

Minutes of the Meeting of East Hendred Parish Council, Tuesday 10th October 2017 at 7.30pm at Snells Hall

Present: John Sharp (Chair), Roger Turnbull, Charles Pappenheim, Catherine Shortis, Selby Stocks, Andrew Williams

Clerk/Finance Officer: Julia Evans

County Councillor: Mike Fox-Davies

District Councillor:

Members of the Public: Two members of the public

1	APOLOGIES FOR ABSENCE: Cllrs Bedford, Webb and Jones sent their apologies, as did District Cllr. Mike Murray.	Action
2	DECLARATIONS OF INTEREST: Cllr Turnbull declared an interest in agenda item 10a. Cllr Stocks declared an interest in agenda item 10c. Cllr Sharp declared an interest in agenda item 14b.	
3	ACCEPTANCE OF MINUTES OF 12th SEPTEMBER 2017 Cllr Pappenheim proposed accepting the minutes the meeting held on 12 th September 2017. Cllr Turnbull seconded. RESOLVED. The minutes were signed.	
4	MATTERS ARISING FROM THE MINUTES OF 12th SEPTEMBER 2017 NOT OTHERWISE COVERED ON THE AGENDA:	
4a	Emergency plan – progress: A meeting has been held and the project has moved forward a step. The next stage is to be agreed. Cllr Williams suggested liaising with Harwell Parish Council. Cllr Sharp to do this. Cllr Pappenheim has circulated the name of the officer in the Vale responsible for emergency planning.	C/F: JVS
4b	OALC Dispute Resolution Process: Clerk to develop a grievance policy.	C/F: Clerk
4c	Letter regarding strip of land outside Portway Villas The strip of land outside Portway Villas belongs to the cottages, with a small section belonging to Highways. The owner of one of the cottages will not permit a footpath on his land. The Land Registry details were checked and the land belongs to the owner of the cottage right up to the highway boundary. It was accepted that there is no further action that can be taken on this.	CLOSED
4d	Request for Donation from Guideposts Guideposts have been asked for information on the number of people in the parish that they support. No reply received.	CLOSED
4e	ANNUAL ASSET INSPECTION Items requiring attention as noted by the inspection are: 1. The fence on the north side of 65 Coulings Close is damaged and leaning into the footpath. Clerk has asked Sovereign to fix. They have said they will put this on the maintenance schedule. 2. Fordy Lane – east bank – sycamore growing in the bank is leaning over the lane. This has been reported on fix my street.	CLOSED CLOSED
4f	DOG WASTE BIN ON NEWBURY ROAD: The Waste Team has been contacted. Clerk to re-confirm the location. CP to approve location on map – clerk to send map. It was felt that the best location would be the entrance to the Icknield Way.	Clerk
4g	BOOKLET FOR NEW RESIDENTS: Cllr Sharp to establish if there is an electronic copy available which can be updated.	JVS
5	COMMUNITY POLICE OFFICER'S REPORT: The area report was circulated by email. It was noted that lead has been stolen	

