



Minutes of West Hagbourne Parish Council Meeting held at Hagbourne Village Hall on Wednesday 6 November 2024 at 7:30pm.

Present: Cllrs: D. Tozer (Chair), M. Leishman, A. Wimshurst, R. Wilkes, J. Freeland; Residents: David Totterdell, Sue Totterdell and Sheila Taylor; Mr. A. Wise (Clerk)

	DT opened the meeting at 19:30 hrs	
24/873 Apologies	Cllr. A.M. Simpson, Cllr. B. Manning and Cllr. J. Murphy	
24/874 Declarations of personal and prejudicial interest	<ul style="list-style-type: none"> None received. 	
24/875 Report on OCC and SODC activities	<ul style="list-style-type: none"> <u>SODC Report</u> - attachment 5 JF to ask for suitable projects from the village that might qualify for the £5k grant from SODC. <u>OCC Report</u> - None received 	JF
24/876 Hear representations from members of the public	<ul style="list-style-type: none"> Dave Totterdell reported that following the meeting held with the tree expert from Highways attended by himself, the Chair and the Clerk, he contacted a tree surgeon to quote for pollarding the large tree in the village garden, by the bus shelter. It was proposed DT, seconded AW, that the quote of £175 be accepted and that Mr Totterdell to arrange the work with the supplier to email invoice direct to clerk for payment. Sue Totterdell raised the request she had received from the Thames Valley Police and Crime Commissioner for a regular column in the village newsletter with the potential of an advertising fee in the future. After much discussion amongst the councillors the Chair asked Sue (as Editor) to respond to the PCC saying that although articles would be welcome subject to editorial control and space (and asking for an example article which the Editor can assess), the newsletter does not accept political campaign advertising. Sheila Taylor updated the meeting with the news that she would finally be meeting the Oxford History Archive Manager tomorrow to review the West Hagbourne History Groups archive. She will ask about storage and digital archiving (for the village archive, including the archive of village maps which the Chair has inherited from the previous chair) and report back to Clerk about progress and options. Val Brownsword reported that there will be a Hagbourne Village Hall AGM on 11th November 2024 at 8pm with refreshments provided. Clerk to circulate details via village email system. 	CLERK
24/877 Approve the minutes of the meeting of 4 September 2024	It was proposed by DT, seconded ML, that the minutes be signed as a true record. Carried nem con.	
24/878 Consider matters, not take elsewhere, arising from the minutes of the meeting 4 September 2024	<ul style="list-style-type: none"> All action items had been completed Arrange defib training for all interested parties in the village on a suitable date. Training can be arranged through Community Heartbeat Trust. Clerk to provide contact details. 	JF/CLERK



<p>24/879 Receive reports from Parish Councillors and the Clerk</p>	<ul style="list-style-type: none"> • None received 	
<p>24/880 Financial matters</p>	<ul style="list-style-type: none"> • Approval of payments. It was proposed DT, seconded AW, and carried nem con that the following invoices be paid: Parish Clerk's wages, Expenses, PAYE, grass cutting, village hall hire, OALC Councillor Training x 2 and donations x 3. • Current Financial situation for 2024/25 – attachment 2 & 3 • Clerk took the councillors through the draft 2025/26 Budget. Clerk to update budget and present for sign off and approval at Jan'25 meeting where the Precept will be set for 2025/26. • It was proposed DT, seconded ML, that the Clerk be awarded a 5% pay increase effective from January 2025. 	<p>CLERK</p>
<p>24/881 Flooding Alleviation Strategy</p>	<p>Flooding Summary Report for WHPC Meeting Minutes on Wednesday 6th November 2024</p> <p>Since our last WHPC meeting on the 4th September 2024, we have continued to engage in a number of investigative activities across the village in conjunction with the following parties:</p> <ul style="list-style-type: none"> - Lewis Purbrick, Flood Mitigation Officer, Oxfordshire County Council - Carl Stallwood, Senior Officer, Highway Schemes, Oxfordshire County Council - Leigh Travers, Flood Risk and Drainage Engineer, South Oxfordshire and Vale of White Horse District Councils <p>Our drawn-up list of eleven priority items for investigation/potential action across the village included:</p> <ol style="list-style-type: none"> 1. Silt removal from the pond 2. Digging out the Moor Lane ditch from Thatch Cottage onwards 3. Help along Manor Close for residents unable to maintain ditch 4. Clearance of silt from the pipe running from the Main St/York Rd junction to the pipe running through Green Thatch 5. Clearance of the pipe running from Green Thatch into the pond 6. Pipe assessment and clearing if required between Manor Close and York Road 7. Evaluation of ditch system carrying water from GWP Didcot into Manor Close ditch 8. Evaluation of water coming from A417 area to Horse & Harrow down to Green Thatch 9. Removing the fallen tree in the drainage channel to the left of the kissing gate on the Upton footpath 10. Ditch clearance from Manor Close/York Road junction to York Farm (where water goes under farm towards Brook Lane) 11. Ditch clearance from York Road (near Substation) to York Farm (where water goes under farm towards Brook Lane) <p>Towards this we have received advice back from Lewis Purbrick (OCC): for item 1, silt removal might be considered but landowner Chris Lay advised that this was completed in relatively recent years and no further work is currently planned; we await OCC</p>	



