

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 14<sup>TH</sup> NOVEMBER 2024

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

Present were Chairman I. Duff, Vice Chairman P. Dixon, Councillors C. Gover, R. Jaboor and D. Rickeard (from 7.40pm), and District Councillor A-M Simpson (from start until 8.20pm)

Apologies were received from Cllrs C. Shaikh and N. Milner.

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 17<sup>TH</sup> OCTOBER 2024:

The minutes of the Parish Council Meeting on 17<sup>th</sup> October 2024 were approved by Council and signed by I. Duff.

#### 4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: A-M Simpson referred to the District Councillors report circulated to councillors ahead of the meeting, particularly noting the Councillor Fund. P. Dixon queried whether this may be able to fund allotment changes, A-M Simpson suggested that it would be worth checking with the grants team for eligibility. See attachment 2 for the full report.

#### 5. ITEMS FOR DISCUSSION:

- a) **Cemetery Drainage – Next steps:** R. Jaboor summarised the outcome of the Cemetery Committee meeting held on 12<sup>th</sup> November. The Cemetery Drainage report advised on the next steps required if it is agreed to move forward with the drainage installation project, which include completion of a Topographical Survey and Design Drawing to allow contractors to quote for the works. As the combined cost for these is likely to be around £3,000, the Cemetery Committee agreed that a summary would be written to seek approval and an agreement in principle to contribute to the costs from both councils before committing to further expenditure.

#### 6. ITEMS FOR DECISION:

- a) **Public Art Project – To agree the formal constitution for the steering group moving forward:** D. Rickeard proposed that the Steering Group should be formally constituted as an advisory group including A. Brown, SOHA, parish councillors and members of the public. Terms of Reference: To review and advise on potential art projects using S106 monies. It was agreed that a coordinator is needed to liaise with steering group members and arrange meetings, I. Duff has informally carried out this role liaising with A. Brown during the initial stages and agreed to continue in the role of coordinator.
- b) **To approve expenditure of £450.00 to cut the hedge at Butts Piece Allotments:** P. Dixon brought forward a proposal for BGG to complete a cut of the allotment hedge. Councillors queried the price breakdown, and also whether this was likely to be an annual cost moving forward. After some discussion including acknowledgement that the 3m hedge is a significant 2-man job, it was agreed that further quotes should be sought for comparison.

#### 7. ITEMS FOR REPORT:

##### a) **Planning Applications:**

P24/S3457/CC 6 Great Mead Change of Use – The Parish Council has been informed of the application but not invited to comment. I. Duff asked A-M Simpson whether she had any information on this, but it is not an application that has been brought to her attention.

I. Duff noted the planning applications currently within their consultation period (Parish Council responses to be agreed following I. Duff's discussions with neighbours):

P24/S3395/FUL South Grange, Main Road – Single self-build property and associated external works, this has been largely well received by adjacent neighbours. D. Rickeard raised a query concerning the biodiversity obligations of self-build properties and asked A-M Simpson whether the self-build aspect exempts them from the Neighbourhood Plan biodiversity requirements as well as the national framework.

P24/S3496/FUL Hagbourne Village Hall – Full planning application for replacement roof and wall insulation. D. Rickeard declared a non-pecuniary interest as the Parish Council nominated trustee for Hagbourne Village Hall Committee and will not be involved in the Parish Council's discussion and response for this application.

P24/S3566/HH 28 Blewbury Road – Single storey extension

- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard confirmed that the quote for maintenance following the RoSPA report has been received today for £2,370+VAT. The quote will be circulated to EHSRC

for formal approval as the committee agreed to pay the maintenance costs. The tree works behind the pavilion are still pending. Kevin Annely has joined the volunteer team to help Rob Bignold with bookings.

