

## Minutes of West Hagbourne Parish Council Meeting held at Hagbourne Village Hall on Wednesday 10 September 2025 at 7:30pm.

Present: Parish Cllrs: D. Tozer (Chair), M. Leishman, R. Wilkes, A. Wimshurst, J. Freeland; District Cllr. C. Topping, Mr. A. Wise (Parish Clerk) and 6 residents

25/984 Opening of Meeting	DT opened the meeting at 19:30 hrs with a warm welcome to all attendees	
Administrative Matters		
25/985 To receive Parish Councillor's apologies for absence	<ul style="list-style-type: none"> <li>District Cllr. A.M. Simpson, County Cllr. Johnny Hope-Smith</li> </ul>	
25/986 Declarations of personal and prejudicial interest from Parish Councillors	<ul style="list-style-type: none"> <li>None</li> </ul>	
25/987 To approve the minutes of the meeting of 2 July 2025	<ul style="list-style-type: none"> <li>It was proposed by DT, seconded ML, that the minutes be signed as a true record. Carried nem con.</li> </ul>	
25/988 To agree any outstanding actions from minutes of the meeting of 2 July 2025	<ul style="list-style-type: none"> <li>All action items had been completed</li> </ul>	
Open Session		
25/989 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 7</li> <li><u>OCC Report</u> – attachment 8</li> </ul>	
25/990 To hear representations from members of the public	<ul style="list-style-type: none"> <li>Mr &amp; Mrs Totterdell reported that they had removed the Union Jack flags from the planters in the community garden once the rounders match was completed. They will now store the flags till the next sporting event in the village.</li> </ul>	
Planning Matters		
25/991 Discussion and decisions on any new planning applications since the previous meeting	<p>Planning applications reviewed - attachment 5</p> <p>Planning Consultation - P25/S2558/FUL - 7 Manor Close - It was proposed by AW, seconded DT, that WHPC support planning application P25/S2558/FUL with the following comments:</p> <p><b>Road access</b> - Manor Close is an unadopted private road, with resident access rights. Some concerns about access during construction works.</p> <p><b>Drainage</b> - the area has seen surface water flooding previously. All surface water should be diverted to on plot soakaways under current building regulations.</p> <p><b>Sewers</b> - there have been issues previously with the sewer capacity in Manor Close.</p> <p><b>Environmental / Wildlife</b> - lots of resident comments about the loss of habitat, as this land was previously trees and vegetation.</p> <p><b>Impact on views</b> for some residents at the top of York Road / South side of Manor Close.</p> <p>Clerk to respond to SODC saying <u>SUPPORT</u> with comments from councillors</p>	CLERK
25/992 Discussion and decisions on any other ongoing planning matters	ML raised the occurrence of a new back fence for a property called Sarnia in Moor Lane that a resident has raised with her (concerns in relation to fence height and possible boundary encroachment). Chair reiterated that whilst we are sympathetic it is not within the PCs remit to officiate on fence height issue or boundary disputes. Such issues are best dealt with by referring to the planning officers at SODC. ML confirmed that this has been done by the resident concerned. Subsequent to the meeting, ML received another communication from the owner of Enard Cottage and as a result the	

