

## Minutes of the Meeting of East Hendred Parish Council, Thursday 2<sup>nd</sup> March 2023 at 7.30pm in Snells Hall

Present: Cllr John Sharp, Chair (JVS), Cllr Jonathan Shortis (JS), Cllr Catherine Shortis (CS), Cllr Roger Turnbull (RT), Cllr Penny Wall (PW), Cllr Sarah James (SJ), Cllr Selby Stocks (SS)

Clerk/Finance Officer: Julia Evans

County Councillor:

District Councillor:: Cllr Janet Shelley

Members of the Public: 1

64/23	<b>APOLOGIES FOR ABSENCE</b> Cllr Stephen Webb, Cllr Charles Pappenheim, County Cllr Sally Povolotsky	
65/23	<b>DECLARATIONS OF INTEREST</b> None.	
66/23	<b>OPEN FORUM</b> Nothing raised.	
67/23	<b>ACCEPTANCE OF MINUTES OF MEETING HELD ON 2<sup>ND</sup> FEBRUARY 2023</b> The Monthly Meeting Minutes were reviewed. An amendment was made to minute reference 40/23. Proposed by Cllr J Shortis, Seconded Cllr James. RESOLVED. The minutes were signed.	
68/23	<b>MATTERS ARISING FROM THE MINUTES OF 2<sup>ND</sup> FEBRUARY MEETING NOT OTHERWISE COVERED ON THE AGENDA</b> a) <b>Report from the Oxford Road Alliance</b> – Nothing had been received from OCC. It was suggested that Cllr J Shortis contact OCC Highways directly with a copy to Cllr Povolotsky. The HIF1 comments were approved. Clerk to submit. b) <b>Tree Planting.</b> The tree in Ludbridge Close would be planted when the weather was right. The OCC tree project was proceeding; all trees were to be planted by the end of March. c) <b>Flag Pole.</b> The planning application was carried forward. Cllr Wall handed over the flag that had been donated. She also had various accessories for the flagpole which were to be handed over. d) <b>Noticeboard by the Shop.</b> The noticeboard had been ordered. Awaiting delivery. e) <b>Plans for the Annual Parish Meeting.</b> Cllr J Shortis had circulated a proposed agenda. Cllr James raised the issue of the pre-election period and the workshop format. Plans to be finalised at the next meeting. f) <b>The sale of social housing in the village.</b> There was a question over whether the sale of social housing should be advertised in the village first. Cllr Shelley to find out.	JS Clerk  RT/PW  JSH
69/23	<b>POLICE REPORT.</b> A written report was received. There was nothing relating to the village.	
70/23	<b>COUNTY COUNCILLOR'S REPORT</b> A written report had been circulated. It was reported that a) <b>The 20mph speed limit</b> had been established but it was noted that it did not cover the roads north of the A417. Clerk to contact Cllr Povolotsky about this as it was thought that these roads were adopted. b) <b>Speedwatch.</b> It was suggested that a speedwatch group be established. Cllr J Shortis to follow this up. Cllrs C Shortis and James volunteered to join the group. Clerk to send Speedwatch contact details. c) <b>New highways plan</b> – Cllr Sharp to circulate this. He noted that it was very high level. The Highways assessment management plan stated that the potholes were due to inadequate funding from central Government.	JS Clerk
71/23	<b>DISTRICT COUNCILLOR'S REPORT</b>	