- c) **Cemetery Committee:** R. Jaboor confirmed the following items from the Cemetery Committee meeting: The cemetery bin path has been completed and should solve the issues with uneven ground adjacent to the Lych gate during winter months. The Wildflower meadow tree bench has been reviewed and it has been agreed to remove it at this stage before it becomes a liability. The committee approved a 5% increase on all cemetery fees from 1<sup>st</sup> April 2025.
- d) **Employment Committee:**
- i) **Local Government Services Pay Agreement 2024/25 – To note the Clerk’s new pay rate, together with backdated pay from April-October:** C. Gover circulated an Employment Committee Report to councillors ahead of the meeting. The NJC pay scale has now been approved and is applicable to the clerk who is on SCP21, with an increase of 63p per hour. This is to be back dated to 1<sup>st</sup> April 2024. A letter of postponement has been sent to the clerk to allow receipt of backpay in the November/December salary payments without triggering automatic pension enrolment. The clerk’s basic salary is now very close to the threshold for a mandatory pension, and it was agreed that pension schemes should be considered ahead of the 2025/26 budget approval.
- e) **Butts Piece Allotments:** P. Dixon confirmed that there are currently only two people on the allotment waiting list, both living outside the parish. The most recent tenant is from the Deanfield estate.
- f) **Flood Management:** R. Jaboor confirmed that the channel clearance works are well underway along FP19 and it is understood that the silt is to be banked alongside the channel rather than being cleared from site. Leigh Travers is planning to do a site visit next week. L. Lloyd is still trying to coordinate a meeting to discuss the rest of the waterways in the parish.
- g) **Community Speedwatch:** R. Jaboor noted that the 20mph signage is now in situ but the Traffic Regulation Order is not yet in place. Speedwatch sessions will have to wait for 3 months after the new speed limit is introduced before commencing checks within the new limit.
- h) **Housing development adjacent to the village hall:** I. Duff confirmed that groundwork is currently being completed on site, including the preparation for installation of the play equipment. Deanfield’s submitted plan with amendments to the LEAP play area will need approval from SODC before works can move forward. In terms of the car park land transfer, it has come to light that the delay seems to be due to inertia within the OCC Legal team, who have been chased by both the clerk and Deanfield solicitors this month to push for completion.
- i) **East Hagbourne Post Office - Postmaster Recruitment:** It has been confirmed that there are 2 potential applicants for the Postmaster position, and it is hopeful that this will result in a successful appointment.
- j) **Hagbourne Village Hall Committee:** D. Rickeard reported on the AGM held on 11<sup>th</sup> November. Richard Elliott has now stepped down as Chairman and the committee is currently without a Chair. One volunteer from West Hagbourne has come forward to join the HVH Committee. D. Rickeard is the Parish Council nominated trustee on the Village Hall committee and is currently administering the committee in the absence of a chair. He will be actively seeking new members to share the committee roles. I. Duff queried whether there was any update on the SODC grant application for the roof and insulation works – D. Rickeard noted that at this stage there has not been any feedback.
- k) **Matters raised at the Chairman’s Surgery and OALC Councillor’s Forum:** I. Duff reported on the following:
- October Chairman’s Surgery - A conversation with a Heritage Officer from SODC proved very useful in line with his recent Parish Magazine entry on Conservation Areas.
- OALC Councillors Forum – Presentation by Chloe Edwards of OCC on the draft Local Nature Recovery Strategy (LNRS) consultation. The consultation closes on 1 December. I. Duff confirmed to Chloe that EH has a Biodiversity Strategy. The other parishes on the Zoom call did not seem to have such a strategy. Training Courses for experienced councillors and a clerk refresher course.
- Concerns over developers reclaiming CIL monies not spent within the 5-year timeframe.
- Confirmation of the new clerk pay scales, discussion on pensions and the impact of the NI increase for budget planning.
- A request for feedback on possibly reintroducing legal online meetings – It was agreed that councillors would consider the pros and cons of meeting online ahead of the next meeting.

## 8. Correspondence:

L. Lloyd noted that SODC contacted Hagbourne Village Hall to book for a potential By-Election on 5<sup>th</sup> December. As preschool use the hall during the day and HAMS have booked the hall in the evening, it has been agreed that the Pavilion at Great Mead will be used as a polling station. To accommodate this, the Parish Council meeting on 5<sup>th</sup> December will now be held at Hagbourne Village Hall.

