

Minutes of the Meeting of East Hendred Parish Council, Tuesday 9th August 2016 at 7.30pm at Snells Hall

Present: John Sharp (Chair), Roger Turnbull, Catherine Shortis, Chris Bedford

Clerk/Finance Officer: Julia Evans

County Councillor:

District Councillor:

PCSO:

Members of the Public: Mark Beddow interested in the Planning items on the agenda.

1	Apologies for Absence: Charles Pappenheim, Stephen Webb, David Jones and Stewart Lilly sent their apologies.	Action
2	Declarations of Interest: Cllr Turnbull declared an interest in Agenda item 11a.	
3	Acceptance of Minutes of 12th July 2016: The Minutes of the Monthly meeting held on 12 th July were approved and signed. Proposed: Cllr Bedford, Seconded: Cllr Turnbull. RESOLVED.	
4	Matters Arising from the Minutes of 12th July 2016: Outstanding Actions, not listed separately on the Agenda, were discussed as follows:	
4a	Dog Waste/Waste Bin: It was reported that the developer had suggested a site for the new bin. The Clerk has written to the Vale to check that the location is acceptable. Awaiting a response.	Clerk
4b	S106 FUNDING FOR COMMUNITY ART The owl sculptures and the notice board have been added on to the asset register. It was reported that a resident of Portway Close had requested an owl sculpture for the area. Cllr Bedford agreed to speak to Abigail Brown regarding public art funding from Pye Homes phase 2. He also suggested an 'adopt an owl' scheme for future maintenance of the sculptures.	C/F: CB
4c	EMERGENCY PLAN – PROGRESS: The development of an emergency plan is ongoing.	C/F: JVS/CP/RT
4d	BUS SHELTER The bus shelter has been painted but the staining of the woodwork is still outstanding.	C/F: CP
4e	PUB SIGNS – FOR PLOUGH AND OUTSIDE THE EYSTON ARMS Cllrs Sharp and Pappenheim met with Nick Parry who confirmed that the sign is within the ownership of Hendred Estate. A Land Registry map confirmed this. Nick Parry has been asked to consider the concerns of residents with regard to the sign. Still awaiting a reply. A member of the public has reported that The Plough sign has been reinstalled. The Clerk has written to Alan Prately at OCC Highways. Awaiting a reply.	
4f	REVIEW OF DECLARATION OF MEMBERS INTERESTS Cllr Stocks has been sent another form to complete.	SS
4g	REVIEW OF BANK ACCOUNT SIGNATORIES The Clerk and Cllr Webb have now been added onto the list of signatories. The Clerk requested online access to the account. Cllr Turnbull proposed approving access. Cllr Bedford seconded. RESOLVED.	
4h	Review of Grants Policy and Complaints Procedure These reviews are to be carried forward to later in the year.	C/F:Clerk
4i	GRASS CUTTING (including cemetery): At the July meeting it was noted that the grass was high in the following locations, impeding visibility: 1. The junction	

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	<p>of Allins Lane and A417, 2. The junction of Featherbed Lane and A417, 3. The Central reservation on the A4185 on the Harwell side. The Clerk reported to OCC highways but they have replied that it is not currently dangerous and will not be cut. It was reported that Evergreen had been asked to cut the additional piece of grass on the south side at Rowstock. The meeting felt that cutting this every two weeks was excessive and a revised time frame should be agreed.</p> <p>Cemetery Grass cutting: Following complaints about cemetery grass cutting Evergreen has been asked to do one cut in the old cemetery, with a view to quoting for future cuts. The meeting approved up to £250 for this, although it was thought that this would be an excessive amount for one cut. It was agreed to ask Paul Stoter to quote for cutting the grass in the cemetery as well, before a decision was made on cutting the grass in the cemetery. Once both quotes have been received it will be necessary to write to the Churches to get their agreement to the costs. It was pointed out that it is for the PCC to decide on the appropriate amount of grass cutting; the meeting with the PCC has not yet been held. It was noted that there is a contract in place with the two churches; this needs to be reviewed as a matter of urgency. The contract stated that the Churches will share the cost of any new equipment for the Lengthsman, but this has not happened. This is to be raised at the meeting with the PCC.</p>	<p>CP</p> <p>JVS/CP</p>
5	<p>PROGRESS ON RECRUITMENT OF NEW COUNCILLORS</p> <p>A new notice has been posted on all three noticeboards. An advert to be placed in the forthcoming Bulletin. It was suggested that an insert should be included in the Bulletins delivered to Rowstock.</p>	JVS/CP
6	<p>COMMUNITY POLICE OFFICER'S REPORT</p> <p>A generic report covering the wider local area was circulated in advance of the meeting.</p>	
7	<p>OPEN FORUM:</p> <p>Nothing to report.</p>	
8	<p>COUNTY COUNCILLORS REPORT: Cllr Lilly sent an email report in advance of the meeting which has been circulated to all councillors.</p>	
9	<p>DISTRICT COUNCILLORS REPORT:</p> <p>This was not available.</p>	
10	<p>FINANCIAL MATTERS:</p>	
10a	<p>Q1 Finance Report: The Q1 accounts have been circulated to the Finance Committee for review. A report to be presented at the next meeting.</p>	C/F: JVS/CP/SW
10b	<p>Approval of August Payments:</p> <p>The full list of payments is attached to these minutes.</p> <p>The Accounts for Payment for August 2016 total £3046.27. It was agreed that the cheque for Aspire should not be approved until it has been confirmed with Cllr Pappenheim that the work is complete – see minute reference 4d above.</p> <p>The revised amount for approval was £2555.95. Proposed: Cllr Turnbull, Seconded: Cllr Shortis. Approved. The cheques were signed.</p>	
10c	<p>Approval of grant to DGA:</p> <p>Cllr Bedford outlined the huge effort that Hendred Estate put into the Owl project. He agreed to draft a letter of thanks to Ali Eyston along with a bouquet of flowers. Clerk to send the letter. Cllr Bedford to arrange the bouquet, to be paid for from proceeds of the Owl Day. Cllr Bedford asked if a grant could be made to the DGA to support their Christmas Lunch, in recognition of the work put into the project by the estate. He noted that there was £200 left over from the owl project and asked the Parish Council to consider a grant of £300. Cllr Shortis proposed awarding the grant. Cllr Sharp seconded. RESOLVED.</p>	CB/Clerk
10d	<p>Pensions Auto Enrolment: The Clerk advised that the staging date for Pensions auto enrolment is 1st October 2016, but no employees of the Parish Council are</p>	