	<p>surveys to be carried out for items 2 and towards items 10 & 11; for item 3, we shortly plan to ask villagers to join a Flooding Action group which might be able to help in this regard in the future: no work was required for items 4 and 5, which were found to be clear; for item 7, we await an update from OCC, as currently they await further information following a visit to GWP; for item 8, gully cleaning was performed on the junction adjacent to the former H&H pub but an amount of water was found to still be entering the system from an unknown source, additionally, the trash screen and gully opposite the former H&H pub was also cleared; and for item 9, we are currently discussing removal options with the landowner. Silt removal was advised for item 6 and particularly for the small ditch at Green Thatch, where the outfalls from the highway drainage are below the level of the silt - lowering the silt and water level in this section of ditch would allow water off the Highway on the bend at Main Street. WHPC has an action to get quotes to carry out this work.</p> <p>We have additionally seen further instances of flash flooding around the village and towards this the Parish Council have again provided sand bags to several properties. Our stock of sandbags, held at York Farm, has also been replenished. Finally, contributory factors for flooding issues on Brook Lane during such heavy rainfall instances, including blocked roadside ditches and drains have also been raised with OCC Highways. Robin Wilkes, November 2024</p> <ul style="list-style-type: none"> • Clerk to provide grass cutting contractor contact details for Robin to obtain a quote for digging out ditches and removing silt etc in the areas highlighted in his report above. 	CLERK/RW
<p>24/882 To note decisions made with respect to planning applications dealt with since meeting of 4 September 2024 and consider outstanding applications.</p>	<ul style="list-style-type: none"> • Planning applications reviewed - attachment 5 <p>Neighbourhood Plan Update by Andy Wimshurst</p> <p>A Neighbourhood Plan is a planning document which guides and shapes development in the local area and is created by local people. Neighbourhood Plans are about local development issues, for example, where new homes and community buildings should go. They must focus on guiding development rather than stopping it and need to be in general conformity with national policy and our local planning policies. It helps you:</p> <ol style="list-style-type: none"> 1) Choose where you want new homes, shops and offices to be built 2) Have your say on what those new buildings should look like 3) Grant planning permission for the new buildings you want to see go ahead <p>Parish Councils can get tailored advice and support to develop their neighbourhood plans, from the Local Authority (SODC). They can be costly to produce, but can be funded by grants up to £18,000 and take between 1 and 2 years to produce, and get through the various approval steps.</p> <p>Call for Sites</p> <p>As part of the process, the calling for development sites within the parish boundary, is often a major point of contention. This part of the process has to follow a set methodology, and will be overseen by the Local Authority:</p> <ul style="list-style-type: none"> • That there is a transparent, objective and robust evaluation process for assessing sites and that this is done on a consistent basis. • That the community and other stakeholders (landowners, developers, etc) are signed up to the process of evaluation. • That the process of consultation is appropriate and that responses have been properly taken into account. • That the strategic infrastructure providers are capable of servicing the needs of the sites. • That all the reasonable alternative sites have been considered • That the sites selected represent the most sustainable locations <p>The evaluation of development sites should look at:</p>	