## 9. 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	Auth	Amount	VAT	Total	Date
Castle Water Ltd	INV10003685851 - Allotment Water - Bill date 03102024	DD	£15.40	£3.08	£18.48	17/10/2024
Grundon Waste Management	PSI-1151873 Cemetery bin collections September	DD	£72.11	£14.42	£86.53	18/10/2024
Dark White Digital	INV 001652 web hosting October 2024	D Rickeard / C Gover	£30.00	£0.00	£30.00	28/10/2024
Shield Maintenance Ltd	INV 8047 Dog Bin and Waste bin emptying September 2024	D Rickeard / C Gover	£125.66	£25.13	£150.79	28/10/2024
BGG Garden & Tree Care	INV 799/24 Parish and Cemetery Cuts September 2024	D Rickeard / C Gover	£355.00	£71.00	£426.00	28/10/2024
Hagbourne Village Hall	INV 1752 Meeting room hire 16 July 2024	D Rickeard / C Gover	£6.00	£0.00	£6.00	28/10/2024
EHSRC	INV 240904 Community room hire 5 September 2024	D Rickeard / C Gover	£25.00	£0.00	£25.00	28/10/2024
Paul Dixon	Expenses - Trophy Engraving	D Rickeard / C Gover	£13.75	£2.75	£16.50	28/10/2024
Oxfordshire South & Vale Citizens Advice Bureau	S137 Grant	D Rickeard / C Gover	£300.00	£0.00	£300.00	28/10/2024
OALC	INV W-3569 Financial Regulations & VAT Training	D Rickeard / C Gover	£55.00	£11.00	£66.00	28/10/2024
Laura Lloyd	Expenses July-Oct 24 - Printer Ink, McAfee Virus Protection and Land Registry Searches	D Rickeard / C Gover	£63.37	£1.67	£65.04	31/10/2024
Laura Lloyd	October Salary	D Rickeard / C Gover	£824.40	£0.00	£824.40	31/10/2024
Unity Trust Bank	T2 Account Service Charge - transaction charges	Automatic Charge	£3.00	£0.00	£3.00	31/10/2024
Royal British Legion	S137 Grant	D Rickeard / C Gover	£100.00	£0.00	£100.00	04/11/2024
SCS Oxon Ltd	INV SB578. Interim payment for FP12 and FP15 works	C Shaikh / C Gover	£10,918.50	£2,183.70	£13,102.20	13/11/2024
EDGE IT Systems Ltd	INV38043 Epitaph Cemetery Database and HeritEdge Digital Mapping Annual Fee	D Rickeard / C Gover	£337.00	£67.40	£404.40	14/11/2024
J Williams Garden Services	INV JWGS Cemetery Bin Path		£855.00	£0.00	£855.00	
HUGS	Expenses - Yellow Rattle Seed for Cemetery Wildflower Meadow		£36.25	£7.25	£43.50	
Dark White Digital	INV 001677 November web hosting		£30.00	£0.00	£30.00	
Shield Maintenance Ltd	INV 8143 Dog Bin and Waste bin emptying October 2024		£125.66	£25.13	£150.79	
BGG Garden & Tree Care	INV 949.24 Cemetery Cut October 2024		£70.00	£14.00	£84.00	
EHSRC	INV 241004 Community room Hire 17 October 2024		£25.00	£0.00	£25.00	
Laura Lloyd	November Salary including 50% April-October backpay		£974.76	£0.00	£974.76	

b) Receipts since last meeting:

From	Item	Amount	Date
SODC	CIL Monies rec'd P19/S0357/RM Instalment 3 and P22/S2574/FUL Instalment 2	£115,173.81	25/10/2024
Redwood Bank	35 day notice account interest October	£231.20	31/10/2024
Nationwide	Instant Access Savings account interest - October	£151.31	31/10/2024

Set in Stone	Memorial F173 Walker	£175.00	01/11/2024
M&J Didcock	EROB & Interment G193 Jackson	£616.00	01/11/2024
Set in Stone	Memorials F157 and F178 O'Gorman	£350.00	04/11/2024
Set In Stone	Memorial F179 Dodd	£87.50	13/11/2024
Set In Stone	Memorial CM082 Carter	£175.00	13/11/2024
Set in Stone	Memorial CM093 James	£175.00	13/11/2024
<b>Total</b>		<b>£117,134.82</b>	

**c) Accumulated Account Balances (reconciled online 14/11/2024)**

Unity Trust Bank - T1 current account	£126,049.84
Unity Trust Bank - Instant access account	£57,888.53
Redwood Bank - 35 Day Notice Savings Account	£85,000.00
Nationwide - Instant Access Business Savings Account	£81,130.42
<b>Total</b>	<b>£350,068.79</b>

**d) The Special Project Balances (as of 14/11/2024) are:**

Community Infrastructure Levy Fund	Received 28/04/23 so requires spending by 27/04/28	£52,605.62
	Received 27/10/23 so requires spending by 26/10/28	£106,843.63
	Received 26/04/24 so requires spending by 25/04/29	£4,165.09
	Received 24/10/24 so requires spending by 25/10/29	£115,173.81
	<b>Total CIL money</b>	<b>£278,788.15</b>
Community Projects Reserve Fund		£4,712.91
Planned Development Support Fund		£5,303.15
Cemetery		£15,422.27
<b>Total</b>		<b>£304,226.48</b>

**e) General Reserve (as of 14/11/2024)**

**£45,842.31**

**b) Review and approval of pending payments:** The Council reviewed and approved the pending payments that did not have minuted/regular payment approval this month.

