

East Hagbourne Parish Council Annual Meeting – 12th May,2011.

The East Hagbourne Parish Council Annual Meeting was held in the Village Hall on Thursday,12th May, 2011.

1. Introduction

Mr Rickeard welcomed the new councillors. The 'The Declaration of Acceptance of Office' forms were signed by all councillors and the 'Register of Members' Interest' forms duly issued for completion. He recorded his thanks to Mr Dawson and Mr Harding for their past services.

2. Appointment of Chairman and Vice Chairman.

Mr Rickeard requested nominations for Chairman. Mr Duff proposed Mr Rickeard, seconded by Mr Dakin-Norris and agreed unanimously.

He requested nominations for Vice Chairman. Mr Dakin-Norris proposed himself, seconded by Mrs Knipe and Mr Rickeard proposed Mr Duff, seconded by Mr Alberry. Three votes were received by each nominee and Mr Rickeard, as Chairman, used his casting vote in favour of Mr Duff.

3. Attendance and Apologies.

(a).The following members were present :-

Mr D Rickeard (Chairman)

Mr C Alberry

Mr D Button

Mr B Dakin-Norris

Mr I Duff

Mrs Y Knipe

Mr A Price

Mr R Parsley (Clerk)

Mr L Docherty, District Councillor. (P/T)

Five members of the public attended.

Apologies were received from Mrs J Elliott and Mr R Emery on vacation and Mr P Greene, County Councillor.

(b).Mr Rickeard welcomed Mr Leo Docherty, the new District Councillor.

Mr Docherty introduced himself and promised to help the Parish Council whenever possible.

He reported that under the Haccas Brook Flood Relief programme work would be carried out on the relief channel costing £10k - £15k and it should be completed within 6 weeks.

He had a copy of the Core Strategy that could be borrowed if required and asked if the Parish Council had been involved and was informed that we had. Mr Rickeard explained that Mr

Emery was our lead representative on regional development issues and that the Council had provided constructive input at all stages of the process.

In response to comments by Mr Rickeard on the process leading to the agreement of GWP, Mr Docherty assured the council that he would represent all parishes in his constituency.

4.Minutes.

The minutes of the Parish Council Meeting held on 24th March, 2011 and the Annual Parish Meeting on 14th April, 2011 were confirmed as correct records and signed by the Chairman.

5.Actions and Matters Arising.

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

2010-09-14. Survey of the Upper Cross. The clerk to follow up. Action – Mr Parsley.

2010-10-13. Overhanging hedge, Wilcher Close. Some trimming has been done, but it seems insufficient. The clerk to follow up and refer to SOHA.

Action- Mr Parsley.

2010-11-08. Investigation of man hole covers in Great Mead. The clerk to progress again with OCC.

Action-Mr Parsley.

2011-01-10. Car parking to be on the Agenda for the next meeting.

Action-Mr Parsley

2011-04-01.This action added from the Annual Parish Meeting. Mr Rickeard to progress in conjunction with Mr Emery.

6.County Councillor.

No Report.

7.Items for Decision.

(a).Maintenance of Footpaths. The clerk to chase the outstanding quote for repairs to footpaths and Mr Rickeard to obtain a quote for gravel in case the work is carried out in house.

Actions – Mr Parsley and Mr Rickeard.

Mr Rickeard stated that a final decision must be made at the next meeting.

(b).Donation to 1st East Hagbourne Girl Guides. Details of the requested support for this new group had been circulated previously. Following a short discussion it was agreed to support the Girl Guides. Mrs Knipe proposed we donate £375.00, a similar amount to that provided to the Brownies on their start-up, seconded by Mr Alberry and agreed unanimously.

Action – Mr Parsley.

8.Planning Applications.

The following planning applications have been received since the last meeting.

P11/W0371	24 New Road	No strong views
P11/W0650	Grange Farmhouse, New Road.	Under discussion.

9.Parish Plan.

(i).Final Approval. The Parish Plan was approved at the Annual Parish Meeting, subject to a final comment period which had now expired, and there were no additional comments. Mr Rickeard proposed that the final draft be approved, seconded by Mr Button and agreed unanimously.

Mr Alberry advised that he had already installed the document on the website.

(ii).Village Archive storage. The Archive Committee have arranged a meeting to decide the way forward and how to make the archives available to the public.

Mr Townsend asked whether the Great Western Park plans should be archived. Mr Rickeard asked that he discuss this with Mr Emery.

(iii). Footpath Map. Mr Rickeard reported that Linda Benton had finished the artwork for the new footpath map. He will complete the map and prepare for printing, with the assistance of Mr Dakin-Norris.

Action- Mr Rickeard, Mr Dakin-Norris.

(iv).Priorities for Action.

Mr Rickeard said that the Council now needed to move forward to implement the Action Plan. He asked for everyone to consider before the next meeting in which areas they could contribute, and to be ready for a discussion on priorities and the way forward.

