

# **East Hagbourne Annual Parish Council Meeting 14<sup>th</sup> May 2026**

## **Review of Council Operations (Annual Checklist)**

**Under Standing Orders (and as a legal responsibility) the Council is required to carry out the following reviews at each Annual PC Meeting.**

- (a) Review of nominations and terms of reference to committees, working groups and non-Council bodies, including cheque signatories and delegated authorities.
- (b) Review of standing orders and financial regulations and confirmation of Internal Auditor
- (c) Review of inventory of land and assets including buildings and office equipment.
- (d) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- (e) Review of the Council's Risk Assessment.
- (f) Review of the Council's and/or employees' memberships of other bodies.
- (g) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

Nominations to Committees, Working Groups and outside bodies remain in force until the next Annual Parish Council Meeting.

### **1. Committees**

#### **– Employment Committee**

- Members: Cllr Carolyn Shaikh (Convenor) and Cllr Cordelia Gover
- The Committee is constituted as an Advisory Committee
- TOR: To review the contractual arrangements for council employees and in particular the Clerk for the coming year and make recommendations to full council for any changes needed, taking account of NALC recommendations where appropriate.

#### **– East & West Hagbourne Cemetery Committee (“the Cemetery Committee”)**

- Members: Cllr Paul Dixon & Cllr Robin Jaboor
- For West Hagbourne the member is Cllr Julie Freeland
- The Committee is constituted as a Full Committee of the Parish Council.
- TOR: The Committee will consist of two Councillors from EHPC and one from WHPC. The Chair of the Committee will rotate with 2 years for EH, 1 for WH. The Clerk of EHPC will act as administrator and have direct responsibility for the bookings and maintenance of the Cemetery. Up to two lay members from each Parish may also be recruited to the Committee but would have no vote.
- Cllr Robin Jaboor from East Hagbourne will chair the committee for the year 2026-27.

### **2. Working and Affiliated Groups**

#### **– Flood Group**

- Coordinators: Mrs Jane Bell and Cllr Carolyn Shaikh
- Members: Local residents in Tadley, Main Road and other areas in the parish who live close to the stream.
- TOR: To carry out routine inspections and minor maintenance of the stream channels running through the parish, in accordance with Environment Agency guidelines. To engage with EHPC, OCC and SODC as needed to support these activities. To receive updates from and work with East Hagbourne's Flood Warden(s).
- To keep records of meetings, discussions and activities.

#### **Flood Warden (Oxfordshire County Council Scheme)**

- Cllr Ric Avery – Volunteer Flood Warden

#### **– Planning Application Advisory Group**

- Members: Cllr Iain Duff (convenor) and other councillors as needed.
- Planning applications will normally be considered and responses agreed at Parish Council meetings, unless consultation deadlines prevent this.
- TOR: To consider planning applications, where needed, and make recommendations to the Clerk on how the Council should respond, taking into account comments from other councillors via email.

– **Neighbourhood Plan Steering Group (NPSG)**

- Members: Mr Crispin Topping (Chair), Cllr Paul Dixon, Cllr David Rickeard plus members of the public. Current member is Mr Bill Barksfield.
- TOR: To monitor the application of the Plan in the planning process and perform any reviews required to keep it current and effective. To advise on implementation of the Plan projects as required by the Parish Council. To participate in the discussions of the Oxfordshire Neighbourhood Plans Association (ONPA) and report on these discussions.
- As a Working Group of the Parish Council, the NPSG is empowered to make recommendations to the Parish Council for actions and expenditure, but these must be approved by the full Council before being implemented.  
*NOTE: An update to the Plan was adopted by SODC on 22<sup>nd</sup> February 2024.*

– **East Hagbourne Archive Group**

- Chair, Ms Allison Huckle. Parish Council Representatives: Cllrs Iain Duff and David Rickeard
- TOR: To care for and preserve the village's archives, to make the archive available for the benefit of the community and to extend the archive into the future. To keep records of meetings and discussions.
- This group is currently dormant, although archive material is still being collected.

– **Public Art Steering Group**

- Coordinator: Cllr Iain Duff. Parish Council Representatives: Cllrs Iain Duff, David Rickeard, Carolyn Shaikh, Cordelia Gover, Natalie Milner. SODC: Abigail Brown. SOHA: Jade Wickens. Members of the public: Millie Ladd, Margaret Gallop, Laura Lloyd, Viviane Callaghan and Tom Moszczynski.
- TOR: To review and advise on the delivery of public art projects using S106 monies. To oversee the artistic development process and make recommendations to the Parish Council for formal approval. The parish clerk will support the group as required in relation to Parish Council responsibilities.

