and P. Dixon did not vote as they hold allotment plots. After some discussion, the majority of councillors voted in favour of one application of herbicide in this instance, followed by covering the plot with tarpaulin to minimise regrowth.
- ii) **To confirm the source of budget funding to cover agreed plot 27 reinstatement costs:** Councillors confirmed that the expenditure for both the herbicide treatment and that of the previously approved £425.00 would be covered by the general reserve.
- e) **Joint Local Plan: Landscape Character Assessment consultation – to agree the Parish Council's response:** D. Rickeard confirmed that he has prepared a response to the consultation which has been circulated to councillors for consideration ahead of the meeting. There are two Landscape Character Areas within East Hagbourne Parish however the current mapping included in the consultation is not great, so the proposed response includes links to more detailed landscape studies within the East Hagbourne Neighbourhood Plan. The response was approved by council.
- f) **Confirmation of the Parish Council's decision regarding the October payment of CIL money from SODC:** I. Duff referred to a report on CIL Money Banking circulated by L. Lloyd ahead of the meeting, which highlighted that the next CIL money instalment of £106,843.63 is due in late October, which will increase the Parish Council's funds to around £240,000. N. Milner queried the plans for expenditure and D. Rickeard reiterated that the Community Projects Strategy needs to be populated with ideas for discussion. Councillors agreed to accept the money from the district council.

## 8. ITEMS FOR REPORT:

- a) **Planning Applications:** I. Duff confirmed that there are no current planning applications.
- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard reported that there are two new committee members in position following the recruitment drive over the summer. There will be a committee meeting later this month. The new signatories have been finalised. L. Lloyd has initiated discussions with Cholsey PC, Didcot Town Council and OALC regarding the future management of the Pavilion.
- c) **Cemetery Committee:** Nothing to report.
- d) **Employment Committee:** Nothing to report.
- e) **Butts Piece Allotments:** P. Dixon confirmed that a more proactive approach is being taken regarding plot maintenance and emails have been sent to holders of under cultivated plots with requests for action. A mid-year email has also been sent as a prompt for those who may wish to relinquish their plots in 2024 so that plots could be reassigned before the growing season.
- f) **Community Speedwatch:** Nothing to report.
- g) **Didcot Garden Town:** Nothing to report.
- h) **Flood Group:** Nothing to report.

*A-M Simpson joined the meeting at this point in proceedings*

- i) **Future Oxfordshire Partnership:** P. Dixon confirmed that the meeting of Tuesday 25<sup>th</sup> July had a presentation from Homes England on their Strategic Plan 2023-28, to create high quality homes and thriving places across England. There is another meeting later this month.
- j) **Neighbourhood Plan:** D. Rickeard reported that the Reg 16 consultation is still underway.
- k) **Climate Change and Biodiversity:** D. Rickeard confirmed that this is taking a back seat while the Neighbourhood Plan consultation is underway.
- l) **Matters raised at the Chairman's Surgery and OALC Chairman's meeting:** I. Duff confirmed the next Chairman's Surgery is on 15<sup>th</sup> September at the Fleur.
- m) **Training Courses Booked:** L. Lloyd confirmed that she and P. Dixon attended a Precept and Budget Setting training course earlier today and C. Shaikh and C. Gover have been booked onto a Councillor Fundamentals training course in November. Payment due for these courses is under pending payments in the finance report.

## 9. Correspondence:

L. Lloyd noted the following items of correspondence:

Two emails received from residents concerned about wilding and in favour of a well-kept village, ahead of the public meeting tomorrow evening.

OCC's 2023 National Highways and Transport (NHT) Public & Public Representatives Satisfaction Survey is open until February 2024. I. Duff and D. Rickeard confirmed they have completed the survey as individuals and encouraged others to do the same.

1<sup>st</sup> September - Call from Harwood Road resident about the car park hedge cutting. L. Lloyd noted that it is due to be cut later this month.

I. Duff confirmed that Gigaclear are holding an update meeting online on 18<sup>th</sup> September, and have notified those who have expressed interest.

I. Duff queried whether A-M Simpson had any points to raise as she joined the meeting late, and she highlighted the planning surgeries in the DC report.