Action - All Parish Councillors

10.Monica Lawson Memorial.

Mr Duff reported that there appeared to be a completely new Parish Council in West Hagbourne, so it was not clear if the existing contacts would still be responsible for this project. Progress is in any case dependent on discussion at the West Hagbourne Annual parish Meeting to be held in June. Mr Duff to contact Mr Taylor for an update.

Action- Mr Duff.

11.Reports.

(a).Flooding. Mr Dakin-Norris reported that a working party had cleared both streams bordering Parsonage Lane on 30th April.

Mr Rickeard reported that a working party had also been arranged to carry out work on the lower part of Haccas brook. He had been in contact with both OCC and SODC/Monson, and following Mr Docherty's statement that work was imminent, would confirm the details of Monson's programme.

Action- Mr Rickeard.

(b). Didcot Development.

No Report.

(c).Butts Piece – Allotments.

Mr Button reported :-

(i).The southern boundary is not fenced and is formed by a garden hedge. A house owner maintains that the Parish Council undertook the maintenance of the allotment side of the hedge.

Mr Duff to check with Mr Rendell.

Action – Mr Duff.

(ii).He understood that two representatives of the Parish Charities had been measuring and photographing the boundary areas. Mr Duff confirmed that he and Mr Beran, on behalf of Hagbourne Charities, had surveyed the area to establish the boundary, in order that it could be registered.

(iii).Mr Button also stated that there were large lumps of concrete on one plot which looked like parts of a culvert. He requested that the culvert be checked to verify whether it is sound or indeed collapsing.

Action- Mr Rickeard

(iv).Mr Button stated the Allotment Management Committee had written to three plot holders to express concern over the unkempt state of their plots. If the plot holders refuse to tidy up their plots should the Parish Council take the relevant action? After discussion there was agreement that such action would be justified, but Mr Rickeard asked that this be done only after discussions with the plot holders. Mr Button said this would be done.

Butts Piece – Wild Area. Mrs Napper had reported that several of the recently planted trees had suffered in the hot dry weather and some had been lost.

(d).East Hagbourne Website. Mr Alberry stated he had completed the development brief. Mr Rickeard expressed thanks, recognising that this was a significant step.

(e).Standing Orders. Mr Button will provide a draft.

Action – Mr Button.

(f).Buses. Mr Rickeard reported that he and Mrs Harrison had attended a meeting to discuss local bus routes that day. The meeting was well attended with support from local villages for the 94/95 route being particularly strong (7 delegates). The service does not seem to be in great danger, but there may be some changes proposed in the interests of efficiency. The result of the survey will be known by mid-september.

(g).Verge Maintenance. Following discussion at the last meeting, Mr Parsley had prepared a summary of responsibilities for maintenance. Mr Rickeard reported that the grass cutting including the verges is carried out by the Parish Council, SOHA, SODC and OCC.

He suggested we should continue to encourage householders to look after their own frontages, as most people currently do, and this was supported unanimously.

He stated that New Road was in good condition, but there were a few areas not directly fronting houses where volunteer or Parish Council action was appropriate.

Action- Mr Parsley, Mr Rickeard, to agree an action plan

Mr Dakin-Norris reported that the hedge bordering 56 Main Road was overhanging the road. He will approach the house holder and ask for his help.

Action – Mr Dakin-Norris.

12. Correspondence.

Clerks PAYE. Mr Button to take the necessary action.

Action – Mr Button and Mr Parsley.

13. Finance.

(a)(i) Payments since the last meeting :-		£
OALC	(Subscription)	338.09
ORCC	(Membership)	30.00
OALC	(Handbooks)	4.00
Thames Water	(Water Rates)	13.02
Zurich Municipal	(Insurance)	1973.80
M.Napper	(Ground Work)	770.00
Thames Valley Copiers	(Copy Paper)	44.52
Hagbourne Village Hall	(Hire).	44.00
D.Duff	(Refreshments)	40.00
Built-in Solutions	(Cabinets)	705.00
SODC	(Emptying Dog Bins)	129.17
BGG	(Grass Cutting)	396.00
D.McConville	(Allotment Rent Refund)	10.00
T.Kidd	(Internal Audit Fee)	100.00
East & West Hagbourne Cemetery.	(Refund of VAT)	396.76

(ii). The receipts were :-

J.Lawson	(Donation)	10.00
SSE	(Wayleave)	45.04
SODC	(Precept)	18175.00
Various	(Allotment Rent)	620.00
-ditto-	(-ditto-)	55.00
HM Revenue & Customs	(VAT Refund)	3742.63

(iii). The account balances are :-

Community A/C.	2157.37
Business Base Rate Tracker A/C.	56053.37
Savings Bond	80688.11

(iv). East & West Hagbourne Cemetery.

Community A/C.	453.90
Business Saver A/C.	1339.94

(v). Project balances :-

Play Area	553.87
Butts Piece	12072.25
Butts-Wild Area	2003.80
Parish Plan	465.48

Sports Facilities	80140.40
General Reserve.	5000.00

(b).Confirmation of Balances.

