

## East Hagbourne Parish Council Meeting – 18<sup>th</sup> November, 2010.

A meeting of the East Hagbourne Parish Council was held at the Hagbourne Village Hall on Thursday 18<sup>th</sup> October, 2010 when the following members were present :-

Mr I Duff (Vice-chairman)

Mr R Dawson

Mr D Harding

Mr R Rendell

Two members of the public also attended.

### 1. Apologies.

Apologies were received from the Clerk, Mr Parsley because of health problems, from Mr Button and Mr Rickeard due to other commitments, from Mr Alberry on vacation, from Mr Emery who was attending the strategy plan meeting at Crowmarsh, and from Mr Greene, also on Council Business.

Hopes were expressed that Mr Parsley would recover soon.

### 2. Minutes.

The minutes of the Parish Council meeting held on 11<sup>th</sup> October, 2010 were confirmed as a correct record and signed by the Chairman.

### 3. Actions and Matters Arising.

See Action List and the appropriate agenda items for full details.

2010-06-07 The new dog bins have been installed.

2010-07-04. DR had discussed with Sustrans. They confirmed that their route is open to foot traffic, cycles and horses. They agreed to look at cutting back the hedges where the route is narrow. The 'feeder' routes to the embankment, where marked as cycle routes, are permissive tracks. However in some cases the land owners have not been identified, so there is no explicit agreement. They will replace the sign at the 5-way junction north from Harwood road to clarify access rights. For cost reasons, the sign will be simpler than the original which was vandalized. They continue to cut the grass along the edge of the cycle 'dog-leg' track from there towards Didcot.

2010-09-13. Mrs Yen Rickeard attended the meeting on Councils and Charitable Trusts on 9 November in her role as PC representative to the EH Charities. The meeting provided guidelines on how charities should operate and the role of Parish Councils - for example, the importance of understanding whether the council is acting in its role as a Statutory Authority, or as a Charity Trustee, and how to handle potential conflicts of interest. Nothing presented suggested that East Hagbourne needs to change how things are run. It was agreed that

**The Governance toolkit be shared with the Parish Charities and Village Hall with the recommendation that they review its contents, and that EHPC representatives on the Charities also review the document.**

*Action: ID will circulate the document to Councillors and Charities Secretary..*

2010-09-14. Stone mason has been contacted

2010-09-15. Details/completed forms provided to bank

4. Report from District/County Councillor.

Mr Greene is following the contentious planning items currently under discussion and will act as appropriate

5. Items for Decision.

a) Parish Councillors - Term of Office

After discussion with OALC and SODC we were informed that a Councillor automatically loses his/her eligibility if six months elapse without his/her attendance at a Council meeting. The only way to avoid this, in the case of a justified and agreed leave of absence, is for the PC to explicitly pass a motion accepting leave of absence for this period.

Mr Wilkins has not actively participated in PC business for more than six months, therefore the Council agreed unanimously that:

**"Mr Wilkins has moved away from East Hagbourne and having not attended a meeting for the last six months is ineligible to continue as a Councillor. "**

*Action: Clerk to inform SODC*

b) Parish Councillors - Cooption of councillors

Although council elections would be held next May, it was felt that it might be appropriate to coopt a councillor for the remaining term of the Council. No names were suggested at the meeting but one possibility would be to coopt somebody who was thinking to stand in the May elections so that he/she could experience the council meetings before finally deciding to stand.

c) Donation – RBL Poppy Appeal. (2009 £125.00)

It was proposed by Mr Rendell and seconded by Mr Dawson to donate £125.00 to the RBL Poppy Appeal. However, it was suggested by Mr Rendell that we see whether the amount had been increased within the last two years and, if not, that we should consider increasing the amount or donating a supplementary amount.

*Action: Clerk*

(d) Donation – South & Vale Carers Centre (2009 £200.00).

It was proposed by Mr Harding, seconded by Mr Rendell and agreed unanimously to donate £200 to the South & Vale Carers Centre.