	from the church roof.	
6	<p>OPEN FORUM</p> <p>SSE attended and gave an update on inspections they have carried out following the fire in a thatched cottage in Horn Lane. The also asked residents to inform them of localised faults such as flickering lights. They also gave details of their register for vulnerable people.</p> <p>SSE were thanked for attending.</p> <p>Mr Judson complained about the amount of money spent on grounds maintenance equipment. Clerk to check the details of the February 2017 transaction. He also questioned the amount of money spent on the playparks. It was explained that the council had a duty to maintain the equipment in good repair to RoSPA standards. Much of the equipment was getting old and needed more maintenance. If this wasn't done the playpark would have to close. It was pointed out that Penney Playpark is well used and it would not be considered acceptable to close it.</p>	Clerk
7	<p>COUNTY COUNCILLOR'S REPORT:</p> <p>Cllr Fox-Davies sent a report by email which was circulated ahead of the meeting. He noted that bids for infrastructure funding have been submitted in the order shown on his list. He also reported that Steventon bridge has been delayed until at least April 2019. Cllr Fox-Davies was informed of the issues in Rowstock as a result of A34 closures. Rowstock residents have been taking action. Cllr Fox-Davies to discuss with Carole. Cllr Turnbull to provide a draft cycle plan which will be sent via the Clerk.</p> <p>Cllr Fox-Davies was given a copy of an email from a resident expressing concerns over the implications of extending the speed limit on the A417. He agreed to raise with OCC Highways.</p> <p>Cllr Fox-Davies was thanked for attending.</p>	MF-D RT/Clerk
8	<p>DISTRICT COUNCILLOR'S REPORT:</p> <p>A report was not available.</p>	
9	FINANCIAL MATTERS:	
9a	<p>Approval of 2017 Courtesy Lighting Payments:</p> <p>The total cost of electricity was £433.97. The amount to be paid is £367.29. Cllr Pappenheim proposed approving the payments. Cllr Stocks seconded. RESOLVED.</p>	
9b	<p>Approval of October Payments:</p> <p>The full list of payments is attached to these minutes.</p> <p>The Accounts for Payment for October 2017 total £6023.73. The amount for approval (less already approved Courtesy Lighting payments) was £5661.44 Proposed: Cllr Stocks, Seconded: Cllr Turnbull. Approved. The cheques were signed.</p>	
9c	<p>External Audit Report</p> <p>The external report was discussed and the items raised were noted: the owls should be included on the asset register as gifted items at a cost of nil; acceptance of the internal auditor's report should be formally recorded in the minutes; a tick was missed in box 11 of the Annual Return.</p>	
9d	<p>Review of Q2 accounts and 2017/18 budget</p> <p>The accounts have been reviewed by the Finance Group. All categories are on target except for Admin which needs another £500. Cllr Turnbull proposed moving £500 from the Legal budget and putting it into Admin. Cllr Pappenheim seconded. RESOLVED.</p>	Clerk
9e	<p>Review of Financial Regulations</p> <p>Cllr Stocks proposed increasing the <i>de minimus</i> limit to £500. Cllr Turnbull</p>	Clerk

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	seconded. RESOLVED.	
10	PLANNING ITEMS	
10a	P17/V2632/HH – The Cottage, Horn Lane. Amendment to a previously approved application for a single storey rear extension. It was noted that this will be invisible from the road, The Parish Council had no objection to this application.	
10b	Brambles, Rowstock. Cllr Williams noted that he had seen an application for the removal of trees. No action arising.	
10c	<p>Pye Homes Phase 3. Cllr Turnbull left the room.</p> <p>P17/V2002/FUL – A meeting was held with OCC and the Parish Council (Cllrs Sharp and Pappenheim). Thames Travel has withdrawn its objection to lack of bus stops as new ones were proposed. Discussions on their location were held. The bus stops will not have laybys. Concerns were raised over the safety of the westbound stop as it is close to the White Road junction, and it will therefore be an issue for residents exiting White Road. Cllr Fox-Davies agreed to discuss the idea of Traffic Lights at the White Road junction with OCC.</p> <p>A meeting was also held with the Case Officer. She has been on site. The application will go to Vale Planning Committee on 7th November and is recommended for approval. Cllr Sharp will attend and speak regarding the Parish Council's objections concerning the footway. The Parish Council has requested the removal of a street light which further narrows the proposed footpath on the south side of the A417.</p> <p>Landscape & play area requirement review</p> <p>Terry Gashe is working on a landscape assessment. He hopes to have something ready next week.</p> <p>Sewerage Issues – Clerk to write to Mike Murray to ask if he can get a copy of the report we have been looking for.</p> <p>Status of Complaint – Cllr Sharp has spoken with LGO and has been given a case number. They are now looking into the situation.</p> <p>Enforcement – A letter has been written to the enforcement team about Wood Farm lane. No reply as yet.</p> <p>Cllr Turnbull returned.</p>	<p>MF-D</p> <p>Clerk</p> <p>Clerk</p>
10d	<p>Appeal Reference APP/V3120/W/16/3145234 – Greensands. Cllr Stocks left the room. Clerk to check whether the S106 agreement has been signed. It was noted that the village project list needed updating. The updating would be discussed at the next meeting.</p> <p>Cllr Stocks returned.</p>	Clerk
11	<p>UPDATE ON THE COBB WALL AT THE PLOUGH</p> <p>No progress.</p>	
12	NEIGHBOURHOOD PLAN: Cllr Turnbull has sent out some information. A meeting is to be arranged in November.	RT, Clerk
13	HENDRED ESTATE ITEMS: Nothing to report.	
14	WORKING GROUPS/REPRESENTATIVES REPORTS AND UPDATES	
14a	Sports Club: A meeting has been held to discuss the terms of the lease of the Sports Ground and there has been discussion on several issues which it is expected can be resolved.	
14b	<p>Allotments:</p> <p>Cllr Shortis was thanked for all the work she has carried out. So far 4 signed agreements have been returned and rents paid. There have also been 2 verbal confirmations. However other plot holders have raised questions about the tenancy agreement. Clause 7(l) is the main issue concerning liability. It was</p>	