**10. Items for report and inclusion on the December agenda:**

- Online Meeting Response
- Allotment Fees Review

The meeting closed at 8.55pm.

Items for consideration for the December agenda must be received by the clerk no later than Wednesday 27<sup>th</sup> November.

**The next meeting will be held on 5<sup>th</sup> December 2024 at Hagbourne Village Hall, East Hagbourne.**

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

**ATTACHMENT 1: ACTION LIST**

Action No	What	Who	Status
2023-03-01	Deanfield Homes Car Park Land Transfer	LL	Transfer documentation signed at meeting on 26 <sup>th</sup> March. Still awaiting confirmation of transfer from solicitors. 05/11/2024 Deanfield solicitors confirmed they completed the required documentation some time ago and have now also emailed the OCC Legal team requesting that the transfer is completed as a priority.
2023-06-02	Parking and Traffic Management on Main Road	NM	NM to prepare a proposal with initial steps to investigate the practicalities and resident perception of current issues. Progress with this item has been delayed by the current Main Road closure.
2023-06-03	Footway repairs in the parish	ID/PD/RJ	Prioritise potential repairs for OCC to review. C. Stallwood has added East Hagbourne to the list for slurry sealing Main Road footways in the future. Meeting with Highways Engagement Officer on 3 <sup>rd</sup> October being followed up
2023-10-01	Disabled Parking spaces in the village car park	LL	Research options and costs. This has not been raised again as a concern in the last 12 months
2023-10-03	Weed management on Main Road	LL/ID	14/10 Deep Cleanse team have cleared the outer edge of the raised footway approaching Lower Cross. Now awaiting quote for weed treatment from BGG. The footway and verge in front of Lawson's Orchard have also been improved.
VARIOUS	<p>Footpath accessibility:</p> <p>2023-12-02 FP10 MFL to West Hagbourne</p> <p>2023-12-03 FP12 Church Lane to Fieldside</p> <p>2023-12-04 FP13 Parsonage Lane</p> <p>2024-01-01 FP1 West Hagbourne to Didcot</p> <p>2024-03-01 FP12 Fieldside to the Causeway</p> <p>2024-03-02 FP15 Grange Footpath</p> <p>2024-03-03 FP8 Bakers Lane to The Croft</p> <p>2024-04-01 FP30 Village Hall</p>	LL/CS/PD/ID	<p>Chasing OCC for a meeting between OCC/EHPC and WHPC to assess FP10 and FP1 and for approval for potential works to FP12, FP15 and FP8. Approached R. McNaught for assistance as A. McEwan-James has not been able to respond to recent requests.</p> <p>2024-01-01 – Sought advice from District Councillors as to whether the DGT funding may support improvements to FP1 – as this is not on the LCWIP list of paths for improvement the PC has been referred back to OCC for advice.</p> <p>Volunteer labour is available for FP8 aggregate laying subject to OCC approval</p> <p>04/11/2024 SCS Oxon Ltd works on FP12 and FP15 started on 4th November using original spec as per FP4</p> <p>03/10/2024 FP13 was discussed with the Highways Engagement Team and recorded as Cat 3</p> <p>03/10/2024 FP30 – Review of possible surface improvements undertaken by Chloe from the Highways Engagement team</p>
2023-12-09	Community Speedwatch	RJ	<p>The installation of 20mph signage indicates that the new speed limit is imminent although the Traffic Regulation Order has not yet been completed (this takes around 2 weeks to allow for publication in local press).</p> <p>Current road closures due to SGN works have delayed initial speedwatch sessions.</p>

2024-01-02	Emergency Plan / Flooding documentation Review	RJ/LL	Emergency Plan Approved and now online. Resident feedback and volunteers for emergency contact list now ongoing.
2024-02-01	Pavilion Lease Renewal	DR/LL	Feedback from CFO received and being reviewed
2024-02-04	Flood Management in the Parish	CS/DR/PD	12/11/2024 OCC Flood Risk Management funded channel clearance and bridge removal works along FP19 are currently being completed.
2024-03-04	Main Road 20mph limit	OCC	Public consultation complete and signage being installed. Awaiting Traffic Regulation Order from OCC, which must be advertised for 2 weeks in local press.
2024-03-05	From APM: Step reinstatement on Main Road/Bakers Lane footpath	OCC/LL	This is an OCC Highways matter and has also been raised with the Highways Engagement Team on 03/10/2024. 03/11/2024 The clerk has chased SGN, OCC officers and Highways Engagement as SGN contractors are currently working along Main Road. The request was forwarded by SGN Customer Services to the local depot on 7 <sup>th</sup> November and chased on 11 <sup>th</sup> November but there has been no contact from the depot to resolve the issue.
2024-03-06	From APM: Main Road to Coscote road surface	OCC	An OCC matter as no agreement was made with the developer during the planning process through the S278 agreement to maintain and repair the main agreed access route to the site. The Parish Council has full support from our County Councillor, Jane Murphy, to lobby for repairs and reinstatement. 03/10/2024 Meeting with the Highways Engagement Team to discuss
2024-04-01	CIL Projects Shortlist	ALL	Councillors reviewing and updating project proposals following discussion at the APM
2024-10-01	Blewbury Road Drainage	CS/LL	Initial communications being followed up