*Action: Clerk*

(e) Donation – St. Andrews Church

Donation requested to contribute to electric winding of the church clock (estimate £4200+VAT). The councillors felt that they needed further information on this application (for example what other sources were being approached) so that a decision could be made at the January meeting on an appropriate amount. There was also a request that information on the total Parish Council grants to the church over the past five years be provided for the next meeting.

*Action: Clerk*

(f) Donation – East Hagbourne school

DR had reported that the school had requested support for the refurbishment of the changing rooms for the school swimming pool for which the estimated cost was £59,000. This request had arrived too late for a decision at the meeting but was flagged as an item for the January meeting. Some councillors were anxious that any grant was commensurate with the perceived benefit to the village.

6. Planning Applications.

(a).The following planning applications have been received since the last meeting. The Parish

Council's comments are indicated.

(a) SOHA Wilcher Close update

Supplementary comments have been sent to SODC on measures to alleviate flood risk on Site A (nearest to the stream) and reiterating our opposition to construction on Site B or the green area. It was noted that the Parish Council had changed its position on Site A so that it was prepared to accept a development there if sufficient safeguards were in place.

(b) 40 New Road

Two planning applications have been submitted

- to convert the existing building to a care home. Detailed comments have been submitted opposing this. We had just received notice from SODC that this planning application had been refused.
- to allow access to a 3 bed house on the rear garden of no40 from New Road. PC has objected. There is a question over whether the land in question actually belongs to number 40, as a result of which the comment period has been extended.

RR submitted receipts for £28 for enquiries to the land registry.

(c) Land east of New Road

A communication has been received from Grainger (property developers) suggesting 300 houses and sports facilities on the land behind New Road. This is not a planning application at this stage.

We have also been informed that the owner of the largest part of the land is not a party to this proposal and is very unhappy about it.

**The Parish Council agreed unanimously that we should not entertain this at all and we should make that quite clear in a short rejection of any such proposal.**

*Action: Clerk to reply to Grainger*

(d) P10/W1655LD 67 Blewbury Road and P10/W1627 Manor Farm

These plans were presently circulating. There were no strong views from any of the councillors present although the circulation had not reached everyone.

(e) Other applications

- |                      |                        |   |                  |
|----------------------|------------------------|---|------------------|
| - P10/W1581          | 6 Main Road            | - | No Strong Views  |
| - P10/W1532          | Bay Cottage, Main Road |   | No Strong Views  |
| - P10/W1328/RM Amd 1 | Great Western park     |   | Under Discussion |

7. Parish Plan

(a) Endorsement of draft Parish Plan report for public consultation on the web site.

The draft Parish Plan has already been circulated to Councillors. It was agreed:

**That the draft PC plan be put on the web site for public consultation and that a brief note to this effect be put in the December issue of the Parish Magazine.**

It was suggested that a few copies of the Parish Plan be made available for loan from the Village Shop.

*Action: Mr Rickeard*

(b) Free Issue of Parish Magazine

Linda Benton is working on a colour cover page for maximum impact. Robert Rendell's company had agreed to print the colour page at cost which would be at the rate of 10 pence per copy. It was agreed unanimously that we should accept this generous offer and request

that 1,000 copies were produced at a cost of £100. RE said that he would like the master to copy as soon as possible.

Logistics discussed with Janet & Joy: they will clarify cost per issue, on the basis that PC handle production of the colour cover page. We will need about 1000 copies to cover all households in East Hagbourne, plus regular subscribers in West Hagbourne. Janet will handle an explanatory note in the December issue to prepare the way for the free January edition. Need to work on content following action 2010-09-18. Distribution in EH is EHPC responsibility, so we need to mobilise volunteers (Action 2010-09-20).

Nearer the date, will clarify

- copy deadline.
- number/timing of helpers for magazine production
- distribution plan

It was suggested that a simple tear off slip should be provided for any current non-subscribers to order future issues of the magazine.

The Council were happy with the proposed announcement of the free issue by the editors for the December issue that was circulated at the meeting.