2022/23

	<p>Cllr Shelley reported that:</p> <ol style="list-style-type: none"> <li>a) The Vale had received £1m from the Shared Prosperity fund which aimed to invest in communities and open spaces, increase life chances, support businesses and increase people's skills. Local business were to be invited to tender for work over the next few years.</li> <li>b) The Household Support fund had closed but the Vale could still provide support.</li> <li>c) She had a list of all the other grants available from the Vale.</li> <li>d) The FCC community action fund would close on 8<sup>th</sup> March but a new round would open on 22<sup>nd</sup> March.</li> <li>e) She had received lots of emails about the reservoir and supported all that residents had said.</li> <li>f) She had been in contact about waste bins. The project was still ongoing.</li> <li>g) Newbury road would be closed on 16<sup>th</sup> March, in the Horn Lane area. Cllr James asked whether there would be access for residents. Cllr Shelley to find out. Cllr Turnbull noted that the road could be closed if there was no alternative route.</li> <li>h) The council tax had been agreed at the recent full council meeting. There would be an increase, but it had been kept to the minimum.</li> <li>i) She had been invited to a Councillor briefing on relief to Rowstock on 18<sup>th</sup> March. Cllr James asked if there was a similar meeting for Parish Councils. Cllr Sharp felt that all Councillors should be invited.</li> <li>j) The Police and Crime Commissioner had offered to attend a Parish Council meeting and provide an update.</li> </ol> <p>Cllr J Shortis had circulated a note about Thames Water's offer to attend a Parish Council meeting and asked if they should be invited. It was agreed to find out their availability for later in the year. It was noted Cllr Povolotsky had suggested establishing a group of members for various Parish Councils to meet with Thames Water on a regular basis.</p> <p>Cllr Shelley was thanked for attending.</p>	<p>JSH</p> <p>JS</p>
	<b>FINANCE</b>	
72/23	<ol style="list-style-type: none"> <li>a) <b>March payments.</b> The payments totalling £3643.28 were approved. Proposed Cllr C Shortis, Seconded Cllr Stocks. RESOLVED. Cllr Pappenheim to authorise on the bank.</li> <li>b) <b>Transfer of funds to EMR.</b> A proposal to transfer a total of £15332 to EMR at the year end had been circulated and was approved. Proposed Cllr J Shorts, Seconded Cllr Wall. RESOLVED.</li> <li>c) <b>Review of Asset Register.</b> Carried forward.</li> <li>d) <b>Request for a grant from St Mary's and from St Augustine's</b> toward the cost of grass cutting in the churchyards. It was felt that the new Parish Council should speak with the PCC and with St Mary's about grass cutting. A grant of £310 was awarded to each church on condition that they provide evidence of costs. Proposed Cllr J Shortis, Seconded Cllr Stocks. RESOLVED.</li> </ol>	<p>CP</p> <p>Clerk</p> <p>CP</p>
	<b>ANNUAL REVIEWS</b>	
73/23	<ol style="list-style-type: none"> <li>a) <b>Standing Orders.</b> The Standing Orders were adopted subject to the following changes: <ol style="list-style-type: none"> <li>i. Clause 3i was agreed.</li> <li>ii. The length of the meetings to be changed to 3 hours.</li> <li>iii. Gendered terms to be replaced with non-gendered throughout.</li> </ol> Proposed Cllr C Shortis, Seconded Cllr James. RESOLVED. </li> <li>b) <b>Financial Regulations.</b> The Financial Regulations were adopted subject to the following changes: <ol style="list-style-type: none"> <li>i. Insertion of a digital ITT statement.</li> <li>ii. Gendered terms to be changed to Non gendered throughout.</li> </ol> Proposed Cllr J Shortis, Seconded Cllr Stocks. RESOLVED. </li> <li>c) <b>Risk Assessment.</b> The risk assessment was adopted subject to the following changes: <ol style="list-style-type: none"> <li>i. No. 8 remove '&amp; weekly'</li> <li>ii. No. 6 change 'weekly, carried out by HEG' to 'as per playgrounds'.</li> </ol> </li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>



