

# West Hagbourne Parish Council



## Minutes of West Hagbourne Parish Council Meeting held at Hagbourne Village Hall on Wednesday 5 March 2025 at 7:30pm.

Present: Parish Cllrs: D. Tozer (Chair), M. Leishman, A. Wimshurst, R. Wilkes, J. Freeland; District Cllr. A.M. Simpson, District Cllr. C.Topping, Mr. A. Wise (Parish Clerk) and 8 residents.

25/907 Opening of Meeting	DT opened the meeting at 19:30 hrs with a warm welcome to all attendees	
Administrative Matters		
25/908 To receive Parish Councillor's apologies for absence	<ul style="list-style-type: none"> <li>None received, all present</li> </ul>	
25/909 Declarations of personal and prejudicial interest from Parish Councillors	<ul style="list-style-type: none"> <li>None received</li> </ul>	
25/910 To approve the minutes of the meeting of 8 January 2025	<ul style="list-style-type: none"> <li>It was proposed by DT, seconded AW, that the minutes be signed as a true record. Carried nem con.</li> <li>Clerk to seek advice from OALC re publishing of minutes and agenda supporting materials to ensure compliance with legal obligations.</li> </ul>	CLERK
25/911 To agree any outstanding actions from minutes of the meeting of 8 January 2025	<ul style="list-style-type: none"> <li>All action items had been completed</li> </ul>	
Open Session		
25/912 To hear reports on OCC and SODC activities from any OCC or SODC Councillor's present	<ul style="list-style-type: none"> <li><u>SODC Report</u> - attachment 6</li> <li><u>OCC Report</u> - None received</li> </ul> <p>Margaret to attend SODC Grant Funding Advice Session on the 20<sup>th</sup> March 2025 at Cornerstone, Didcot.</p>	ML
25/913 To hear representations from members of the public (including C Lay re highways superuser)	<ul style="list-style-type: none"> <li>Bus Update – Terry Pritchard told the meeting that the bus service has now had its contract extended for 2 years from the 31/3/2025 with the same timetable and number of buses passing through the village as of now</li> <li>Sue Lay passed on an invite to their Open Day from the Sofea Charity in Didcot, which the Parish Council supports and JF volunteered to represent the PC by attending.</li> <li>Highways reporting “Super User” Chris Lay updated the meeting by explaining that he had identified all known pot holes by spray painting around them and reported into Highways Engagement. He will also report the state of the footpath from Dave Carter's cottage to the old pub which badly needs its kerbside repairing.</li> <li>ML will take photos and report on Fix My Street to request that contractors' rubbish be cleared from around the village before it becomes a safety issue and to also escalate to Cllr Murphy.</li> <li>Sheila Taylor updated the meeting on behalf of the old History Group by explaining that the Oxford History Centre in Cowley will take a number of archived items which will leave just a filing cabinet worth of archived papers. Chair to meet with ST to discuss best place to store filing cabinet in Hagbourne Village Hall. ST to let clerk have an itemised list of archived items for Clerk's files and for publication on website.</li> <li>Moor Lane – Dave Totterdell raised the issue of conker tree that he had</li> </ul>	<p>JF</p> <p>CL</p> <p>ML</p> <p>DT/ST</p>

