

## Minutes of the Meeting of East Hendred Parish Council, Thursday 7<sup>th</sup> December 2023 at 7.30pm in Snells Hall

Present: Cllr John Sharp (Chair), Cllr Aloysius Atkinson, Cllr Mark Francis, Cllr Mark Beddow, Cllr Jason Champ, Cllr Charles Pappenheim and Cllr Roger Turnbull

Clerk: Hannah Champ

Finance Officer: Julia Evans

County Councillor:

District Councillor: Sarah James

Members of the Public: None

306/23	<b>APOLOGIES FOR ABSENCE</b> Councillors Hilary Dorling, Selby Stocks	
307/23	<b>DECLARATIONS OF INTEREST</b> None	
308/23	<b>OPEN FORUM</b> None	
309/23	<b>ACCEPTANCE OF MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2023</b> The minutes were reviewed and approved. Proposed Cllr Pappenheim. Seconded Cllr Champ. RESOLVED. The minutes were signed.	
310/23	<b>MATTERS ARISING FROM THE MINUTES OF 5 OCTOBER MEETING NOT OTHERWISE COVERED ON THE AGENDA</b> a) <b>The sale of social housing in the village.</b> Cllr James mentioned that a link has now been provided to follow through with Sovereign for villagers to be aware of housing. Cllr Sharp to make contact with Sovereign b) <b>Community Speedwatch.</b> No update c) <b>Complaint about dog fouling.</b> This matter has been mentioned in the latest issue of bulletin. Bin liners have also now been installed in the bins around the village to help with emptying. Cllr Beddow was thanked for initiating this. d) <b>Request to install a memorial bench.</b> Cllr Francis gave an update on this. The concrete base has now been installed and the grant has also been received for the sum of £500. Cllr Francis to make Clerk aware of the wording requested for the bench so an order can be placed.	JVS  CLOSED  MF/Clerk
311/23	<b>POLICE REPORT.</b> Report was circulated and read out.	
312/23	<b>COUNTY COUNCILLOR'S REPORT</b> No report received.	
313/23	<b>DISTRICT COUNCILLOR'S REPORT</b> A written report had been circulated prior to the meeting. Cllr James mentioned a conversation she had with Thames Valley Police regarding the parking in the village. Chief Constable stated that the neighbourhood team should be engaging with the council regarding nuisance parking. It is possible for cars to be ticketed for nuisance parking and the local PCSO's can talk to individuals to issue warnings. Clerk to reach out to the local PCSO to discuss.	CLERK
	<b>FINANCIAL MATTERS</b>	
314/23	a) <b>December payments.</b> The payments totalling £1917.10 were approved. Proposed Cllr Francis, Seconded Cllr Turnbull. RESOLVED. b) <b>To review the draft budget 2024/25.</b> 2 <sup>nd</sup> cut circulated. Cllr Pappenheim mentioned the maintenance costs for the Snells Walkway repairs. A quote has been requested to replace all beams and treads at £11,000. To be discussed how we spread this cost and maintain the walkway over the next 12 months. c) <b>Proposal to buy new battery for the SID.</b> Cost of £100 for new battery was approved. Proposed Cllr Pappenheim, Seconded Cllr Turnbull d) <b>Proposal to meet the cost of the village Christmas Tree.</b> Cllr Pappenheim mentioned there was not a need for this as a tree had been donated free of charge via the Hendred Estate	CLOSED  CP CLOSED CLOSED