*Action: Mr Duff, Mr Rickeard to progress*

#### (c) Footpaths - information item only

One of the proposals for improving footpaths/pavements was to extend a pavement along Main Road from Manor Farm Lane to the railway embankment. Clearly this is a project that, if progressed, would take some time. In preparation for a fuller discussion on this item DR had contacted Mr & Mrs Drewe, owners of the adjoining land. They are happy in principle, on the basis that the existing hedge would not need to be moved. DR had also mentioned this to Sustrans who are also supportive in principle, but had pointed out that they have no funds to contribute.

### 8. Reports

#### a) Monica Lawson Memorial

ID reported that West Hagbourne had had quotes from two wood specialists for making a bench to the winning design of Geoff Lawson. One was for £4,000 to £5,000 and the other for £7,000 to £8,000. Both were well in excess of the amount that West Hagbourne could fund. ID would check that Geoff Lawson was aware of the situation and with the agreement of West Hagbourne might then contact the runner up in the competition, Linda Benton, whose design was simpler and presumably less costly. The initiative for this has come from West Hagbourne, but the EHPC should decide the level of financial contribution from East Hagbourne for this project.

*Action: Mr Duff to progress*

#### b) Flooding

SODC/Monson have carried out vegetation cutting along the lower channel from Blewbury Road. OCC have carried out work at the Village Hall and Parsonage Lane. We expect them to return to lay a section of a new road drain near Parsonage Lane. The EH Flood Volunteer Group will meet next week to consider future activities.

#### c) Didcot Development

Mr Rickeard and Mr Townsend attended a meeting convened by Long Wittenham on 17 October along with representatives of other PCs. As a result of discussion, Long Wittenham have repositioned their campaign so that it no longer encourages development to the W and S of Didcot. They are calling now for an interim plan to be put in place and a reappraisal of the need for more houses in Didcot. Their new grouping is called DROP (Didcot Ring of Parishes)

RE attended Scrutiny Committee where he did not join the DROP presentation but spoke separately on our behalf, arguing for endorsement of the Core Strategy to avoid a 'free-for-all'

if no strategy in place, and to lift the planning blight we have suffered for the past 4 years. Didcot TC spoke strongly in favour of the plan. The Scrutiny Committee approved the Plan by 9:3, so it will now go to the next stages.

RE attended the (SODC) Council on Tuesday 16th Nov and is attending the Cabinet meeting this evening to speak to the same points. *NOTE: the Core Strategy was approved by both these meetings.*

John Townsend is providing valuable support and guidance through this process.

. d) Butts Piece

An allotment committee was formed on 7 October and has held two meetings on 2 and 16 November. DB is PC rep/contact. See report in Attachment 2

Signs for the general area were shown to councillors at the meeting. Apart from the poor splitting of East Hagbourne in the lower wording, the sign was felt appropriate and it was felt that three signs could be located as in the attached appendix, constructed similarly to the signs for the Play Area.

Cynthia Napper led very successful work parties on 6 and 14 November to clear scrub for new tree planting.

The allotment committee meeting on 16 November had made requests to the Parish Council

- (i) A request for a second water tank to be in place by the spring of 2011. EHPC would check with John Drewe and Matt Napper concerning this so that a proposal could formally be decided at the January meeting.
- (ii) A request had been made for permission to erect sheds on the allotments. The Council were sceptical of the claim that the majority of the allotment holders were in favour of this as 13 of the 28 holders had apparently not responded. Some Councillors felt that sheds were not appropriate on the allotments. They would seek more clarification from the committee and reach a decision on this at the January meeting.
- (iii) The committee had received a request from Cynthia Napper to store wood from the coppice in the allotment area. The Parish Council felt that the details needed to be discussed with Ms Napper, but the feeling was generally favourable although they thought that any agreement should also meet the approval of the allotment committee, particularly with respect to the location of the storage.
- (iv) There was no objection to the suggestion that a notice board be erected for the use of allotment holders, but the PC would like to approve the size and location. It was felt that the policing of the location of compost bins was an issue for the allotment committee but that such items could be included in a revised agreement that would be signed by allotment holders on the renewal of the leases 1st April.