	<p>planted being cut down by highways contractors. Chair responded by saying that this must have been part of the Moor Lane byway “scrub clearance” work which OCC Highways had planned for this Spring. WHPC had not been informed of the date of the work, and no-one was consulted on the removal of the tree. The “scrub clearance” is part of the work to restore/repair the Moor Lane byway and improve the drainage of the Moor Lane ditch. Chair will speak to his contact at OCC highways about the unnecessary removal of the tree, the Parish council's plan to purchase and plant (at an agreed location) replacement trees (ML to assist) once the restoration works have concluded (SODC Tree Surgeon to be informed so that he can make a record on their Trees Planning Records) and the council's plans for the re-opening of the Moor Lane byway (it remains the Parish Council's view that it should be redesignated as a restricted byway to prevent public vehicular access beyond the paved area adjoining Main Street).</p> <ul style="list-style-type: none"> <li>Following a request from the householder of Foxgrove House, Chair will request that the concrete blocks are moved back sufficiently to allow householder to access Moor Lane from their back gate which they are currently unable to do so.</li> </ul>	<p>DT/ML</p> <p>DT</p> <p>DT</p>
Planning Matters		
25/914 Discussion and decisions on any new planning applications since the previous meeting	<ul style="list-style-type: none"> <li>Planning applications reviewed - attachment 5</li> <li>Councillors considered planning application P25/S0416/FUL, the former pumping station. It was proposed by DT, seconded AW that the Clerk responds with OBJECTS due to the impact on traffic in the village and other issues. AW to provide clerk with a couple of bullet points summarising the council's objections, to enable a reply by the 20<sup>th</sup> March back to SODC Planning.</li> </ul>	AW/CLERK
25/915 Discussion and decisions on any other ongoing planning matters	<ul style="list-style-type: none"> <li>AW reminded the councillors of the rationale behind the Parish Council's decision not to start the very expensive and time-consuming process of developing a Neighbourhood Plan. It was agreed that this will remain the Parish Council's policy for the foreseeable future unless and until the planning process is potentially changed (e.g. as a result of the appointment of a Unitary authority).</li> </ul>	
Drainage Matters		
25/916 Any questions on ongoing drainage matters (see report submitted – included here for reference)	<p><b>Report on Activities Since Last Meeting</b></p> <ul style="list-style-type: none"> <li>Flood Group Work: continued routine maintenance work on drains and accessible pipes is now taking place on the last Sunday of each month. January's &amp; February's activities also saw clearance of the first part of the Moor Lane ditch (part nearest Main Street, from Thatch Cottage up to Enard Cottage). There has also been significant clearance work done on the Manor Close ditch, from the York Road intersection to York Farm – particular thanks to Paul Ryman and Andy Grantham for their efforts on this.</li> <li>OCC Highways Survey of Pipes exiting the Pond: this was completed on 21st February. The pipes were jetted out, removing any silt and are now confirmed as clear.</li> <li>OCC Surveys of Underground Pipes at Enard Cottage, Moor Lane and under York Farm: these are scheduled for 3rd March 2025 (note that these have been delayed; we await a new date).</li> <li>Hydro brakes on GWP: Leigh Travers (SODC) has confirmed that these have been installed and he inspected them on 6th February 2025. He is now awaiting a calculations report.</li> <li>Culvert on Manor Close Ditch at Intersection with York Road: The Allens have kindly agreed to install a barrier (for safety reasons) around the hole/drop next to the byway.</li> <li>Reminder that a stock of sandbags are held by the Parish Council and available to villagers in need. Please contact us and we can arrange their supply when required</li> </ul>	