## 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	Amount	VAT	Total	Date
Grundon Waste Management	PSI-0872594 - Cemetery bin June	DD	£75.51	£15.10	£90.61	20/07/2023
Shield Maintenance Ltd	INV 6639 General waste bin emptying June 2023	C Shaikh / D Rickeard	£13.00	£2.60	£15.60	24/07/2023
Dark White Digital	INV001284 July web hosting	C Shaikh / D Rickeard	£30.00	£0.00	£30.00	24/07/2023
BGG Garden and Tree Care	INV 329.23 Parish and Cemetery Grass Cutting June 2023	C Shaikh / D Rickeard	£335.00	£67.00	£402.00	24/07/2023
EHS&RC	INV 230604 Pavilion Meeting Room Hire 22nd June 2023	C Shaikh / D Rickeard	£25.00	£0.00	£25.00	24/07/2023
Paul Dixon	Expenses - Wasp Nest Removal on allotments	C Shaikh / D Rickeard	£89.00	£0.00	£89.00	24/07/2023
Castle Water Ltd	Direct Debit monthly charge for Allotment Water	DD	£5.00	£0.00	£5.00	28/07/2023
Laura Lloyd	July Salary	C Shaikh / D Rickeard	£734.83	£0.00	£734.83	28/07/2023
Grundon Waste Management	INV Cemetery bin July 2023 PSI-0879762	DD	£51.29	£10.26	£61.55	21/08/2023
Dark White Digital	INV001307 August web hosting	C Gover / C Shaikh	£30.00	£0.00	£30.00	29/08/2023
Shield Maintenance Ltd	INV 6725 general waste bin emptying July 2023	C Gover / C Shaikh	£13.00	£2.60	£15.60	29/08/2023
Hagbourne Village Hall	INV 1653 - Q1 Sep-Nov 2022-23 Meeting room hire 01/11 and 04/11	C Gover / C Shaikh	£18.40	£0.00	£18.40	29/08/2023

Hagbourne Village Hall	INV 1680 - Q3 Mar - May 2022-23 Meeting room hire 14/03	C Gover / C Shaikh	£6.00	£0.00	£6.00	29/08/2023
BGG Garden and Tree Care	INV 422/23 Clearance of Allotment plot 27	C Gover / C Shaikh	£425.00	£85.00	£510.00	29/08/2023
BGG Garden and Tree Care	INV 443/23 Cemetery cuts 10 and 31/07 Parish Cut 10/07	C Gover / C Shaikh	£335.00	£67.00	£402.00	29/08/2023
Hobs Reprographics	Grass Cutting Leaflets S2013INV23080132	D Rickeard / C Gover	£122.00	£24.40	£146.40	29/08/2023
Hobs Reprographics	Extra Grass Cutting Leaflets S2013INV23080191	D Rickeard / C Gover	£4.20	£0.84	£5.04	29/08/2023
EHSRC	INV 230704 Meeting Room Hire 20/07/23	D Rickeard / C Gover	£25.00	£0.00	£25.00	29/08/2023
Castle Water Ltd	Direct Debit monthly charge for Allotment Water	DD	£5.00	£0.00	£5.00	29/08/2023
Laura Lloyd	August Salary	C Shaikh / D Rickeard	£734.83	£0.00	£734.83	30/08/2023
Dark White Digital	INV001328 September web hosting		£30.00	£0.00	£30.00	
Shield Maintenance Ltd	INV 6803 Butts Piece bin emptying August 2023		£13.00	£2.60	£15.60	
Hagbourne Village Hall	INV 1693 - Q4 Jun - Aug 2022-23 Meeting room hire 04/07		£6.00	£0.00	£6.00	
Paul Dixon	Expenses - Re Vamp Multi Serve Ltd - Allotment Trophy engraving		£12.50	£0.00	£12.50	
OALC	INV W-2727 Councillor Fundamentals (C. Gover)		£50.00	£10.00	£60.00	
OALC	INV W-2728 Councillor Fundamentals (C. Shaikh)		£50.00	£10.00	£60.00	
OALC	INV W-2776 Precept and Budget Setting (P. Dixon and L. Lloyd)		£60.00	£12.00	£72.00	
Laura Lloyd	September Salary		£734.83	£0.00	£734.83	

#### b) Receipts since last meeting

From	Item	Amount	Date
SPB Stonework Ltd	Waldock memorial F172	£175.00	31/07/2023
M&J Didcock Funeral Services	Carter EROB and ashes interments x 2 - CM080	£524.00	31/07/2023
M&J Didcock Funeral Services	Moore EROB and ashes interment - CM081	£172.00	31/07/2023
Redwood Bank	Interest on 35 Day Notice Savings Account (July 2023)	£116.64	01/08/2023
CEC Limited (Central Coop England)	Cox 2nd inscription	£52.00	01/08/2023
M&J Didcock Funeral Services	Moore Memorial CM081	£87.50	18/08/2023
Redwood Bank	Interest on 35 Day Notice Savings Account (August 2023)	£122.40	01/09/2023
	<b>Total</b>	<b>£1,249.54</b>	