	e) <b>Purchase of Christmas gift boxes for maintenance staff.</b> Approved, Finance officer to purchase. Proposed Cllr Atkinson, Seconded Cllr Francis	JE/CLOSED
	<b>PLANNING MATTERS</b>	
315/23	<p>a) <b>P23/V2467/HH – Allins Barn, Allins Lane, East Hendred.</b> Insertion of new windows and doors – The Parish Council had no objections</p> <p>b) <b>P23/V2479/HH – Rowstock House, Wantage Road, Rowstock.</b> Proposed new padel tennis court over existing tennis court. – The Parish Council had no objections</p> <p>c) <b>P23/V2548/DIS – Mather House, White Road, East Hendred.</b> Discharge of condition 5(Slab levels) on application P20/V0129/RM. Reserved Matters application following Outline approval P15/V2328/O for the erection of 10 specialist accommodation units for older people at Mather House (amended plans received 23 June 2020 to show revised layout house types and hard and soft landscaping details, and pedestrian access to north). (Outline planning application for the erection of 75 dwellings (10 of which will be specialist accommodation for older people), communal hub for older persons accommodation, retention of the existing Bed and Breakfast and associated open space, with all matters reserved save for that of access). <b>For information only.</b></p> <p>d) <b>P23/V2588/T28 – Rowstock ATE, Wantage Road, Rowstock.</b> Installation of the following electronic communications apparatus: The removal of 3 x Kathrein antenna at 43.5m from the existing 44m lattice tower. Replaced by the installation of 3 x CommScope antenna at 43.5m utilising existing steelwork on the tower. – The Parish Council had no objections</p>	
316/23	<b>Applications received since the publication of the agenda.</b> None.	
317/23	<b>To review planning applications awaiting determination by the Vale and those recently approved.</b> None	
318/23	<b>Greensands Update.</b> Cllr James covered this in her report. Report circulated and read out. Cllr James agreed to check on the current status.	SJ
319/23	<b>Proposals for the Steventon Reservoir.</b> <b>Meeting with Thames Water.</b> Cllr Turnbull attended the meeting and asked about the national population growth forecast. He also asked why an environmental impact assessment was not being carried out before the plans for the reservoir were submitted. The plan that a separate company would be established to become the owner of the reservoir was mentioned. Cllr Beddow also attended the meeting and mentioned that Thames Water are currently not intending to publish the results of the Clay Compaction test for which they are currently seeking planning permission and suggested that the PC's comments on the application should include the request to publish the results. Cllr Turnbull to write local MP David Johnston regarding the planning application.	RT
320/23	<b>Local Plan Reform.</b> Cllr James stated that there may be a potential need for 700 houses per year, The Parish Council will have an opportunity to provide comments in January on the content of the future Local Plan. The Council to involve village with a public meeting in January to discuss. Cllr Turnbull to lead on this.	RT
321/23	<b>Relief for Rowstock and HIF1.</b> Cllr Beddow attended pre-enquiry meeting. It was asserted that the scheme would potentially not improve road conditions and would slow up traffic in the area. Phase 1 is not very far along; the design is not yet complete. They are asking for some more consultation. Parish Council to consult where necessary. Cllr Turnbull also mentioned a new inspector had now been found and was in position. A document library was requested in the pre-enquiry meeting, but nothing has been received yet.	MB

	Cllr Turnbull mentioned he had cycled the planned route, and it is difficult in places and some areas impassable. Cllr Turnbull to feed back the pedestrian and cyclist access.	RT
322/23	<b>MEETING WITH ST MARY'S</b> Cllr Sharp - Grass cutting is currently split between the Parish Council, St Augustine's Church and St Mary's Church. Preliminary meetings held to discuss the current contract. Cllr Sharp mentioned that burial fees charged by St Augustine's cover the cost of the grass and hedges maintenance at around £1800 per year. Potential surplus of £600 on burial fees. Proposal to be put together. Further discussions also ongoing to find out cost of tree maintenance over the next 2 years. The tree surveys were carried out in 2019 so will likely be due now with attention needed to some trees.	JVS
323/23	<b>LUDBRIDGE AND RIDGEWAY CLOSE MATTERS</b> None	
324/23	<b>JUBILEE PLAY PARK</b> Order with Wicksteed has now been placed and contract allocated to Installation team who will be in touch with the Clerk to discuss installation dates. Cllr Sharp mentioned that the Sports Club are proposing to move the cricket nets to the space next to the play park, this means the play park will need to be moved by approximately 8 metres. If only 1 cricket net was moved, then the equipment could be moved to the new space they are providing which means it would not encroach on parking spaces. Conditions on this must be that all costs are to be billed to the sports club.	
325/23	<b>VILLAGE FAIR</b> To be carried forward to next meeting	JVS
326/23	<b>ROWSTOCK</b> Cllr Pappenheim mentioned that we currently employ a litter picker Caroline Connolly at Rowstock for 1hr per week. Caroline has now stepped down and her daughter Linda has been performing the task. Cllr Pappenheim proposed we take on Linda in place of Caroline. Proposed Cllr Pappenheim, Seconded Cllr Francis. Finance officer to write thank you letter to Caroline Connolly. Cllr Pappenheim also mentioned that around this time of year we would pay extra for the leaves to be cleared, but this not covered in the contract with Ms Connelly, we would need to find an alternative in the future for this.	JE
327/23	<b>COMMUNITY ART PROJECT</b> To be carried forward to next meeting	
328/23	<b>HENDRED ESTATE ITEMS</b> None	CP
	<b>WORKING GROUPS / REPRESENTATIVES REPORTS AND UPDATES</b>	
329/23	<p>a) <b>Allotments</b> – Cllr Dorling suggested that the Clerk now take over the allotment payment duties and or the working group to carry on with the inspections. To enable this the Clerks hours would need to be increased. Clerk to work with Mrs C Shortis on a handover.</p> <p>b) <b>Communications:</b></p> <ul style="list-style-type: none"> <li>a. <b>New Website</b> – Nothing to report.</li> <li>b. <b>Review of suggestions register.</b> None</li> <li>c. <b>Parish Council Facebook page.</b> Carried forward to next meeting.</li> </ul> <p>c) <b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>a. <b>Courtesy Lights.</b> A few bulbs are needing to be replaced.</li> <li>b. <b>Playground Maintenance.</b> Update on repairs at Penney Playpark. Bark had now been ordered and due for delivery on 15<sup>th</sup> December to be installed on 16<sup>th</sup> December. Cllr Champ has also ordered a loader for the installation. Costings for the bark £1826.52 Proposed Cllr Champ, Seconded Cllr Pappenheim. Costing for the loader £270 Proposed Cllr Francis, Seconded Cllr Atkinson</li> <li>c. <b>Snells Walkway.</b> Covered within the finance budget.</li> <li>d. <b>Grounds Maintenance.</b> Oxfordshire Highways Grass Cutting Contract. Contract states that the verges in the village should be covered by the £960 given to the Parish Council. Cllr Pappenheim mentioned that the</li> </ul>	<p>Clerk</p> <p>CP</p> <p>CP</p>