Since some established projects are now coming to completion, the project balances need review so that funds can be allocated as needed to future initiatives. A recommendation to be made for next meeting

Action - Mr Rickeard/Mr Button

(c).Internal Audit 2010/11.

Mr Duff proposed that the Statement of Accounts and the Annual Governance Statements for the year ending 31st March, 2011 for East Hagbourne Parish Council and East and West Hagbourne Cemetery be approved, seconded by Mrs Knipe and agreed unanimously. They were duly signed by the chairman.

(d).Cheque Signatories. Mr Price and Mr Button agreed to become cheque signatories to replace Mr Dawson and Mr Harding.

Action – Mr Parsley.

14. Any Other Business.

(i)Mr Dakin-Norris had received a complaint that a goal post in the recreation ground had been leaned against the fence of an adjoining property. The clerk to check with Mr Davies.

Action – Mr Parsley.

(ii).Mr Dakin-Norris stated that there were branches overhanging Shoe Lane from 10 The Croft. Mr Barnes agreed to take the necessary action.

(b).Mrs Knipe asked whether any improvements could be made to access/exit the Sustrans track by the old railway bridge to make it safer. Mr Rickeard said that this was covered in the Parish Plan.

(c)(i).Mr Button stated that the clay pigeon shoot, past Cherry Tree Farm, had started up again. There was some confusion as to whether it was in fact pigeon shooting as it was said that the clay pigeon shoot were using silent cartridges. Mr Rickeard to check status with the PCSO's.

Action – Mr Rickeard.

(ii). Mr Button suggested that each Parish Councillor had special responsibilities. He agreed to Mr Rickeard's suggestion to provide a sample portfolio for jobs.

Action – Mr Button.

(d).Mr Duff stated the West Hagbourne Parish Council Annual meeting was in June.

(e).Mr Price reported there was a dangerous drain cover along Blewbury Road. Mr Dakin-Norris also reported that there was a concrete cover standing proud along Shoe Lane. Both hazards will be reported. Action – Mr Parsley.

(f). Please note that the remaining Parish Council meetings for 2011 are June 9th, July 21st, September 1st, October 13th and November 17th. All commence at 7.30pm at the Village Hall.

There being no further business the meeting closed at 10.05pm.

The next Parish Council meeting will be held on Thursday, 9th June, 2011 at the Village Hall at 7.30pm.

Chairman :-

Date :-

ATTACHMENT 1

Action No	Action	Who	Status
2009-10-02	Register Recreation Ground, Car Park and Hopfields with Land Registry	RR/DB	Solicitors instructed
2010-02-04	Review new model standing order and make a recommendation for EHPC	DB	To be done
2010-09-14	Arrange survey of Upper Cross	RP	In Progress
2010-10-13	Talk to Windsor Crescent house about overhanging hedge at rear.	RP	See Item 5
2010-11-08	Investigate man hole covers in Great Mead	RP	In progress
2011-01-09	Determine action on muddy footpaths	DR/RP	Agenda Item 7(a)
2011-01-10	Seek guidance of police on parking problems	RP/DR	Done
2011-03-01	Consider response to SODC on planning	DR/RE/ID	In progress
2011-03-02	Renew OALC membership	RP	Done
2011-03-03	Advise quote on footpath repair and reach decision by email	RP/DR	Agenda Item 7(a)
2011-03-04	Implement PAYE system for the Clerk	RP/DR/DB	In Progress
2011-03-05	Make copies of the Wallingford cycle route leaflets available at the Shop and Fleur-de Lys		Done
2011-04-01	(From APM) Investigate building standards applied to GWP	DR	In progress
2011-05-01	Chase outstanding quotes for footpath maintainance	RP	
2011-05-02	Get quotes for gravel and equipment for footpath work	DR	
2011-05-03	Make donation to Girl Guides new East Hagbourne group	RP	
2011-05-04	Progress Footpath Map	DR/BDN	
2011-05-05	Prepare for discussion of PP Action Plan at next meeting	All	
2011-05-06	Progress Monica Lawson memorial bench with Mr Taylor and the new WHPC	ISD	
2011-05-07	Confirm details of work by Monson on Hakka's Brook	DR	

2011-05-08	Check with Mr Rendell on the background to the southern boundary of the allotments	ISD	
2011-05-09	Get advice on culvert under the allotments	DR	
2011-05-10	Develop action plan on verge/gutter maintenance	DR/RP	
2011-05-11	Review and consolidate project balances - recommendation for next meeting	DR/DB	
2011-05-14	Action new cheque signatories	RP	
2011-05-15	Liaise with HUFC on goal posts against fence	RP	
2011-05-16	Check status of clay shooting with PCSO's	DR	
2011-05-17	Prepare sample job portfolio for next meeting	DB	
2011-05-18	Check drain reported by Mr Price on Blewbury Road	RP	