

West Hagbourne Parish Council



Minutes of West Hagbourne Parish Council Meeting held at Hagbourne Village Hall on Wednesday 3rd May 2017 at 7:30pm.

Present: Cllrs M. Butler, V. Brownsword, H. Lewis, M. Telford and Mr. A. Wise (Clerk)

	MB opened the meeting at 19:30 hrs.	
17/127 Apologies	Cllrs. J Murphy and O. Doogue	
17/128 Declarations of personal and prejudicial interest	<ul style="list-style-type: none"> None 	
17/129 To elect a Chairman and Vice – Chairman for 2017-18	<ul style="list-style-type: none"> It was proposed by VB, seconded MT, that Cllr. Butler remain as Chairman for another year. It was proposed by MT, seconded VB, that Cllr. Lewis remain as Vice-Chair for another year. 	
17/130 To receive the Chairman's and Vice Chairman's declaration of acceptance of office and other councillor roles	MB – Chairman HL – Vice Chairman and Broadband Champion VB – Cemetery and Village Hall Rep MT – None OH – None	
17/131 Report on OCC and SODC activities	<u>OCC Report</u> – None Received <u>SODC Report</u> – None Received	
17/132 Hear representations from members of the public	<ul style="list-style-type: none"> None 	
17/133 Approve the minutes of the meeting of 01.03.2017	It was proposed by VB, seconded MT, that the minutes be signed as a true record. Carried nem con.	
17/134 Consider matters, not taken elsewhere, arising from the minutes of the meeting of 01.03.2017	<ul style="list-style-type: none"> All action items had been completed. Clerk was instructed by all Councillors to send out future meeting papers as PDFs as well as the documents that are uploaded on the PC Section of the village website to be in PDF Format as well. 	AW
17/135 Receive reports from Parish Councillors and the Clerk	<ul style="list-style-type: none"> MB reported that he recently attended a joint SODC/Vale meeting on the next Local Plan for our area. VB reported that the village tidy up held on the 8th April 2017 was a great success with 16 people helping. VB to draft an article for the next issue of the newsletter thanking all those involved. 	VB
17/136 Financial matters	<ul style="list-style-type: none"> Approval of payments. It was proposed MB, seconded VB and carried nem con that the following invoices be paid: Parish Clerk's wages, expenses, PAYE, Internal Auditor Fee, OALC Subs, CFO Subs, Square Wave, Insurance Premium Renewal and Grass Cutting. It was decided after much consideration not to meet the request for donations from the Home Start Charity. Clerk reported that the 2016/17 accounts were signed off by the internal 	

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	<p>auditor with only one recommendation to make sure that the Risk Register is reviewed at least once year and then record this fact in the minutes.</p> <ul style="list-style-type: none"> • The 2016/17 accounts were proposed by MB, seconded VB, that the accounts could be signed off as a true record. Carried nem con. Chair and Clerk signed off External Auditor Form • Clerk to prepare 2016/17 accounts pack to send to external auditor by 15 May 2017 • Chair to put Notice of Accounts on noticeboard • Current financial situation. AW presented the current financial situation – attachments 2 & 3. • It was proposed by HL, seconded MT, that the insurance premium be renewed with Aon UK for another year • Clerk explained that the Parish Council's Bank – Barclays, had stopped paying interest on the Reserve A/C as of 31.12.2016. It proposed by MB, seconded HL, that the Parish Council continue with the same banking arrangements with Barclays Bank despite the loss of a small amount of interest. • Clerk to bring PCs Bank Statements to the July Meeting for inspection by Councillors and going forward to do this at the May Meeting in future years as part of the signing off the annual accounts process. • Clerk to email Assets and Significant Variances Documentation to councillors that were kept by the internal auditor and to print off new copies for posting to External Auditor 	<p>AW</p> <p>MB</p> <p>AW</p> <p>AW</p>
17/137 Planning since the meeting of 01.03.2017	<ul style="list-style-type: none"> • AW presented the current planning application situation – attachment 5 	
17/138 Highways and Transport	<ul style="list-style-type: none"> • Chair has had discussions with Highways about procedures for closing roads in the event of flooding. MB reported that OCC Highways confirmed that the only authorities who are authorised to put Road Closed Signs in place in cases of severe flooding are either OCC Highways or Thames Valley Police. If the PC does it then they will be liable to possible litigation from members of the public. MB also reported that residents could report flooding by contacting OCC Highways via the County Council Website or by phoning the local police on 101. Chair will explain this procedure and communication process at next week's APM. • Chair explained that there would be a site meeting on the bend outside his cottage and opposite the duck pond sometime after 22 May with OCC Highways staff to sign off the plans for the traffic calming measures which will be paid for by the S.106 funding, which has finally been released by OCC. 	<p>MB</p>
17/139 Risk assessment	<p>MB signed off appropriate parts on the current Risk Assessment Checklist. - attachment 6</p>	
17/140 Chairman's Report for Newsletter	<ul style="list-style-type: none"> • Chairman to draft a report for the next edition of the village newsletter which is due at the end of May 2017, to include update on S.106 money being spent on traffic calming measures in the village. 	<p>MB</p>
17/141 Respond to Communications as the Chairman may	<ul style="list-style-type: none"> • Clerk explained that the purchaser of the property being built on the site of the old Pumping House near the pub, had been in contact to enquire whether it was possible for the property's existing parish boundary to be 	

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Chmn	
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direct	moved from Upton into West Hagbourne. Chair explained to the meeting that requests for moving Parish Boundaries were dealt with by the District Council and ultimately the Boundary's Commission and a request to move one property into a neighbouring parish would not be looked upon favourably.	
17/142 Attend to any other business at the Chairman's discretion	<ul style="list-style-type: none">• None	
17/143 Date of next meeting	<ul style="list-style-type: none">• Wednesday 10th May 2017 (Annual Parish Meeting)• Wednesday 5th July 2017	
17/144 Closure	<ul style="list-style-type: none">• MB declared the meeting closed at 20:50 hrs.	

Signed:

Date:

Attachments:

1. Agenda
2. Financial Statements
3. Expenditure against Budget 2016-2017
4. Budget 2017-2018
5. Planning Applications
6. Risk Assessment