	<p>Parish Council complete most of the cutting throughout the year. Cllr Francis raised that the contract has several strict conditions and that there are risks associated with not complying with the terms of the contract. Cllr Pappenheim had spoken to Julian Gold at Hendred Estate to see if they are happy to carry out and cope with the maintenance at Allins Lane and Fordy Lane, but the Estate can't do the work because of insurance issues, so we will need to find someone else in to complete the maintenance. Cllr Francis proposed that we revert to having no contract, so that Oxfordshire County Council cut the verges once per year and this was agreed. Proposed Cllr Francis, Seconded Cllr Champ.</p> <p><b>e. Tree Maintenance.</b> There was nothing to discuss.</p>	CLOSED
330/23	<p><b>ENVIRONMENT AND SUSTAINABILITY</b> Nothing to report.</p>	
331/23	<p><b>HIGHWAYS AND TRANSPORT</b> Cllr Beddow to check back on minutes of recent Highways meeting</p>	MB
332/23	<p><b>HARWELL LIAISON AND HARWELL CAMPUS</b> Cllr Sharp mentioned the ground water clean up is due to stop soon. Cllr Sharp to also follow up on the waste site within the parish and attend campus meeting on 19<sup>th</sup> December with Cllr Turnbull.</p>	JVS/RT
333/23	<p><b>SPORTS CLUB</b> Cllrs Pappenheim and Sharp had been contacted by Mr McKenna who mentioned that the sports club were planning to submit a pre-application on potential developments. It was asked whether East Hendred Parish Council would submit the pre-application in their name to reduce the cost. It was pointed out that if the parish council were to submit in their name that they would be taking on the responsibility of the project. Determined that this was not the appropriate course of action as the Parish Council must stay impartial in case of objections to the application. Clerk to write letter to Mr McKenna. Proposed Councillor Francis, Seconded Councillor Champ and agreed</p>	CLERK
334/23	<p><b>GENERAL CORRESPONDENCE</b> None</p>	
335/23	<p><b>ANY OTHER BUSINESS</b> Cllr Pappenheim had concerns around trees on the highway. Allins Lane has a lot of big dead trees that represent a hazard, these trees are close to the highway. Cllr Pappenheim reported these on the Fix my Street site and had response to say that these trees are the responsibility of the landowner. Cllr Pappenheim checked the Land Registry and maps for the highways land and the relevant trees are indicated to be on Oxfordshire Highways land. A similar case has arisen at Hendreds School where again Highways felt it was the landowners responsibility. Cllr Francis stated that there is a specific team to carry out tree maintenance on the highway. Cllr Pappenheim proposes we write to OCC about this issue. Clerk to write email and cc in Cllr Povolotsky and Hendred School. Finance officer raised the issue regarding a mobile phone for the Clerk. To get a phone we would need to register a credit card. Clerk proposed to take out the contract and be reimbursed each month. Clerk to get prices for mobile phone and monthly contract</p>	CLERK  CLERK
336/23	<p><b>PLAYGROUND INSPECTIONS</b> a) December – Cllrs Stocks and Champ b) January – Cllrs Champ and Beddow</p>	SS/JC JC/MB
337/23	<p><b>DATE OF NEXT MEETING</b> Thursday 4<sup>th</sup> January 2024</p>	

The meeting closed at 21:25.