

## WEST HAGBOURNE PARISH COUNCIL

### Minutes of the Parish Council Meeting duly convened and held on Wednesday 9<sup>th</sup> November 2011 at Hagbourne Primary School.

**Present:** Cllrs M. Butler (Chair), V. Brownsword, H. Lewis, E. Setch and M. Thornhill.

**In attendance:** L. Dalby (Clerk).

**1. Public Participation**

There was none.

**2. District Councillor 's Report – Leo Docherty**

There was none.

**3. County Councillor's Report – Patrick Greene**

Cllr Greene reported there is a Stewardship Scheme for Highways matters.

**4. Apologies for Absence**

Apologies were received from County Cllr P. Greene and District Cllr L. Docherty.

**5. To confirm and sign as a true record the minutes of the last meeting of the Parish Council held on Wednesday 7<sup>th</sup> September 2011.**

The minutes were agreed and signed by the Chairman.

**6. Declarations of personal and prejudicial interest**

There were none.

**7. Clerk's Report**

The Clerk reported that the invoices for the Newsletter adverts have been sent out, the advertising signs have been reported to SODC and the damaged bin has been reported to Biffa. The Clerk has appealed against Penalty Notice from HMRC.

The Council agreed to pay a part share of the cost for the Clerk to attend a Finance Course run by OALC.

**8. Update on Core Strategy**

Cllr Butler attended the EIP and spoke to oppose development to the South of Didcot towards the Hagbournes.

**9. Agree response to Amendment to Planning Application P10/W1959**

Construction of 159 dwellings; informal open space; new means of vehicular and pedestrian access onto Park Road and associated infrastructure (As amended by revised scheme on layout accompanying letter from Agent dated 21 October 2011). Land at Park Road Didcot.

The Council agreed to object to this section being built now as it is out of phase. It should be completed when the rest of the infrastructure is in place as Park Road is not suitable for construction traffic. It was also agreed that the Council needs to consult with residents about the proposed traffic calming in West Hagbourne as it was felt that cobbles are unsuitable.

**10. Discuss and Decide on traffic calming scheme**

Various traffic calming methods were discussed (gates, light up speed signs, chicane, 20mph limit and slowing traffic in Park Rd). It was agreed to consult with residents about the best method.

**11. Appoint Committee for Employment Issues**

Cllrs Setch and Butler were appointed.

**12. Appoint Planning Committee**

Cllrs Brownsword, Butler, Lewis and Thornhill were appointed.  
It was agreed that Planning Meetings should be held in public.

**13. Discuss Employment Contract and Policies on Employment Issues**

Cllrs Setch and Butler will confirm the Clerk's Contract.

**14. Discuss Standing Orders**

Cllr Butler is hoping to adapt East Hagbourne's Standing Orders.

**15. Discuss Parish Plan**

The current Parish Plan runs out this year. Parish Plans are about to be replaced with Neighbourhood Plans as part of the Localism Bill. It was agreed to publish an explanation of the Plan on the website and in the Newsletter in order to gauge interest.

**16. Agree future storage of the Enclosure Award and Trust Documents**

It was agreed that the Parish Council archive including the Enclosure Award should be stored with the History Society archive. The History Society is currently discussing storage with both Didcot Library and The Oxford History Centre.

**17. Discuss Highways Problems**

All Highways matters discussed at the last meeting have been reported and are being investigated.

**18. Finance**

## a) Accounts for payment

Payee and Reason	£ detail	£ VAT	£ total
Lucy Dalby – Clerk's salary and expenditure	279.16		279.16
Post Office Ltd – PAYE	54.40		54.40
BDO LLP – External Audit	120.00	24.00	144.00
Hagbourne School – Hire of Room 2009 - 2011	216.00		216.00
Royal British Legion	25.00		25.00
Scion Estates Ltd	190.70	38.14	228.84

## b) Budget 2012/13

The Budget was discussed.

## c) Completion of Audit 2010/11

The Audit 2010/11 has been completed with no matters raised.

**19. Correspondence**

Correspondence was distributed.

**20. Items for inclusion on January's agenda**

Date of the Annual Parish Meeting.

**21. To confirm the date of the next meeting of the Council**

The next meeting of the Council was confirmed as 4<sup>th</sup> January 2012.

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