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25/917 Decision re. approving quote for dredging of Moor Lane ditch	<ul style="list-style-type: none"> <li>It was agreed to hold off on approving the Mansbridge quote to dredge the first section of the Moor Lane ditch until the results of the OCC underground pipe survey are known.</li> </ul>	
25/918 Discussion and decision re use of potential Village Fund contributions for drainage work	<ul style="list-style-type: none"> <li>John said there was no time limit on the PC requesting access to the charitable funds and when a specific item or service has been identified to then request an amount of money required.</li> <li>RW to keep this in mind re funding drainage work and ML re funding tree planting work.</li> </ul>	
Highways and Transport		
25/919 Any questions on ongoing highways matters (see report submitted— included here for reference)	<p><b>Report - Roads, Traffic and ROW - 24/2/2025 - M. Leishman</b></p> <ul style="list-style-type: none"> <li>Community Speedwatch update.</li> <li>After a short break, Speedwatch sessions recommenced in mid-January. Depending on operator availability, weather and road conditions, the aim is to continue to conduct traffic monitoring on a fortnightly basis. There remain 10 members on the team who have so far carried out 17 sessions, from which 231 drivers have been reported to Thames Valley Police for speeding offences. The total number of vehicles monitored to date since May 2024 is almost 1500. The presence of Speedwatch operators, whilst at the roadside, is proving to be a very effective way of slowing drivers down.</li> <li>Procurement of SID (Speed Indicator Device).</li> <li>Meeting with Steve Townsend, technical sales at Truvelo (UK) Ltd. 3/2/2025.</li> <li>Truvelo (UK) Ltd supplies traffic monitoring equipment to Parish and County Councils as well as private companies and establishments. My meeting with Steve Townsend at the regional office in Chipping Norton was extremely useful and I am now able to pass on detailed technical information and costing for the device that is possibly the best for our purpose. Steve has also prepared a table showing comparisons between the Truvelo Trusign300R/CR and the nearest equivalent supplied by Westcotec Ltd. The device is primarily an effective speed indicator to motorists but also collects a host of data; however, it will not accurately measure the volume of traffic. A dedicated traffic counter would be needed for that purpose.</li> <li>(All information is attached with my report, but I will bring paper copies to the meeting). Mounting sites - the device is light in weight and easily moved from one location to another, but locations will need to be given a lot of consideration. I have emailed the Highways Engagement team, OCC to ask them to send me the contact details of the department who will authorise the erection of mounting posts or the utilisation of existing ones. So far I have received an acknowledgement but no information.</li> <li>Request to OCC for collection of roadside debris/fly tipping from 3 locations near A417 - ongoing. Request for collection of debris by Thames Water following works in various locations in the parish - ongoing. Request for review of signage in Main Street (single lane section) - ongoing.</li> </ul>	
25/920 Discussion and decisions (where applicable) on West Hagbourne Speedwatch Volunteer Group	<ul style="list-style-type: none"> <li>ML undertook a vehicle count in Main Street between 7:30 – 9:00am on Wednesday 5<sup>th</sup> March 2025 in which she counted 917 vehicles travelling each way.</li> </ul>	
25/921 Discussion and decision re potential purchase of additional traffic speed measurement	<ul style="list-style-type: none"> <li>In order to help to encourage drivers through the village to comply with the applicable speed limit, it was proposed by ML, seconded DT, that ML order one SID sign from Truvelo and pass the proforma invoice to clerk for payment at the May meeting.</li> </ul>	ML

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equipment	<ul style="list-style-type: none"> <li>ML to confirm once she has OCC Highways consent to the installation of the device.</li> </ul>	
25/922 Discussion and decision on other measures to alleviate traffic issues	<ul style="list-style-type: none"> <li>DT / ML to review current road signs in the village and identify what is still missing or inappropriate e.g. warning signs in Main Street about road narrowing etc</li> </ul>	DT/ML
Community Matters (see report submitted– included here for reference)	<p><b>Report - JF</b></p> <ul style="list-style-type: none"> <li>JF has booked village litter pick for 26th April which falls in the same week as the dragons.</li> <li>Having now secured a council grant for the refurbishment of the telephone box I hopefully thought we could get a small working party to clean it inside and out (remove growth around it too) Then get a painter with the grant money to strip it down and repaint it with the correct paint. Council approved JF proceeding with this work.</li> <li>Now that the defibrillator training has happened, I have sent off a list of the people who attended and should get an email to say you have been trained.</li> <li>The next meeting for the cemetery is on the 3rd March so no updates yet.</li> </ul>	JF
25/924 Hagbourne Village Hall – discussion and decision (where applicable) re. ongoing repair activities	<ul style="list-style-type: none"> <li>AW reported that at the most recent Hagbourne Village Hall Meeting following a full structural survey that the decision was made to only carry out urgent repairs to the building for which the committee has sufficient funds as the building will not be in a position to hold a new roof. WHPC will not be asked for any financial contribution.</li> </ul>	
25/925 Hagbourne Cemetery – update re flooding/drainage work and decision on costs to be borne by WHPC	JF reported that WHPC contribution to the Hagbourne Cemetery flooding/drainage work is to be £8000:00.	
25/926 Emergency plan – update on status and agreement on next steps	<p><b>Emergency Plan</b></p> <p>Chair has produced a first draft which will now be circulated around the village once a few more volunteers have come forward to help. Chair will send round a request for volunteers to the village email and WhatsApp groups, and include a request in his newsletter report.</p>	DT
25/927 Village website – discussion and decision re ongoing management	<p>Chair spoke to Sheila Taylor on 24 February. Sheila mentioned that John would now like to pass on the management of the village website to someone else in the village; Chair expressed our thanks for all of John's efforts in keeping the website up to date and operational to date, and said that we'd cast the net for volunteers to pick this up. DT to speak to EHPC Clerk about their website maintenance provider. DT to ask for a volunteer in the next edition of the village newsletter.</p>	DT
25/928 Community litter bins positioning	JF to review number and positioning of village bins and the liaise with BIFFA vis SODC to get the required bins moved. When purchasing any new bins to request that a Pro-Forma invoice is emailed to clerk for payment. Finally to inform Biffa of the new bin positions so that they are regularly emptied.	JF
Financial Matters		
25/929 Approval of regular payments	<ul style="list-style-type: none"> <li>Approval of payments. It was proposed DT, seconded ML, and carried nem con that the following invoices be paid: Parish Clerk's wages, Expenses, PAYE, Defib training, village hall hire, internal auditor, email forwarding service annual charge and OALC for councillor training x 2.</li> <li>Current Financial situation for 2024/25 – attachment 2 &amp; 3</li> </ul>	