	Chair asked AW to write to SODC Planning Enforcement asking them to investigate.	AW
Drainage Matters		
25/993 Any questions on ongoing highways matters (see report submitted– included here for reference)	<p>Flooding Summary Report for WHPC Meeting on Wednesday 10 September 25 by RW Activities Since Last Meeting:</p> <ul style="list-style-type: none"> <li>OCC Surveys of Underground Pipes at Enard Cottage, Moor Lane and under York Farm were completed in w/c 16 June 2025. We await full reports and any potential follow up actions from OCC but indications are that both main pipes are clear for each culvert. The smaller overflow culvert at Enard Cottage is in very poor condition though.</li> <li>GWP Didcot Drainage Investigations/Calculations: following the discovery of missing hydrobrakes by SODC/OCC in late 2024 and their subsequent installation in early 2025, we still await clarification on how this might affect the levels of water coming into West Hagbourne. We are pursuing this information from the GWP developers and drainage advisors via SODC with our MP, Olly Glover, also involved in those discussions.</li> <li>Flood Group Work: regular work has been done by our small, but certainly enthusiastic and hard-working, group over the summer, primarily concentrating on the drains in Main Street, from which we have removed considerable amounts of silt and found that many runoff pipes to ditches are blocked. Issues with several drains were reported on 'Fix my Street', prompting engagement with OCC Highways. They have advised that 'most of the drains in West Hagbourne were last inspected in May 2023. However, York Road has not been attended to since June 2017, and the gullies on Main Street were last checked in January 2024. West Hagbourne falls under the Cholsey Ward and is scheduled for cleansing between 1 August and 30 September. During this period, the team will clean every gully, catchpit, and associated pipework'. Our Flood Group will continue our periodic work and checks of drains once this activity has been completed. The Flood Group have additionally removed a considerable amount of silt at the York Farm culvert.</li> <li>Purchase of Equipment for Flood Group from WHPC funding: items focused on drain clearing activities and general consumables for the group (gloves, high vis vests, traffic cones, etc) have now been purchased (cost: £456.55). We anticipate further equipment to be purchased (up to the agreed total budget of £1000) when we commence our ditch clearance maintenance work in the Autumn.</li> <li>OALC Survey: we completed a new National Association of Local Councils/Action with Communities in Rural England (ACRE) survey designed to help parish and town councils enhance their flood resilience (August 2025).</li> <li>Moor Lane Ditch Clearance: as part of our plans to keep the Moor Lane ditch as clear as possible for water run off from Main Street and associated connecting ditches, the Parish Council plans to have part of the ditch dug out with machinery in the Autumn. This will create some 'mess' in the short-term but this should be temporary. Silt and foliage removed from the ditch will be relocated to adjacent banks, in as sensitive and sensible manner as possible.</li> <li>A reminder that a stock of sandbags are held by the Parish Council and available to villagers in need. A very helpful website for assessing home flood resilience is to be found at <a href="https://floodmary.com">floodmary.com</a> and Robin Wilkes is happy to talk to villagers about potentially helpful flood prevention items for homes.</li> <li>Chair thanked RW and his Flood Group on behalf of the PC for all their hard work.</li> </ul>	
Highways and Transport		