	eligible to be auto enrolled. Letters to employees outlining the Council's obligations and employees options were presented and approved. Cllr Sharp signed the Clerk's letter. The Clerk to deal with the others.	Clerk
11	PLANNING ITEMS	
11a	P15/V2560/FUL- Pye Homes phase 3. Amendments to plans to develop 48 dwellings on land to the east of Portway Cottages. Cllr Turnbull left the room. Cllr Pappenheim and Sharp, along with Mr Beddow, met with John Patey from OCC highways and a representative from Glanvilles. It was reported that there are significant highways issues and John Patey has agreed to look into these, with assistance from Glanvilles. Cllr Sharp will remind him of the actions that Glanville agreed to undertake. Cllr Sharp reported on the response from Peter Brett Associated, who agreed that there are concerns about visibility/distance for the proposed crossing. Cllr Sharp to seek clarification on when the Local Plan begins to gain weight. The impact on the landscape also requires review alongside the appeal decision which decided against the solar farm in the same area. Cllr Turnbull returned.	JVS
11b	P16/V0235/O – Greensands/Mather House. Cllr Sharp reported that he had developed a response to the latest amendment and this had been submitted to the Vale. Cllr Turnbull to review the Uffington appeal decision in detail as this is a recognised benchmark for development in or adjacent to an AONB. Appeal Reference APP/V3120/W/16/3145234 - Greensands It was reported that the appeal for the original Greensands application, which was rejected by the Vale, is set for November 2016.	RT
11c	P16/V1823/HH – Chapel House, Ford Lane. Garage conversion and side extension for garage with room over. Cllrs Sharp, Pappenheim and Webb visited the site. It was noted that the proposal brings the development right up to the border with The Furlong. Concern was raised over the impact of the two story extension on the view from The Furlong, and also over the impact the development would have on the hedge, which could result in a possible loss of habitat. Cllr Turnbull proposed objecting to the application. Cllr Shortis seconded. RESOLVED. Clerk to draft a response for review by Cllr Sharp.	Clerk/JVS
11d	Local Plan Part 2 – Call for sites: Cllr Turnbull suggested that it was not appropriate to comment at this stage. It was agreed to ask the Vale when the Parish Council is likely to be consulted on the sites.	Clerk
11e	Vale Local Plan Part 1 – Consultation on modifications: Cllr Turnbull reported on the points he felt EHPC should comment on: <ol style="list-style-type: none"> 1. Oxford's unmet need figures 2. Apportionment of Oxford's unmet need figures 3. The Proportion of Oxford's unmet need if Oxford City does not deliver its plan 4. Support for the removal of sites from the AONB at Harwell Campus 5. Ringfencing of Science Vale: a review of the economic growth forecast due to Brexit (the Government has reduced their own growth forecast) 6. Monitoring of the plan – it should be regularly reviewed. Cllr Turnbull to draft a response for approval by the Parish Council.	RT
12	WEBSITE REVIEW Cllr Jones and Cllr Pappenheim have agreed a specification for the new website to be development by KAs School. Work is likely to start in the autumn term.	C/F: DJ
13	NEIGHBOURHOOD PLAN: It was agreed to ask CFO (formerly ORCC) to come and talk about Neighbourhood Plans. Clerk to arrange a meeting.	Clerk
14	ANNUAL REVIEWS	