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25/930 The current financial situation for 2024/25	<ul style="list-style-type: none"> <li>• Clerk took the councillors through the current financial situation</li> <li>• Clerk to review policy cover before premium renewal is due in May</li> <li>• Clerk to check values on the asset register as part of the end of year accounts</li> </ul>	CLERK CLERK
25/931 Significant grants and payments to WHPC's bank A/C	<ul style="list-style-type: none"> <li>• Clerk report that the following amounts had credited the PC's bank account since the last meeting</li> <li>• £500 councillors grant form SODC</li> <li>• VAT refund from HMRC</li> <li>• Newsletter adverts 2 out of 5 have been paid for 2024. Mrs S. Lay offered to chase 2 of the outstanding advertisers, as they have businesses on her farm with the clerk reporting that the final outstanding invoice is unlikely to be paid as the business owners has relocated from the village to Holland. Clerk to write to newsletter editor requesting that the mental Health nurse advert is removed from future editions</li> </ul>	CLERK
25/932 Risk Assessment Register	DT signed off appropriate parts on the current Risk Assessment Checklist – attachment 5	
25/933 Annual West Hagbourne Parish meeting 14 May 2025 – to discuss arrangements and agree responsibilities	<ul style="list-style-type: none"> <li>• Rather than including just an address from the Chair, it was agreed that the Annual Parish meeting will also feature brief reports from each Councillor about their activities and also, if they wish, a report from representatives of the Village Association and the Tyrell Trust.</li> <li>• Chair to approach the Village Association and the Tyrell Trust to invite them to participate in the APM.</li> <li>• To assist the Clerk in minuting the APM, each councillor to submit a few bullet-points on what they plan to say to the Clerk by the time of the next meeting on the 7<sup>th</sup> May 2025.</li> <li>• Chair to arrange light refreshments for the APM and to submit a receipt for expenses incurred to clerk at the July meeting for payment approval.</li> <li>• Chair reminded the meeting that Olly Glover MP has provisionally accepted the Parish Council's invitation to attend the APM. It was agreed that the APM is non-political – if the MP does attend, this will be a chance for members of the Council and other residents to raise matters of interest/concern with the MP.</li> </ul>	ALL  DT  ALL DT
25/934 Agreement of items to include in Chairman's report for next monthly Parish Newsletter	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	DT
25/935 Agreement of items to include in the agenda for the next WHPC meeting Wednesday 7 May 2025	<ul style="list-style-type: none"> <li>• Matters raised today which will be included in the agenda for the next meeting are as follows: <ul style="list-style-type: none"> <li>○ Archive storage of important village documents</li> <li>○ Village road signage plan</li> <li>○ Parish Council insurance policy coverage</li> </ul> </li> </ul>	
25/936 Close of meeting	DT declared the meeting closed at 9:15pm	

Signed:

Date:

Attachments:

1. Agenda
2. Financial Statements
3. Expenditure against Budget 2024/2025

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- 4.. Planning Applications
- 5. Risk Assessment
- 6. SODC Report

<b>Title</b>	District Councillors' Report
<b>Councillors</b>	Cllr Anne-Marie Simpson & Cllr Crispin Topping
<b>Parish</b>	West Hagbourne Parish Council
<b>Date</b>	3 March 2025

[Booking link](#) for planning surgeries for town and parish councils

## South and Vale Leaders write to West Berkshire Council on unitary council proposals

The Leaders of South Oxfordshire and the Vale of White Horse District Council have written to the Leader of West Berkshire Council to support the creation of a joint forum of senior council members from each authority to support the three authorities to work up a proposal for a possible unitary council across the three neighbouring areas. You can [read the letter on the councils' websites here](#).