<p>25/994 Any questions on ongoing highways matters (see report submitted– included here for reference)</p>	<p>Roads, Traffic and ROW - Report 10 September 2025</p> <ul style="list-style-type: none"> <li>Community Speedwatch - the group has now conducted 30 sessions over the last 15 months with 392 drivers being reported to TVP for speeding offences out of a total of 2,535 vehicles monitored. The group participated in the National CSW Day on 11th July when 2 sessions were conducted involving almost all members of the group. Judging by the overall figures published, there seems to have been a very good turnout of CSW groups throughout the Thames Valley area on that day. Thank you again to the members of the CSW team for all their time and effort.</li> <li>SIDs - the two Speed Indicator Devices positioned at the west end of the village on Main Street were replaced on 3rd July. The new devices indicate to drivers travelling east into the village their speed and display a smiling or angry face depending on their compliance with the statutory speed limit of 20mph. The new devices record data of all passing traffic in that direction - alarmingly, the highest recorded speed so far is a vehicle travelling at 55mph past Shire House on the 8th August at 5:30pm, towards the centre of the village! The collected data can be analysed and stored to suit the future requirements of the PC and Speedwatch group.</li> <li>Traffic Management - Following a communication with OCC Highways Dept (Jon Beale) on 23rd June regarding a review of road signage on Main Street (single lane section), there has been no further progress to schedule a site meeting which is expected to take place this autumn.</li> <li>Pavements - the damaged pavement surface on the corner of Blissetts opposite the pond has not been repaired following a report submitted on FixMyStreet in June.</li> <li>ROW <ul style="list-style-type: none"> <li>* Moor Lane update following site meeting on 13th August – DT (see next entry)</li> <li>* The two damaged, rotting wooden bridges that span watercourses on the footpath between Moor Lane and Upton have still not been repaired/replaced following reporting to the OCC Countryside Access team in June. These however, were noted during the Moor Lane site meeting.</li> <li>* Letter of apology dated 8th July received from Thames Water regarding the reporting of discarded equipment and debris on/near the Driftway byway following pipe repairs. This has now been cleared.</li> <li>* No action by SSEN on the clearance of an overhanging branch on Moor Lane (Foxgrove) that is touching a cable. Reported in May.</li> </ul> </li> <li>ML to investigate cost of adding 2 new signs to the Smiley Faces Road Traffic Signs at each entrance to the village to make drivers aware that their speeds are being recorded.</li> <li>Chair thanked ML and the Speedwatch team on behalf of the PC for all their hard work</li> </ul>	<p>ML</p>
<p>25/995 Moor Lane byway update</p>	<ul style="list-style-type: none"> <li>In relation to our ongoing initiative to prevent recreational 4WDs and motorbikes from using and damaging the Moor Lane byway, DT created a briefing pack on the proposed redesignation of the Moor Lane byway from a BOAT (byway open to all traffic) to a restricted byway. The briefing pack was sent to OCC, our SODC and OCC councillors and our MP.</li> <li>Councillors Johnny-Hope Smith and Crispin Topping are supportive of the initiative, as are the landowners adjoining the byway and East Hagbourne PC (the eastern end of the byway is in EHPC's area).</li> <li>On 13 August 2025 DT and ML met with Stephen Tabbitt and Arthur McEwan-James (OCC Countryside Access Team) and Cllr Johnny Hope-Smith to discuss the next steps. OCC are sympathetic to our concerns.</li> <li>OCC is under pressure from 4WD groups (Green Lane Association etc.) to re-open the byway following the dry summer. OCC has a legal duty to re-open the byway when possible and to keep it suitable for use by all legal users.</li> </ul>	<p>DT</p>