	<p>noted that the responsibility exists regardless of the agreement. The Parish Council will support the plot holders by carrying out risk assessments and plot inspections. It was noted that the Parish Council public liability insurance does not cover individual plots. Several plot-holders were seeking a revision to clause 7l.</p> <p>Mrs Dorling expressed her concern over the speed which the lease had been issued to plot-holders and was concerned that the Parish Council should listen to concerns from plot-holders . She also raised concern over the ‘sharing’ clause which precluded sharing produce with friends . It was pointed out that this clause is linked to the allotments act. However it was noted that the formal definition of an allotment included the term “wholly or mainly” which would cover the plot-holders concerns. A meeting is to be held on Sunday 15th October – a consultation to establish how the plot holders would like to deal with the several concerns raised. The formation of an allotments association had also been discussed.</p>	CS
14c	<p>Bulletin/Website/Facebook: Rachel Sutton is the new editor.</p>	
14d	<p>Courtesy Lighting: Three repairs have been carried out.</p>	
14e	<p>Playgrounds: Cllr Sharp has carried out the inspection. The bark is very low. Cllr Stocks proposed ordering 3 bags of bark. Cllr Sharp seconded. RESOLVED. Clerk to place order. Basket Swing: The basket swing is to be installed next week.</p>	Clerk
14f	<p>Transport: Nothing to report.</p>	
14g	<p>Rights of Way: Nothing to report.</p>	
14h	<p>Snells Path/Nature Reserve: A tree inspection is due at the end of the year. Cllr Pappenheim to obtain quotes.</p>	CP
14i	<p>Harwell Liaison: Nothing to report.</p>	
14j	<p>Lengthman/Litter Picker: Cllr Pappenheim to develop a specification for the new mower.</p>	CP
15	<p>ROWSTOCK ITEMS: A Rowstock action group is to be formed to deal with traffic issues.</p>	
16	<p>GENERAL CORRESPONDENCE: Joint Housing Delivery Strategy. Cllr Turnbull to review and comment if required. Consultation closed 23rd October. LPP2 Consultation. The consultation closes on 22nd November. To be put on the November agenda.</p>	RT Clerk(agenda)
17	<p>ANY OTHER BUSINESS (FOR INFORMATION ONLY): St Amands want to restart forest school. CP to send details to the Clerk. Clerk to deal with the contract.</p>	CP/Clerk
18	<p>DATE OF NEXT MEETING: The next meeting will be Tuesday 14th November 2017 at 7.30pm.</p>	

The meeting closed at 10.10pm