77/23	<p><b>Proposals for the Steventon Reservoir.</b> The WRSE consultation had closed. Comments had been submitted both individually and from the Parish Council. Other consultations:</p> <ul style="list-style-type: none"> <li>a) Thames Water consultation – closes 21<sup>st</sup> March. Cllr Turnbull proposed sending an email rather than filling in the form and agreed to develop a response.</li> <li>b) OFWAT Gate 2 consultation – was due to close at the end of February but there was a question mark over the closure date. Mr Beddow felt that it would be shortly after the Thames Water consultation.</li> </ul> <p>Mr Beddow had attended the Thames Water meeting at Steventon and had seen the concept design report. He pointed out that the basic groundwater and floodwater assessments had not been carried out, therefore the full cost of the project could not be known. The costs that had been presented were likely to have been underestimated.</p>	RT
78/23	<p><b>Consultation of West Berkshire Local Plan</b> Cllr James had reviewed the document and it was agreed that no comment was required.</p>	CLOSED
79/23	<p><b>LUDBRIDGE CLOSE MATTERS</b></p> <ul style="list-style-type: none"> <li>a) <b>Litter Bins.</b> This was with Cllr Shelley.</li> <li>b) <b>Defibrillator.</b> The installation of the defibrillator was in progress.</li> </ul>	JSh CP
80/23	<p><b>JUBILEE PLAY PARK</b> Cllr J Shortis was thanked for his work on the FCC grant application. £6.5k had been applied for. A grant of £1927 had been received from Magnox for the installation of 8m high fencing. The total cost of the project was £41038. The FCC grant would be decided on 8<sup>th</sup> June and the funding was for the surface. The Parish Council would fund the CTP contribution of £700. Cllr J Shortis wanted to place the order for the equipment now. Roundwood was the selected supplier. Proposed Cllr J Shortis, Seconded Cllr Wall. <b>RESOLVED.</b> Cllr J Shortis to check the terms of the grant.</p>	JS
81/23	<p><b>ROWSTOCK</b> – There had been major issues with the A417 being closed. It was noted that this was an emergency closure but safe diversion routes had not been planned. Cllr J Shortis had experienced issues with OCC customer services when attempting to discuss this with them. It was agreed to send a formal complaint to OCC Highways. Cllr C Shortis to draft this. A copy to be sent to Cllr Povolotsky.</p>	CS
82/23	<p><b>COMMUNITY ART PROJECT</b> A leaflet had been developed to encourage residents to join the steering group for this project. Comments on the leaflet to be sent to Cllr C Shortis by email.</p>	CS
83/23	<p><b>HENDRED ESTATE ITEMS</b> Nothing to report.</p>	
	<p><b>WORKING GROUPS / REPRESENTATIVES REPORTS AND UPDATES</b></p>	
84/23	<ul style="list-style-type: none"> <li>a) <b>Age UK/Vale Community Impact.</b> Cllr Wall had circulated an update.</li> <li>b) <b>Allotments</b> – A meeting had been held with a plot holder regarding a greenhouse. BAAA had asked that the rules be amended to ensure that no cement was used, but Cllr C Shortis felt that a little cement may be necessary. She suggested that this matter be dealt with verbally on a case by case basis. This was agreed. The new dog paddock facility would have an impact on the allotments. A tipping area had been promised but had not yet been provided. The water tank had been moved but the meter had not. Cllr Shortis to provide a water meter reading.</li> <li>c) <b>Communications:</b> <ul style="list-style-type: none"> <li>a. <b>New Website</b> - The order had been placed for the new website and the documents necessary to set up the site had been submitted. Cllr J Shortis to start on the structure of the site in the next week. Cllr J Shortis was thanked for his work on this project.</li> <li>b. <b>Suggestion Box</b> – The box had been installed in the shop. Five suggestions had been received so far. <ul style="list-style-type: none"> <li>i. That the village adopts recycling bins to encourage more recycling. Cllr J Shortis suggested installing one outside the shop for a trial period. The Waste Team would need to be contacted to</li> </ul> </li> </ul> </li> </ul>	CS  JS