*Action: Mr Button and Mr Parsley to liaise on above items before the next meeting*

The issue of vehicular access to the allotments (for example to deliver trailer loads of manure) was raised. It was felt that this issue should be discussed at the next Parish Council meeting after options for access had been considered (for example temporary bridging spans for the ditch were discussed) and the allotment committee had been consulted.

. e) East Hagbourne Website

CA was on vacation so no update on this.

. f) Standing Orders

As DB was not present, this was deferred to the January meeting.

## 9. Correspondence

There was no correspondence reported other than requests for donations as noted in item 5.

## 10. Finance.

### (a) Report

|  |                               |          |
|--|-------------------------------|----------|
| (i).Payments since the last meeting :- |                               | £        |
| Sustainable Wallingford                | (Donation)                    | 75.00    |
| D.Carey                                | (Repairs Millbrook Play Area) | 296.49   |
| Scion Estates.                         | (Grass Cutting)               | 197.05   |
| (ii).The receipts were :-              |                               | nil.     |
| (iii).The account balances are :-      |                               |          |
| Community A/C.                         |                               | 4560 .52 |
| Business Base Rate Tracker A/C         |                               | 51037.77 |
| Savings Bond                           |                               | 80000.00 |
| (iv).East & West Hagbourne Cemetery :- |                               |          |
| Community A/C                          |                               | 300.19   |
| Business Saver A/C                     |                               | 1339.60  |
| (v).Project Balances :-                |                               |          |
| Play Area                              |                               | 553.87   |
| Butts Piece                            |                               | 13304.47 |
| Butts Piece Wild Area                  |                               | 2000.00  |
| Parish Plan                            |                               | 615.48   |
| Sports Facilities                      |                               | 85140.40 |

*Note: £150 bill expected from Peter Hands re Parish Plan (prizes for questionnaire draw)  
Please note the entry for the precept receipt in Min.10(b) Mtg 11/10/10 should read £18371.50*

### (b) Precept 2011/12.

A draft proposal for the 2011/12 precept had been previously circulated to Councillors. This seeks to hold/slightly reduce the total precept, while retaining sufficient to add to reserves in expectation of project expenses as the Parish Plan is implemented. There were no changes suggested by councillors to this draft other than that RR had suggested the amount for legal expenses might have to be higher than the £300 presently allocated.

*Action: Mr Rendell to clarify expected legal costs for next year*

*Action: All Councillors to send comments to the Clerk by 15 December*

## 11. AOB

### (a) Dates for next PC Meetings:

It is proposed dates be set up to the next Annual meeting, with the incoming council then setting dates for the year ahead. Since changing from Thursdays seemed to cause problems, the dates suggested are:

- Thursday 13 January 2011
- Thursday 24 Feb 2011
- Thursday 24 March 2011
- Thursday 14 April 2011 (Annual Parish Meeting)
- Thursday 12 May (Annual PC Meeting)

*Action: Clerk to book these meetings*

- (b) It was reported that the two manhole covers in Great Mead were in need of repair. The clerk would be asked to contact Thames Water about possible replacement.

*Action: Clerk*

- (c) The lights in the car park needed resetting.

*Action: Clerk*

- (d) The drains in the village hall car park were partially blocked with significant flooding during heavy rains.

*Action: Clerk/Mr Rickeard to consider in the context of ongoing flood discussions.*

- (e) The tenants of the paddock adjoining the path from the Bowls Club to Bakers Lane had placed a barrier to prevent the overflow of horse manure on to the footpath. However, the smell was still very disagreeable so that action was requested to see if this was bad enough to be referred to the SODC environment people.

*Action: Clerk to see what can be done.*

- (f) RR requested that a small sign be erected by the play area to indicate directions to the community shop. It was felt that this could increase business greatly for the shop.