**Footpaths Working Group**

- Coordinator: Cllr Carolyn Shaikh. Additional Parish Councillors: Cordelia Gover, Paul Dixon, David Rickeard
- TOR: To assess and advise on improvements to the footpath network in the parish, including communication with OCC and landowners. To receive updates from and work with East Hagbourne's Parish Path Wardens and advise on appropriate actions the Parish Council may take to maintain footpath accessibility.

**Parish Path Wardens (independent volunteers)**

- PPW with designated volunteer level access to the County Council's Countryside Access reporting system: Stuart Grant (and Cordelia Gover for the Parish Council)
- 6 additional members of the public signed up as PPW volunteers

### **3. Review of Delegated Authorities**

– **Response to Planning Applications:**

- Clerk, in consultation with the Planning Application Advisory Group.

– **Financial arrangements:**

- See Financial Regulations

– **Didcot Area Development:**

- Decisions on responses to SODC/OCC should normally be agreed in full Council. In the event of an urgent response being needed, submissions delegated to the Clerk in consultation with the Chair and input from other councillors and NPSG as time allows.

### **4. Outside Bodies**

– **East Hagbourne Sport & Recreation Committee**

- EHSRC is legally separate from the Parish Council and has been appointed by the Parish Council to carry out day-to-day management of the Pavilion and Recreation Ground.
- TOR are as described in the EHSRC Constitution and the Memorandum of Understanding. EHSRC and EHPC work co-operatively to ensure that the facility is used for the general benefit of the communities of East Hagbourne and the surrounding district.
- The Committee is made up of five officers, including a Parish Council representative, who may then co-opt additional members.

- The constitution requires that the Parish Council representative be appointed at the Annual PC Meeting and that the other four officers (who are proposed by EHSRC and need not be Parish Councillors) be affirmed.
  - For the year 2026-27, the officers will be Mr David Rikeard (Chairman), Mrs Rebecca Hancock (Treasurer), Mr Rob Bignold & Mr Kevin Annely (Bookings and Publicity), Mr Keith Davies (HUFC), Mr John Symonds (HUFC), Mr Iain Duff (Parish Council representative) Mr Adrian Coles (Table Tennis) and Mr Anthony Jones (Table Tennis)
  - NOTE: A Memorandum of Understanding between EHSRC and the Parish Council replaced the initial 10-year lease on 26<sup>th</sup> November 2025
- **Website management**
- Cllr Cordelia Gover will continue to oversee the maintenance and posting of new material on the web site supported by the clerk and consultant Mr Dave Woods.
  - Cllr Natalie Milner has been appointed as the administrator for the East Hagbourne Parish Council Facebook page.

## 5. Nominations to Non-Council bodies

- **Parish Charities \***
- Cllr I Duff and Mrs J Y Rikeard are nominated to serve as Trustees of the Parish Charities.
- **Village Hall \***
- Cllr D Rikeard is nominated to serve as a Committee Member and Trustee of the Village Hall.
- **Allotments Management Committee**
- Cllr P Dixon is appointed to the Allotments Committee, to maintain a liaison between that group and the Council, and to support the Clerk who is responsible for administrative tasks and collection of allotment rent.
- **Public Transport Representative**
- Mrs Joy Napper is nominated as the East Hagbourne Public Transport Representative to liaise with OCC on public bus services in the parish.

\* NOTE: In accordance with the law governing charities, those nominated to serve as trustees do so in an individual capacity, and their duty is to further the best interests of that charity.

## 6. Authorised signatories for online/cheque payments

- Councillors David Rikeard, Cordelia Gover, Carolyn Shaikh and Robin Jaboor.

## 7. Review and adoption of new Standing Orders and Financial Regulations etc

- **Standing Orders:** An adapted version of the 2025 NALC Model Standing Orders was adopted on 14<sup>th</sup> May 2026.
- **Financial Regulations:** The 2024 NALC Model Financial Regulations were adopted on 13<sup>th</sup> February 2025. Updated version approved 24<sup>th</sup> April 2025 to reflect changes following the Procurement Act 2023 and Procurement Regulations 2024 coming into force in February 2025. No changes were made following a review in May 2026 (NB: there have been no updates to the NALC model in the past year).
- The **Code of Conduct** was adopted at a special meeting on 20<sup>th</sup> June 2012. Amendment agreed 29<sup>th</sup> September 2022. Amendment agreed on 9<sup>th</sup> March 2023 to include additional detail on interests to align with the Oxfordshire Councils' Councillor Code of Conduct 2022.
- The Council's **Publication Scheme** (based on the ICO Publication Scheme) was adopted on 12<sup>th</sup> March 2026.
- The Council's **Health & Safety Policy** was approved on 3<sup>rd</sup> October 2013.
- The Council's **Expenses Policy** was approved on 3<sup>rd</sup> October 2013.
- An update to the **Council's Mission statement** was approved at the meeting of 12<sup>th</sup> May 2016.
- The Parish Council's **Investment Strategy** was adopted on 12<sup>th</sup> October 2023. A review in September 2024 resulted in no changes. No changes were made when the strategy was reviewed in October 2025.
- The **East Hagbourne Emergency Plan 2024** was approved in June 2024.
- **Internal Auditor:** Parish and Town Auditing Services were appointed as internal auditor for the year 2025/26. This will be reviewed again ahead of the 2026/27 internal audit.
- The Parish Council's **IT Policy** was reviewed and updated on 16<sup>th</sup> April 2026.