	<ul style="list-style-type: none"> • Availability – that the site owner is willing for their site to come forward. • Suitability – constraints information. Local knowledge about issues which can be gathered and tested, e.g. flooding, archaeology, etc • Deliverability – that the site is viable for development. Assess viability, utility provision, technical studies and infrastructure requirements for the land to be developed. • Sustainability – transport requirements, and access to local schools, shops and services. <p>Conclusions</p> <p>Neighbourhood Plans are created by local communities; they enable local people to have a say in what development is appropriate in their area. Once adopted, a strong Neighbourhood Plan protects from inappropriate speculative development, instead progressing development on appropriate sites shortlisted by local people. The downside being that as part of the process, sites in the parish would be assessed for future development, once stated, this process is outside the control of Parish Council or local residents. We would effectively be offering up sites around West Hagbourne that in all likelihood would come forward for housing development, possibly deferred until expiry of the initial 5 year. Based on this document prepared by AW, the council decided unanimously not to produce a Neighbourhood Plan at this time.</p>	
<p>24/883 Highways and Transport</p>	<p>Moor Lane</p> <ul style="list-style-type: none"> • DT is still chasing OCC Countryside Access Team for an update but confirmed that the current concrete bollards will stay in place to at least early summer when it will be reviewed again by the countryside access team. <p>Community Speed Watch</p> <ul style="list-style-type: none"> • Margaret Leishman reported that her team has now monitored over 1000 cars with 190 of those reported to Thames Vally Police for recording speeds over 20 mph. She is currently trying to arrange a site visit with OCC Vision Zero team to see if there input could help improve things with a different approach to speeding in the village. Vision Zero is an OCC initiative to improve road safety on Oxfordshire's roads.ML will obtain a quote for post-mounted speed cameras for council consideration. Biffa contractors cleared debris from various pavements around the village on 9th October <p>Super User for Fix My Street</p> <ul style="list-style-type: none"> • Mr Chris Lay will now undertake the necessary training next month. <p>Annual Village Litter Pick</p> <ul style="list-style-type: none"> • Julie Freeland reported that the annual village litter pick was held on the 19th October. Chair passed on the PCs heartfelt thanks to Julie and her team of volunteers. The next one will be held in April 2025. 	<p>DT</p> <p>ML</p>
<p>24/884 Risk assessment</p>	<p>DT signed off appropriate parts on the current Risk Assessment Checklist - attachment 5</p>	
<p>24/885 Chairman’s Report for Newsletter</p>	<ul style="list-style-type: none"> • Chair will send a report to Editor Sue Totterdell before the end of the month in time for the next edition of the Village Newsletter. 	<p>DT</p>
<p>24/886 Respond to Communications as the Chairman may direct</p>	<ul style="list-style-type: none"> • None 	
<p>24/887 Attend to any other business at the Chairman’s discretion</p>	<p>Emergency Plan Chair led the discussion on this and will produce a first draft for councillors to review before the Jan’25 meeting based on examples provided by the clerk and ML.</p> <p>Local MP Chair led a discussion on whether to invite the new local MP Oly Glover (Lib Dem) to</p>	

	attend a future PC Meeting to address locals and learn more about local issues affecting villagers, following on from a survey from the MP in which a number of residents have participated. Chair will formally invite the MP to the WH APM on 14 May 2025.	
24/888 Date of next meeting	<ul style="list-style-type: none">Wednesday 8th January 2025	
24/889 Meeting Closed	<ul style="list-style-type: none">DT declared the meeting closed at 21:30 hrs.	

Signed:

Date:

Attachments:

1. Agenda
2. Financial Statements
3. Expenditure against Budget 2024/2025
- 4.. Planning Applications
5. Risk Assessment
6. SODC Report

Title	District Councillor's Report
Councillors	Cllr Anne-Marie Simpson
Parish	West Hagbourne Parish Council
Date	6 November 2024

[Booking link for planning surgeries for town and parish councils](#)
Annual Corporate Plan Performance Report – 2023-2024
Climate Action Plan Performance Report – 2023-2024 Quarter 4

Councillor Community Grant

The deadline for our Councillor Community Grant Scheme is fast approaching. Community organisations, including town and parish councils have until **Friday 29 November** to apply for funding of up to £5,000 from each South Oxfordshire District Councillor.