The proposal for a unitary council that partners South and Vale with West Berkshire was a topic of conversation when both Councils held public meetings last week, with many members commenting positively about this potential option. The councils both issued press releases on this last week:

- Vale of White Horse - [A new council for the Vale, South Oxfordshire and West Berkshire?](#)
- South Oxfordshire - [South Oxfordshire considers options for a new unitary authority](#)

Representatives of the two district councils are also continuing discussions with other authorities in Oxfordshire to explore the feasibility of a single unitary council for the whole county.

The Leaders of the South Oxfordshire and Vale councils both believe those are the only two options currently being discussed that would meet the government's criteria for the creation of new unitary councils and would represent the best options to meet the needs of the districts' residents and businesses.

## Grant funding advice session

We are holding a grant funding advice session at Cornerstone Arts Centre in Didcot on **Thursday 20 March, appointments available from 12.30pm to 4pm**. Voluntary and community organisations will have the opportunity to discuss projects, ask questions about the application process including eligibility for any of the upcoming grant schemes.

Places are limited, so please encourage organisations to book a time slot by emailing [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) or phone 01235 422405. Alternatively, if they are unable to attend, the team are happy to book a phone call or Teams meeting at a more convenient time. Please help us to spread the word! [For more information visit our website](#).

## Social housing allocation policy changes



Our public consultation on proposed changes to the Joint Housing Allocations Policy opened on 18 February. The policy underpins our work on providing homes to those who need them most, setting out the criteria to join the housing register and the rules for how social housing is allocated. Last updated in 2019, the policy needs refreshing to reflect current housing priorities in the districts. There are four main proposed changes to the policy – all designed to help ensure no one is disadvantaged when it comes to allocating social housing.

Details on how to take part are on [Join The Conversation](#), our Community Engagement website and the consultation runs until 11.59pm on Tuesday 18 March 2025. Please do help encourage people to share their views.

## **Bringing empty houses back into use**

We're offering help to empty property owners so they can bring underused homes back into use for those who need them most. Measures include rent in advance, financial assistance towards refurbishment in some circumstances, and help with finding a tenant.

We're encouraging empty property owners to get in touch with us so we can discuss the benefits and options available, and tying in with National Empty Homes Week beginning on 3 March, we'll also be encouraging residents to report empty homes to us via our website.

Please help support our campaign by directing people to our webpages - see [South](#) / [Vale](#) and share our social media messages.

## **New garden waste permit payment system rolls out this week**

Residents in South Oxfordshire and Vale of White Horse can now sign up for a new garden waste permit as part of changes to the councils' subscribed collection service.

The updated scheme, launching on 1 April 2025, introduces an annual permit sticker system. Residents need to pay for their permit to ensure their garden waste collections continue without interruption.

The new payment system is now available online at [www.southoxon.gov.uk/gardenwaste](http://www.southoxon.gov.uk/gardenwaste) and [www.whitehorsedc.gov.uk/gardenwaste](http://www.whitehorsedc.gov.uk/gardenwaste)

Once they have purchased a permit, customers will receive a sticker through the post displaying their address which needs to be stuck to their garden waste bin lid to identify it as fully paid for and eligible for collection.

Customers now need to make an annual payment for a permit – this replaces the existing direct debit scheme. Everyone's payment year will run from 1 April to 31 March each year. Every bin needs its own permit and customers will receive a new sticker annually each time they renew.

This kind of scheme is successfully offered by many other local authorities, including in neighbouring West Oxfordshire.

The permits will help the waste collection crews identify which bins are eligible to be emptied. This will

ensure that only households that have paid for the service have their garden waste bins emptied. The changes are part of the councils' ongoing work to improve the value of public services by streamlining payments and improving service efficiency.