	<ul style="list-style-type: none"> <li>The 2 options open in relation to the proposed redesignation are as follows: <ol style="list-style-type: none"> <li>Traffic Regulation Order (TRO), either permanent or seasonal (e.g. preventing vehicular usage during winter)</li> <li>Magistrates Court process – if successful, this would result in a permanent redesignation but this process will likely be costly, face significant well-funded opposition and there is no guarantee of success (many such actions have failed; we are not aware of a successful one).</li> </ol> </li> </ul> <p>Next steps:</p> <ul style="list-style-type: none"> <li>OCC to carry out further scrub clearance and levelling work on the byway</li> <li>The byway will then be re-opened to all legal users (including vehicular traffic) – the concrete barriers in place will be removed</li> <li>OCC will install monitoring devices along the byway to monitor volume and type of users (not cameras)</li> <li>WHPC and all villagers encouraged to monitor usage of the byway and damage caused, and to report such matters to OCC (villagers can report to the WHPC for collation); this will build up the case of evidence required to support a move to a permanent or seasonal TRO. DT and ML will continue to take the lead on this.</li> </ul> <p>Chair to pass Stephen Tabbitt's contact details to RW so that he can coordinate this work with the proposed Moor Lane ditch clearance and bank repairs.</p>	
25/996 Community Matters (see report submitted– included here for reference)	<p><b>JF Report</b></p> <ul style="list-style-type: none"> <li>JF reported that the next Litter Picking will provisionally take place on the 18 October with the date to be confirmed in the next newsletter (subsequently confirmed as 25 October 10.30am).</li> <li>It was proposed JF and seconded ML, that the currently unused noticeboard in York Road be formally handed over to the WHVA for repair work and then display their notices. WHPC to maintain usage of the main noticeboard at the bus shelter on Main Street.</li> <li>Budget of £500:00 to come from CIL Money can be spent on repairing and painting the noticeboards and the bus shelter. JF to obtain quotes for both jobs and if more than £500 then will need to bring those quotes to the next Meeting for further approval.</li> <li>It was agreed that each councillor take upto 5 photos in the road of areas of interest and send them to the clerk to collate and forward onto the website developer</li> <li>Councillors decided that there was no need to participate in the community governance review currently being undertaken by SODC</li> </ul>	<p>JF</p> <p>ALL/CLERK</p>
Tyrell Trust	<ul style="list-style-type: none"> <li>The Tyrell Trust is a charitable trust that provides financial awards to villagers in need.</li> <li>Chair announced that the Tyrell Trust had undergone a governance review.</li> <li>Tyrell Trust trustees are appointed for 4 year terms; there must be at least 3, but historically there have been 4 in post. The Trust will maintain the number of trustees at 4. Trustee appointments should be ratified by the WHPC.</li> <li>Councillors ratified the following Trustee appointments (proposed by ML and seconded by JF, and agreed unanimously): <ul style="list-style-type: none"> <li>Val Brownsword's service since 2014, and to continue for another term from 10 September 2025</li> <li>June Little's service since 2021, and to continue for another term from 10 September 2025</li> <li>Rachel Tozer's service since 2021, and to continue for another term from 10 September 2025</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>Mike Butler's service since (at least) 2014; Mike to resign with effect from 10 September 2025 and to be replaced for a full term by Liz Wimshurst from 10 September 2025</li> </ul>	
Financial Matters		
25/997 Approval of regular payments	<ul style="list-style-type: none"> <li>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 x 2, Village Hall Hire, donation to Friends of Hagbourne Pool and reimbursement to Cllr Robin Wilkes for expenditure on Flood Prevention Tools.</li> <li>Clerk to pay for Flood Prevention Tools expenditure from CIL Money</li> <li>Clerk to prepare a draft 2026/27 budget for review at the next meeting</li> <li>Clerk to prepare payments for Royal British Legion, CAB and SOFEA donations at the next meeting for approval</li> <li>Chair and councillors to consider Clerks Salary increase at the next meeting to be effective from January 2026.</li> <li>It was proposed JF and seconded ML that the clerk arrange a £1000 donation be paid to Friends of Hagbourne Pool Fundraising Committee as per their request (matching the East Hagbourne PC donation, in the usual pro-rata share). This will be funded of the CIL money.</li> <li>RW to draft a list of further required tools such as mechanical pumps for flood prevention work with prices ahead of next meeting for approval</li> </ul>	CLERK CLERK CLERK ALL CLERK RW
25/998 The current financial situation for 2025/26	<ul style="list-style-type: none"> <li>Current Financial situation for 2024/25 – attachment 2 &amp; 3</li> </ul>	
25/999 Risk Assessment Register	<ul style="list-style-type: none"> <li>DT signed off appropriate parts on the current Risk Assessment Checklist – attachment 5</li> <li>Storage of PC records and village archive – AW to seek approval from the Hagbourne Village Hall committee to the siting of a lockable storage cabinet in the village hall</li> </ul>	AW
25/1000 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
25/1001 Agreement of items to include in the agenda for the next WHPC meeting Wed 18 Nov 25	<ul style="list-style-type: none"> <li>Clerk to draft agenda and circulate amongst councillors 10 days before next meeting</li> <li>Clerk to inform Village Hall of new room booking date (18 Nov)</li> </ul>	Clerk Clerk
25/1002 Close of meeting	DT declared the meeting closed at 9:10pm	