- (g) A member of the public raised the issue of the use of wheeled vehicles on Butts piece. This would be monitored but it was felt that while vehicular access should be severely restricted, it might be harder to enforce this for bicycles or invalid carriages.

There being no further business the meeting closed at 9.54pm.

The next Parish Council meeting will be held on Thursday 13<sup>th</sup> January, 2011 at Hagbourne Village Hall, 7.30pm.

Chairman :

Date:

## ATTACHMENT 1 – Action List

| Action No  | Action  | Who      | Status                      |
|------------|---|----------|-----------------------------|
| 2009-10-02 | Register Recreation Ground, Car Park and Hopfields with Land Registry   | RR/DB    | Solicitors being instructed |
| 2010-02-04 | Review new model standing order and make a recommendation for EHPC  | DB       | For Jan meeting             |
| 2010-03-02 | Action new controller for car park lights   | RP       | To be done                  |
| 2010-09-05 | Action signs for Butt's Piece   | DR/RR/RP | In progress                 |
| 2010-09-09 | Progress plans for updating the web-site  | CA       | In progress                 |
| 2010-09-14 | Arrange survey of Upper Cross   | RP       | In progress                 |
| 2010-09-18 | Prepare inputs for free Magazine<br>Parish Council input would be extended to 3 or perhaps 4 pages and will include: <ul style="list-style-type: none"> <li>– Didcot Development Update <i>Mr Emery</i></li> <li>– Parish Plan Progress <i>Mr Rikeard</i></li> <li>– Solicit input for the APM</li> <li>– Our Communications Strategy<br/><i>DR/ID/CA/RR</i></li> <li>– Flooding summary <i>Mr Rikeard</i></li> <li>– Call for new councillors (election due in May)<br/><i>Mr Rikeard</i></li> </ul> |          | In progress                 |
| 2010-09-20 | List of volunteers who circulated PP questionnaire  | RE       | In progress                 |
| 2010-10-01 | Make donation of £75 with conditions to sustainable Wallingford   | RP       | Done                        |
| 2010-10-02 | Get clarification from SODC on 3 Windsor Crescent   | DR       | Done                        |
| 2010-10-03 | Ask SODC for information about social housing needs   | RE/DR    | On hold                     |
| 2010-10-04 | Progress front page for free Parish magazine and publication plans  | DR       | In progress                 |
| 2010-10-05 | Investigate colour printing options   | RR       | Item 7(b)                   |
| 2010-10-06 | Clarify how new housing plans would affect our Parish   | RE       |                             |
| 2010-10-07 | Submit an itemised list of expenses for Butt's Piece to the Parish Charities  | RP       | Done                        |
| 2010-10-08 | Parish mag item on potential users of Butt's Piece grassy area  | RR/DB    |                             |
| 2010-10-09 | Set aside budget of £2000 for wild area from the Butt's Piece fund  | RP       | Done                        |
| 2010-10-10 | Forward Leisure Facilities consultation to Bowls, Tennis, football clubs  | RP       |                             |
| 2010-10-11 | Respond on behalf of PC   | DR       | Done                        |
| 2010-10-12 | Attend SODC Forum 10 Nov  | RE, DB   |                             |
| 2010-10-13 | Talk to Windsor Crescent house about overhanging hedge at rear.   | RP       | In progress                 |
| 2010-11-01 | Circulate the Charities governance Toolkit to Councillors and Charities Secretary   | ID       |                             |