Benefits to customers include a new online system so they can manage their account, renew their permit and change their details much more easily. This will also mean the councils can contact people quickly if there are any major disruptions to the service, such as during adverse weather. When customers pay for a permit, there will be a link to sign up for an account and the account sign-up is also available on the councils' websites.

Full information is also available on the council websites and each existing customer will shortly receive a bin hanger flagging the changes. Support is available for any customer unable to pay online by contacting the council.

An FAQ page covering all the changes is available on the garden waste section: [South FAQ](#) / [Vale FAQ](#). The councils' customer services team will also be on hand to assist with any queries customers have. Garden waste sack customers can find out more information on how the new permits will work for them within the FAQ page.

## **Housing investment and community support a key focus of South Oxfordshire's 2025-26 Budget**

Diligent financial management has ensured that South Oxfordshire District Council can deliver a balanced budget for 2025-26 and marks the first time in nine years that the council hasn't needed to dip into its reserves.

Last Thursday 13 February, district councillors approved a 2025-26 budget that ensures continued investment in public services, including crucial housing and infrastructure projects and guaranteeing support for vulnerable residents, despite the ongoing challenges of an unstable national economy.

By protecting rather than using its reserves, the council is securing long-term financial stability, ensuring resilience against future challenges and maintaining the ability to invest in key services for residents.

Major funding is to be made available to support the purchase of more affordable housing across South Oxfordshire. Having already committed £10 million to provide more safe, secure and compliant housing, purchased under the Local Authority Housing Funding (LAHF) schemes, the district council has now committed to make a further £10 million available to support the council's long-term ambitions to meet local housing need.

South Oxfordshire District Council has so far purchased 27 properties under the Local Authority Housing Fund (LAHF) scheme, the majority of which will provide genuinely affordable and energy efficient houses and apartments available for rent.

Councillors also approved funding to secure the future of the council's Community Hub on an ongoing basis. This valued service provides practical support and advice for those with cost-of-living concerns or who are finding life difficult.

Since launching in 2020, the Community Hub has supported thousands of residents across the



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district and provided more than £800,000 in vouchers and grants to households experiencing financial hardship. This has ensured people were able to pay vital energy bills and afford household essentials and food. A further £200,000 has been awarded to local voluntary and community organisations, helping them continue their invaluable support provided to residents.

£590,000 will be made available through council grant schemes to support community projects such as improvements to public facilities, energy upgrades, local events and tree planting.

Berinsfield will benefit from a new floodlit multi-use games area, improved signage and public amenities and improved drainage for local sports pitches.

The council continues to fund an ongoing programme to improve the district's leisure centres, including major decarbonisation projects at Henley Leisure Centre and Abbey Sports Centre and new equipment for Didcot Wave's Spin Studio. Money for these projects comes from the Community Infrastructure Levy and Section 106 funding the council has secured from developers of new homes.

The budget also includes funding to support the design and delivery of sustainable, affordable housing and ancillary community space in Didcot Broadway.

Despite a very unstable national economy, the budget maintains investment in key areas while ensuring that residents will continue to receive excellent value for money for services provided by the district council.

South Oxfordshire District Council receives just six per cent of the total council tax that its residents pay each year. The rest is divided between Oxfordshire County Council (77 per cent), Thames Valley's Police and Crime Commissioner (12 per cent) and local town/parish councils (five per cent).

South Oxfordshire's council tax is currently the 10th lowest among all shire district councils nationally and is less than half the equivalent charge in neighbouring Oxford City.

Council tax for services provided by South Oxfordshire District Council between 1 April 2025 and 31 March 2026 will be set at £151.24 for a Band D property. This means just £2.91 per week for a wide range of services including waste and recycling collections, community support, leisure services, parks and play areas, housing and planning services, environmental health and licensing.

Alongside the six per cent portion of residents' council tax, South Oxfordshire's budget will also be financed by £7.8 million in government funding, including just over £1.4 million in New Homes Bonus<sup>^</sup> funding and £1.3 million from Extended Producer Responsibility, a new national policy that requires larger organisations to pay additional fees based on the packaging they produce.

To view the 2025-26 South Oxfordshire District Council budget, visit [the 13 February 2025 Council meeting agenda page](#)