If there are any projects within your ward that you think would benefit from funding, do reach out to them and let them know about how we can support them.

You can find the details on our website southoxon.gov.uk/grants and organisations can also contact our Community Enablement team if they have any questions grants@southandvale.gov.uk.

Draft plan on future development and infrastructure published

We've reached the next stage of creating a plan for future development and infrastructure across our districts.

After receiving unanimous support from both Councils, the South Oxfordshire and Vale of White Horse Joint Local Plan draft document has now been published ahead of being submitted to the



government for examination later in the year.

The plan will remain published for a six-week period, during which you can submit comments on the plan's soundness and legal compliance and whether it meets the duty to cooperate.

After the six-week publication period has come to an end, the plan and the comments received will be submitted to the government in December to be examined by a planning inspector.

Representations can be made up to 11.59pm, 12 November 2024.

Visit www.southandvale.gov.uk/jlp to find out more.

First Habitat Bank created in the District

South Oxfordshire District Council is proud to announce it has helped create the first habitat bank in the district aiming to increase biodiversity and reduce river pollution while also allowing necessary development.

The council has worked with the environmental charity Trust for Oxfordshire's Environment (TOE) and a local landowner on plans to transform 16.5 acres off Windmill Lane, Towersey from intensively farmed arable land to a biodiverse mosaic of grassland, scrub, and woodland habitats. This will provide a haven for pollinators such as bees and butterflies, mammals including water voles and birds such as curlews and barn owls.

The new habitat bank will provide a stable income for the landowner through biodiversity net gain, making the rest of their farm business more resilient in the face of a changing climate.

The owner of the land at Towersey first heard about biodiversity net gain – where developers buy biodiversity credits from habitat banks to offset building works – when they attended the farm innovation show in 2022. They then worked with TOE to develop the project and liaise with the council as the local planning authority.

The site is next to the Thame Valley Conservation Target Area, a strategically valuable area for nature recovery. Over the coming decades, the land will be managed to allow wildflowers to bloom and set seed in the summer, with an annual hay cut in the autumn. This will create habitat and food for a host of wildlife species in an arable-dominated landscape.

By removing the land from intensive agricultural production, fewer chemicals from pesticides and fertiliser and less sediment will run into the Cuttle Brook that runs on the northern border of the site, improving the health of one of the River Thame's main tributaries. You can read more here [First habitat bank created in South Oxfordshire - South Oxfordshire District Council](#)

You can also read more about [Habitat Banks here](#)

Colourful new bench for winners of council's waste trail competition

Students at Willowcroft School in Didcot have a new place to rest in the playground after the school won a multi-coloured recycled plastic bench in a South Oxfordshire District Council competition. The school will now decide where the new bench's permanent home will be as part of plans to redesign their playground.

The bench was given as top prize in the council's successful *Litter Bug Detectives Trail* where the council's waste team devised children's activity trails during the school summer holidays.

The activities were aimed at primary school children and were produced to promote waste reduction messages, explain the damage litter does to the environment and to encourage them to get out and about more and enjoy being outdoors in their local area.

West Hagbourne Parish Council



The winner, Elliott, completed the trail with his team and his school was entered into the draw for the prize. As top prize winner, Elliott also won vouchers for himself.

Rethinking waste

We're entering a new era for rubbish with the launch of our new joint Waste Resources and Street Cleansing strategy.

The new strategy, which was formally approved by Cabinets, puts a strong emphasis on encouraging and enabling people to reduce, reuse, repair, refill and rehome items - instead of throwing them away.

With reduce and reuse top of the agenda, last month, representatives from both councils popped along to check out the great work happening at two local initiatives – [Sustainable Didcot's Repair Café](#) and [Sustainable Wantage's Clothes and Book Swap](#).

Everyone can read the strategy and find out more about rethinking waste and our plans to keep our streets clean and tidy at: www.southandvale.gov.uk/rethinkingwaste.

Priorities for Oxfordshire's wildlife and nature

Oxfordshire's local nature recovery strategy is nearly ready, but no one knows better which natural spaces could be improved, restored, or created than the people who are around them every day. That's where you come in. Are the priorities right? Has anything been missed? The Local Nature Recovery Partnership team - based at the county council - would love to [hear what you think](#), please help spread the word.