	<p>ensure they would collect it. Cllr Wall asked for clarification on exactly what was being requested. Cllr J Shortis to check this.</p> <p>ii. That the 20mph scheme be extended to the whole village and that a solution be found to protect the banks from lorries. It was noted that the 20mph scheme was being implemented in the whole village, but it wasn't clear how this would be enforced. It was not clear how the second suggestion could be dealt with.</p> <p>iii. Request to turn the speed camera warning sign to the west of Portway Close on the A417 through 180 degrees. This was outside the jurisdiction of the Parish Council.</p> <p>iv. Suggestion that the Snells Hall car park be marked out to ensure better parking. Cllr Sharp to take this to the Snells Hall Management committee.</p> <p>v. Could parents going to St Amands be encouraged to park and walk as there were access issues at school drop off and pick up times. It was agreed to send a note to the Head Teachers of both schools. Cllr J Shortis to draft this.</p> <p><b>d) Infrastructure</b></p> <p>a. <b>Courtesy Lights.</b> Nothing to report.</p> <p>b. <b>Playground Maintenance.</b> Approval was given to spend up to £300 for two bags of playground bark. Proposed Cllr James, Seconded Cllr Wall. RESOLVED. Clerk to place the order. It was suggested that the book box was removed from the bus shelter in White Road, Cllr James did not feel that this was a problem and suggested discussing it at the Annual meeting. Cllr C Shortis agreed to establish who had put it there. There was a loose fence post. Cllr Pappenheim to look at this. There was some graffiti on the Gas compound on White Road. Clerk to report this to the gas company.</p> <p>c. <b>Snells Walkway.</b> Nothing to report.</p> <p>d. <b>Grounds Maintenance.</b> Nothing to report.</p> <p>e. <b>Tree Maintenance.</b> Nothing to report.</p>	<p>JS</p> <p>JVS</p> <p>JS</p> <p>Clerk</p> <p>CS CP</p> <p>Clerk</p>
85/23	<b>ENVIRONMENT AND SUSTAINABILITY</b> Nothing to report.	
86/23	<b>HIGHWAYS AND TRANSPORT</b> The £2 bus fare scheme had been extended to the end of June. Cllr James to look at the consultation on cycling and walking routes and propose any submissions.	SJ
87/23	<b>HARWELL LIAISON</b> Cllr Sharp and J Shortis had met with Carter Jonas to discuss the biodiversity issues. Another meeting had been scheduled for April. Cllr J Shortis had contacted TOE regarding a meeting. There had been a Harwell Liaison meeting last week, but nothing had been raised that affected East Hendred/	JVS
88/23	<b>AONB</b> Nothing to report.	
89/23	<b>SPORTS CLUB</b> Cllr J Shortis suggested that the installation of the boundary fence be installed by the Sports Club and agreed to speak to them.	JS
90/23	<b>RIDGEWAY NATIONAL TRAIL</b> Nothing to report.	
91/23	<b>GENERAL CORRESPONDENCE</b>	
	<p>a) <b>2023 Elections.</b> Cllr James had attended the election briefing and reminded members that Parish Councillors were required to submit expenses returns even if there was nothing to report.</p> <p>a) <b>Coronation.</b> Cllr J Shortis asked whether we should distribute some kind of memorial to the village. Cllr James felt it would be better to contribute funds to a village event.</p> <p>b) <b>Airspace Change Proposal.</b> No action required.</p> <p>b) <b>Village Parking issues.</b> Covered in minute reference 84/23 (c(v)) above.</p> <p>c) <b>Coulings Close sewage issues.</b> The letter from the resident was discussed. The blockage had been traced back to the main sewer and had affected 12 homes in the area. To be reported to Thames Water.</p>	<p>CLOSED</p> <p>Clerk</p>
92/23	<b>ANY OTHER BUSINESS</b>	

	<p>c) <b>2024 Pantomime.</b> Cllr Turnbull asked if the February 2024 Parish Council meeting date could be changed in order that it did not clash with the village pantomime. To be discussed at the AGM.</p> <p>d) <b>Annual Parish Meeting.</b> A poster was to be produced.</p> <p>e) <b>Penny Post.</b> Clerk to circulate details.</p>	<p>JVS/JS/SJ</p> <p>JS Clerk</p>
93/23	<p><b>PLAYGROUND INSPECTIONS</b> Cllrs Wall and Pappenheim for April.</p>	PW/CP
94/23	<p><b>DATE OF NEXT MEETING</b> Thursday 6<sup>th</sup> April 2023 at 7.30pm in Snells Hall.</p>	

The meeting closed at 22.03

DRAFT