#### c) Accumulated Account Balances (reconciled online 06/09/2023)

Unity Trust Bank - T1 current account	£1,680.55
Unity Trust Bank - Instant access account	£71,668.16
Redwood Bank - 35 Day Notice Savings Account	£45,000.00
<b>Total</b>	<b><u>£118,348.71</u></b>

#### d) The Special Project Balances (as of 06/09/2023) 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	£55,413.82
	Total CIL money	£67,190.79
Community Projects Reserve Fund		£4,712.91
Planned Development Support Fund		£5,303.15
Cemetery		£15,204.12
	Total	£92,410.97
<b>e) General Reserve (as of 06/09/2023)</b>		<b>£25,937.74</b>

- 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 the application has now been submitted and is pending approval.
- d) External Audit Update:** Nothing to report.

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

Grass Cutting Consultation feedback

The meeting closed at 20.58pm. The next meeting will be held on 12<sup>th</sup> October 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:**

<b>TITLE</b>	<b>DISTRICT COUNCILLORS' REPORT</b>
<b>COUNCILLORS</b>	<b>CLLR ANNE-MARIE SIMPSON &amp; CLLR BEN MANNING</b>
<b>PARISH</b>	<b>EAST HAGBOURNE PARISH COUNCIL</b>
<b>DATE</b>	<b>7 SEPTEMBER 2023</b>

Corporate Plan Annual Performance Report – [Annual Report 2022-2023](#)

Corporate Plan Performance Report – [First Quarter](#)

Climate Action Plan Performance Report – [First Quarter](#)

### **Planning surgeries for town and parish councils**

The planning team holds monthly surgeries for members of town and parish councils to discuss general planning queries. To book their 15-minute online meeting they should use [this planning surgery link](#).

If there are any questions, please contact Emily Hamerton [emily.hamerton@southandvale.gov.uk](mailto:emily.hamerton@southandvale.gov.uk)

### **New grant available for biodiversity & nature recovery projects**

SODC has created a £50,000 fund to increase biodiversity and encourage public access to green spaces in the district. This has been funded by money provided from developers through the Community Infrastructure Levy (CIL).

In partnership with Trust for Oxfordshire's Environment (TOE), the money will be given as grants through TOE's Local Environment Fund. Community groups, town and parish councils, charities and non-profit organisations are invited to apply to TOE for grants ranging between £1,000 and £15,000 and can be used for such things as tree and hedgerow planting, restoring community orchards, ponds, nature-rich meadows, or to improve access to nature which could include replacing stiles with gates for better accessibility or improving pathways.

To check that your project idea meets TOE's funding criteria, contact Rachel Sanderson, Local Environment Fund grant administrator [admin@trustforoxfordshire.org.uk](mailto:admin@trustforoxfordshire.org.uk) and 01865 407003.

### **Oxfordshire Land Consultation hub**

South Oxfordshire and Vale of White Horse District Councils have commissioned independent specialists, Land Use Consultancy (LUC), to review and refresh existing landscape evidence and create a new joint Landscape Character Assessment across the districts. The ultimate aim is to inform the councils' work towards the Joint Local Plan and shape future policies.

To help inform the study, we are encouraging residents, businesses and visitors to share what they love about local landscapes and what they think is changing them. To help people have their say, LUC has launched an interactive [online Landscape Consultation Hub](#). The Hub provides more information about the studies being carried out and uses an interactive map for you to leave your thoughts on different landscapes. Responses are anonymous so you don't have to sign up or leave any details to have your say. The Consultation Hub is open for comments until 29 September 2023.

### **World EV Day FREE charging**

The annual World EV Day is on 9<sup>th</sup> September to encourage the move to Electric Vehicles. In July this year 48% of all new cars registered in Oxfordshire were Electric.

To celebrate and encourage more people to switch a range of charging companies are making charity donations and offering free charging across sites in Oxfordshire including free charging at Redbridge Park and Ride, free charging at all Oxfordshire RAW charging sites, and the first hour free from EZ Charge app users.

To find out more Oxfordshire County Council, Oxford City Council, Cherwell, South Oxfordshire, Vale of White Horse and West Oxfordshire district councils, and Oxford Local Enterprise Partnership (OXLEP) have created the Climate Action Oxfordshire website.

The website contains lots of information about [choosing an electric vehicle](#) as well as information about other ways Oxfordshire residents can help tackle the climate emergency.

There's also still time to register your interest in the grant scheme for parish councils to fund EV microhubs to create charging points in your village. Expressions of interest can be submitted through the OCC's consultation platform Let's Talk Oxfordshire: <https://letstalk.oxfordshire.gov.uk/ev-microhubs-eoi>

The closing date for expressions of interest is **15 September 2023**.

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