14a	Annual Asset Inspection: Cllrs Pappenheim and Shortis agreed to carry this out.	C/F: CP/CS
14b	Review of Contracts and Leases: The Clerk had previously circulated an updated register of Contracts and Leases. It was noted that an updated contract with Evergreen was required to include the work at Portway and White Road. Cllr Sharp to look into the date for the Fire Pump insurance. To be put on the agenda for the September meeting.	Clerk/JVS and All Councillors
14c	Review of Risk Register: This has been updated and circulated to all councillors. To be carried forward to the September meeting.	C/F: All Councillors
15	<p>HENDRED ESTATE ITEMS:</p> <p>Nick Parry sent a written report:</p> <ol style="list-style-type: none"> 1. St Mary's Road/Poplars Paddock: Reconstruction of the final section of wall will start next week. The intention is to get as much of this work undertaken as possible before the schools go back but it is likely to run on through September. The Estate team will be undertaking this work. 2. Tree Works: Some duty of care tree works will start next week in the vicinity of High Street, the rear of Abbey Manor and the Allotments. All of this work has been approved by VWHDC and will be done by external contractors. 3. Tree Works, St Mary's Road: The left hand side of St Mary's Road from Cozens Farm towards Hill Farm has been highlighted as requiring some duty of care tree surgery and also causing shading of the properties in the vicinity. Hendred Estate is considering the felling of the poor quality mix of trees in this area and replanting to address both issues. 4. Hedge Cutting: There are a few hedges that are causing access / visibility issues so an external contractor will cut these back and top them. These are in the vicinity of Corner Cottage, Chapel Square; Godfrey's Farm, St Mary's Road; Old August month or early September. 5. Roadside verge Cutting: The Estate has undertaken some emergency verge cutting along Newbury Road from Rowstock towards Harwell Campus where the footpath had become overgrown. Further roadside work will be undertaken more generally later in the year when the farm hedges are being cut. 6. Farm Access though East Hendred: The problems caused by the need for large HGVs and farm vehicles to gain access to Estate land through the village is recognised. The Estate had hoped to be able to take a large step towards alleviating this issue following the sale of development land adjacent to the Harwell Campus but as this land has now been removed from the VWHDC allocation this project cannot take place. 7. Hunt's Corner, St Mary's Road: Gates will be erected to prevent access to this area of private land which has been used as an unofficial car park for St. Amand's school during collection and drop-off times. This area is the approved site for the construction of three new homes . 8. Mill Lane footpath to West Hendred: OCC are due to undertake the replacement of the bridge over Ginge Brook on footpath 199/15 and will be commencing work on this on 29 August with the Estate providing construction access to facilitate this work. 	
16	NEIGHBOURHOOD ACTION GROUP Nothing to report.	
17	WORKING GROUPS/REPRESENTATIVES REPORTS AND UPDATES	
17a	Sports Club: Nothing to report.	
17b	Allotments: Cllr Shortis reported that allotment rents for the forthcoming year are to be decided at the September meeting. A draft tenancy agreement has been developed; Cllr Shortis to review.	CS

17c	Bulletin/Website/Facebook: The deadline for items to be included in the next issue of the Bulletin is Friday 12 th August.	
17d	Courtesy Lighting: Nothing to report.	
17e	Playgrounds: Cllrs Sharp reported that the level of bark in Penney Playpark was very low. Cllr Bedford proposed approving expenditure of up to £300 for 2 loads of bark. Cllr Shortis seconded. RESOLVED. Clerk to place the order. The next inspection to be carried out by Cllrs Bedford and Turnbull. The meeting discussed the RoSPA report which had given Penney Playpark a high risk rating. Cllr Pappenheim has visited the play park and reported via email that he felt that there was no immediate danger. He felt that although the equipment needs attention and monitoring, the decay is not very acute and the amount of movement is not sufficient to be considered an immediate source of danger. He felt it would be unnecessary to take the equipment out of action at present. Cllrs Bedford and Shortis to review and report on actions required as soon as possible. The meeting agreed not to close the play park at the moment. PLAY EQUIPMENT UPDATE: Basket Swing: No further progress to report.	Clerk CB/RT CS/CB
17f	Transport: Cllr Webb reported via email that he felt the OCC Transport Representatives group should continue. Cllr Bedford reported that a complaint had been received about the speed of buses along Orchard Lane.	
17g	Snells Path/Nature Reserve: Nothing to report.	
17h	Harwell Liaison: Cllr Sharp reported that a meeting is scheduled for 7 th September which includes a site tour and a talk. Cllrs Turnbull and Bedford asked to attend. Cllr Sharp agreed to register their names.	JVS
17i	Lengthman/Litter Picker: Nothing to report.	
18	Rowstock Items: The grass cutting in Rowstock was discussed in minute reference 4i above.	
19	General Correspondence: Consultation on Household Waste and Recycling Centres. The meeting agreed to respond with a request to retain the centre at Drayton.	
20	Any Other Business (for information only): Cllr Shortis enquired what the roadworks on the A417 were for. Cllr Sharp stated that he thought they were to do with drainage. Neighbours have been informed about the roadworks, but the Parish Council was not. Clerk to write to Pye to ask that the Parish Council is informed in the future and to ask what has been done.	Clerk
21	DATE OF NEXT MEETING: The next meeting will be Tuesday 13 th September 2016 at 7.30pm.	
22	Playground inspection for September meeting: Chris Bedford/Roger Turnbull	CB/RT

The meeting closed at 10.10pm