|            |   |       |  |
|------------|---|-------|--|
| 2010-11-02 | Advise SODC that Mr Wilkins is no longer a Councillor                       | RP    |  |
| 2010-11-02 | Check previous donations to RBL and make donation as agreed in minute 6(c)  | RP    |  |
| 2010-11-03 | Reply to Grainger rejecting their proposal                                  | RP    |  |
| 2010-11-04 | Put Parish Plan on web site and make hard copies available at Village Shop. | DR    |  |
| 2010-11-05 | Progress free issue of Parish Magazine                                      | ID/DR |  |
| 2010-11-06 | Progress back-up plan for Monica Lawson memorial                            | ID    |  |
| 2010-11-07 | Follow up on actions for allotments in item 8(d)                            | DB/RP |  |
| 2010-11-08 | Investigate man hole covers in Great Mead                                   | RP    |  |
| 2010-11-09 | Progress lights in car park   | RP    |  |
| 2010-11-10 | Follow up car park drainage   | RP/DR |  |
| 2010-11-10 | Follow up on manure flowing onto footpath next to Bowls Club                | RP    |  |
| 2010-11-11 | Clarify expected legal costs for next year                                  | RR    |  |
| 2010-11-12 | Send comments on draft precept to Clerk by 15 December                      | All   |  |

## EAST HAGBOURNE VILLAGE ALLOTMENTS

### ALLOTMENT COMMITTEE REPORT TO EAST HAGBOURNE PARISH COUNCIL – NOVEMBER 2010

At the request of E.H.P.C. made at the initial meeting of the Allotment holders convened by the P.C. on 7<sup>th</sup> October 2010 in the Village Hall a Managing Committee has been formed. The Committee comprises of 8 members initially:-

- Gareth Thomas – plot 13
- Jim Needle & Vicki Gardner – plot 3
- Sue Wring & Nicky MacFarlane – plot 14
- Ken & Gill Lidgett – plot 7
- Derek Button – plot 25 (also as E.H.P.C. Liaison)

The Committee held its' first meeting on 2<sup>nd</sup> November to discuss the matters put to it by E.H.P.C, being the maintenance of the communal areas, arranging for an additional water supply and to address the need, or otherwise, by allotment holders for sheds.

An initial Estimate for the costs of the clearing of the final rough areas, provision of second water supply and the levelling of the communal areas had been obtained by R Rendell of E.H.P.C.. This was discussed by the Committee and Gareth agreed to take the matter forward with Matt Napper. However the major part of the estimate was the provision of a separate trench for the additional water supply which was regarded as being unnecessary as all tht was required was a second trough positioned adjacent to the first with the supply of water being Teed off from the existing pipe. The acquisition of the second trough was taken on by Derek and it was agreed that installation would not be required until the Spring of 2011.

Gill undertook to complete a survey of all the allotment holders with regard to their views on whether sheds should be allowed to be erected.

The second Committee meeting was held on 16<sup>th</sup> November.

1. Final remedial work by Matt Napper - Gareth has been unsuccessful in trying to contact Matt Napper to take the matter forward.
2. Shed Survey result. 28 members canvassed (3 of whom are Parish Councillors).  
Would like a shed – 6  
No objection to others having sheds – 7  
Would only support the shed idea if strict constraints were applied to their use - 1  
Strong objection to the provision of any shed – 1  
No response received – 13

**As there seems to be a clear majority in support of sheds being used the Committee now formally asks E.H.P.C. to grant permission for their use** [note: the committee envisage a maximum size of 6ft by 4ft and would ensure that an annual inspection took place to ensure that the shed owners maintained them] . It may be that the Parish Charities permission is required should E.H.P.C. be in agreement and in that case could their permission be sought as a matter of urgency?

3. A request has been received from Cynthia Napper to store coppiced material within the Allotment area pending its sale in 2011. It is envisaged that the 2 stacks will be 2m

by 1m by 1m in size. **The committee do not regard this as a matter that they can give agreement to and so refer it to E.H.P.C..**

4. It has been noticed that some members have sighted their compost bins on the paths and perimeter land outwith their allotment. The Committee will take steps to have the compost bins moved onto the holders allotment.

5. **Permission is sought to erect a notice board within the allotments for the exclusive use of the allotment holders only.** The members will provide the materials themselves if necessary.

6. Keyholder. It was agreed that this would be Mick Stokes (2a Lake Rd). **May a reserve be held by Ken Lidgett (7 Windsor Cres)? Keys required please.**

**Derek Button –**

**17/11/10**