## ATTACHMENT 2:

<b>Title</b>	District Councillor's Report
<b>Councillors</b>	Cllr Anne-Marie Simpson
<b>Parish</b>	East Hagbourne Parish Council
<b>Date</b>	14 November 2024

[Booking link](#) for planning surgeries for town and parish councils  
**Annual Corporate Plan Performance Report – [2023-2024](#)**  
**Climate Action Plan Performance Report – 2023-2024 [Quarter 4](#)**

### Councillor Community Grant

The deadline for our Councillor Community Grant Scheme is fast approaching. Community organisations, including town and parish councils have until **Friday 29 November** to apply for funding of up to £5,000 from each South Oxfordshire District Councillor.

If there are any projects within your ward that you think would benefit from funding, do reach out to them and let them know about how we can support them.

You can find the details on our website [southoxon.gov.uk/grants](https://southoxon.gov.uk/grants) and organisations can also contact our Community Enablement team if they have any questions [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk).

### Household Support Fund

We expect the next round of the Household Support Fund to open in the New Year following the recent Government announcement of the extension to 31 March 2025. The scheme is currently closed whilst officers consider any changes to the approach and delivery of the funding to our residents. If members receive enquiries from people struggling with the cost of living, the community hub can still help.

Residents can contact our Community Hub team on 01235 422600, email [communitysupport@southandvale.gov.uk](mailto:communitysupport@southandvale.gov.uk) or visit our website: [South](#) / [Vale](#)

### First Habitat Bank created in the District

South Oxfordshire District Council is proud to announce it has helped create the first habitat bank in the district aiming to increase biodiversity and reduce river pollution while also allowing necessary development.

The council has worked with the environmental charity Trust for Oxfordshire's Environment (TOE) and a local landowner on plans to transform 16.5 acres off Windmill Lane, Towersey from intensively farmed arable land to a biodiverse mosaic of grassland, scrub, and woodland habitats. This will provide a haven for pollinators such as bees and butterflies, mammals including water voles and birds such as curlews and barn owls.

The new habitat bank will provide a stable income for the landowner through [biodiversity net gain](#), making the rest of their farm business more resilient in the face of a changing climate.

The owner of the land at Towersey first heard about biodiversity net gain – where developers buy biodiversity credits from habitat banks to offset building works – when they attended the farm innovation show in 2022. They then worked with TOE to develop the project and liaise with the council as the local planning authority.

The site is next to the Thame Valley Conservation Target Area, a strategically valuable area for nature recovery. Over the coming decades, the land will be managed to allow wildflowers to bloom and set seed in the summer, with an annual hay cut in the autumn. This will create habitat and food for a host of wildlife species in an arable-dominated landscape.

By removing the land from intensive agricultural production, fewer chemicals from pesticides and fertiliser and less sediment will run into the Cuttle Brook that runs on the northern border of the site, improving the health of one of the River Thame's main tributaries. You can read more here [First habitat bank created in South Oxfordshire - South Oxfordshire District Council](#)

You can also read more about [Habitat Banks here](#)

### Rethinking waste

We're entering a new era for rubbish with the launch of our new joint Waste Resources and Street Cleansing strategy.

The new strategy, which was formally approved by Cabinets, puts a strong emphasis on encouraging and enabling people to reduce, reuse, repair, refill and rehome items - instead of throwing them away.

With reduce and reuse top of the agenda, last month, representatives from both councils popped along to check out the great work happening at two local initiatives – [Sustainable Didcot's Repair Café](#) and [Sustainable Wantage's Clothes and Book Swap](#).

Everyone can read the strategy and find out more about rethinking waste and our plans to keep our streets clean and tidy at: [www.southandvale.gov.uk/rethinkingwaste](http://www.southandvale.gov.uk/rethinkingwaste).