- The Parish Council’s **Data Protection and Information Governance Policy** was adopted on 12<sup>th</sup> March 2026
- The NALC model policies for **GDPR** (General Privacy Policy and Staff Privacy Policy) were adopted at the Council meeting of **25<sup>th</sup> April 2019**.

## **8. Review of inventory of land and assets including buildings and office equipment**

The Parish Council’s formal Asset Register was last updated in March 2026.

- Hopfields (11.25a)
- Recreation Ground (4.27a)
- Village Car Park (0.81a) inc fencing, lights, bollards and new parking spaces
- Pavilion
- Bus Shelter
- Play Areas Equipment and Fencing
- Cemetery (75%)
- Cemetery Lych Gate (75%)
- Wooden Cemetery bench (75%)
- Six metal benches
- Nine wooden benches (three form part of the Sustrans trail and three are in the recreation ground)
- Four wooden picnic benches (NB: two benches were installed at the recreation ground in mid-May 2026 and will be added to the formal asset register in June)
- Litter and Dog Bins
- Pavilion Car Park
- Other Equipment – Measuring Wheel and Flood Fork
- Two Defibrillators with Outdoor Cabinets (Community Shop and Village Hall)
- Office Equipment: Parish Council Computer and Software, A3 Laminator
- Upper Cross
- Lower Cross
- Coscote Cross
- War Memorial
- Two Village gateways including welcome signage (NB: The village gateway on Main Road by the cemetery is OCC owned)

*NOTE: The Guardians of the defibrillators are currently noted as the Clerk (Laura Lloyd) and Cllr Iain Duff. The defibrillators and cabinets are checked fortnightly to ensure they are in working order and a record of the expiry dates of pads and batteries is maintained by the clerk.*

## **9. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**

- The Council's insurance includes the East Hagbourne Pavilion. In accordance with the lease agreement, EHSRC will make a contribution towards the insurance costs, which is set at £500 for the year 2026-27.
- A review of the Schedule was completed to ensure that it is correct and clear in the light of the Parish boundary change of 2015. A further review was performed at the renewal in 2017. A further review of the insurance and financial risks was performed in March 2019 and the cover was found to be acceptable. A review of insurance and financial risks was completed in March 2020 in line with renewing the insurance policy through Came & Co. A review of insurance and financial risks was completed in March 2021 and March 2022 ahead of renewing the insurance through Came & Co. A review of insurance and financial risks was completed in February 2023 ahead of taking out a 3-year insurance policy with BHIB Councils Insurance. BHIB Councils Insurance rebranded in 2023 as Clear Councils. Clear Councils changed their insurance partner from Aviva to Ecclesiastical in late 2024: the new insurance documents were reviewed in March 2025 ahead of renewal for 2025-26. A review of insurance and financial risks was completed in March 2026 ahead of taking out a new 3-year insurance policy with Clear Councils.

## **10. Review of the Council’s Risk Assessment.**

- The Parish Council's risk assessment including financial risks was adopted on 8<sup>th</sup> October 2015. A revision was adopted on 6<sup>th</sup> May 2021. A revision to include cloud storage for digital files was adopted on 11<sup>th</sup> May 2023. A review in May 2024 resulted in no changes. A revision to include additional detail under unsafe equipment in Great Mead Playground was adopted on 15<sup>th</sup> May 2025. An updated risk assessment was approved on 14<sup>th</sup> May 2026.

**11. Review of the Council's and/or employees' memberships of other bodies.**

- Oxfordshire Association of Local Councils (OALC)
- Community First Oxfordshire (CFO)
- Public Sector Mapping Agreement (No annual fee)
- Oxfordshire Neighbourhood Plan Alliance (ONPA)
- Clerk's membership of SLCC (Society of Local Council Clerks)

**12. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.**

2026: June 18, July 16, September 10, October 15, November 12, December 10

2027: January 14, February 11, March 18, April 15, May 13

All Parish Council meetings will be held at the Pavilion, Great Mead, East Hagbourne

The Annual Parish Meeting will take place on April 29 2027 and will be held at Hagbourne Village Hall.

All meetings will commence at 19:30