Signed:

Date:

## Attachments:

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

<b>Title</b>	District Councillors' Report
<b>Councillors</b>	Cllr Anne-Marie Simpson & Cllr Crispin Topping

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Parish	West Hagbourne
Date	10 September 2025

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

## Remembering South and Vale's New Waste Services number is as easy as 123

From today, residents in South Oxfordshire and Vale of White Horse should use a new number for district council waste and recycling enquiries: **01235 422 123**.

The previous number (03000 610 610) is being phased out and will be switched off soon. The new number is already active, so residents should update their records and start using it right away.

**01235 422 123** is new number is for all household waste, recycling, food, garden waste (collections only\*), bulky waste collections, clinical waste collections and street cleaning services. It is also the number to call to report fly-tipping and abandoned vehicles.

\*For queries about garden waste permits, residents should continue to call 01235 422 422.

For enquiries relating to Household Waste and Recycling Centres (HWRC's), please continue to contact the county council on 0345 310 1111.

## Save on Autumn classes at Cornerstone

Autumn is just around the corner at Cornerstone, and their new season of classes is almost ready to start! The best part? There's still time to grab an Early Bird discount of £10 off when you book before the season begins. From creative workshops to active sessions, there's something for everyone. Adults can dive into printmaking, life drawing, Pilates, tap dance and plenty more. For the younger ones, they've got art activities, drama groups, and youth theatre to keep them inspired and entertained. But hurry the Early Bird offer ends one week before classes start, and spaces are going fast! If you're not sure whether a class is for you, participants can contact their Box Office to arrange a free taster session and try before you commit. [Visit their website](#) now for full details and to secure your place.

## Councillor Community Grant –live!

The Councillor Community Grant scheme is still open for applications. If there's a community project near you that could do with a boost, please reach out to them and help us spread the news about the funding available from each of our councillors. We've also [created this poster](#) which can be downloaded and put up around your parish to help spread the news. The deadline for applications is **midday 5 December** and more information can be found on the grants pages on our website.

## Annual canvass update

We are currently carrying out the electoral register annual canvass – that's the requirement to contact residents each year to ensure they check that their details on the register are up to date. We have already sent yellow letters to 28,753 households whose details we either don't have, or we know are not up to date, asking them to update their information. Around 17,000 households have not responded and so we will send them a pink reminder on 29 August. Most households, whose details we do have, will shortly receive an email - this will ask them to visit [householdresponse.com/southandvale](https://householdresponse.com/southandvale) to either confirm 'no change' to our records, or to make changes online, if required. More than 135,700 electors (62% of households across the districts)



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should receive the email. Anyone who doesn't respond to it (by 3 October), or who hasn't registered an email address with us, will receive a green letter in October. Please help us encourage people to respond by email as it avoids us having to send a letter to them, saving printing and postage costs.

## **The important bit:**

An email will go out from Monday this week, 8 September, from [elections@southandvale.gov.uk](mailto:elections@southandvale.gov.uk) with the subject line "South & Vale District Councils - Annual Electoral Register Check" and will contain both council logos. Residents can find more information at [southoxon.gov.uk/ElectionsCanvass](https://southoxon.gov.uk/ElectionsCanvass) or [whitehorsedc.gov.uk/ElectionsCanvass](https://whitehorsedc.gov.uk/ElectionsCanvass)

## 8. OCC Report

Title County Councillor's Report

Author Cllr Johnny Hope-Smith

Parishes Cholsey East Hagbourne, Little Wittenham, Long Wittenham, Moulsoford,

North Moreton, South Moreton, West Hagbourne

Date Sept 2025

Contact Details [johnny.hope-smith@oxfordshire.gov.uk](mailto:johnny.hope-smith@oxfordshire.gov.uk)

Dear Parish Councillors and Residents,

Here are some updates and news I have gathered for you. Please provide any feedback, if its too much or not enough and of course any more information on a specific topic I can help with. I have put in BOLD the items which I think may be specifically appropriate for the Parishes to consider advertising or acting upon

Best wishes,

Johnny

### 1. OxRAIL 2040 – County Rail Strategy Consultation

Oxfordshire County Council has launched OxRAIL 2040, a bold 15-year strategy to improve rail transport across the county. The plan sets out a vision for a more connected, accessible, and sustainable rail network, with proposals grouped under three key themes and four priority projects.

A public consultation is now open, inviting residents to share their views on:

- The overall vision for rail in Oxfordshire
- The themes and priorities shaping the plan
- The proposed timeline for delivery

The consultation runs until Wednesday 1 October 2025, and responses will help shape the final strategy, due for adoption by the County Cabinet in November 2025.

You can read the full consultation document and complete the short survey (5–10 minutes) online.

OxRAIL 2040: Plan for Rail | Let's Talk Oxfordshire

Alternatively, comments can be emailed to [OxRAIL2040@oxfordshire.gov.uk](mailto:OxRAIL2040@oxfordshire.gov.uk).

### 2. Community Transport Grants Awarded Across Oxfordshire

Oxfordshire County Council has awarded £64,572 to four organisations to support essential community transport services. Grants will help fund new routes, vehicle costs, and driver expenses.

Recipients include: Daybreak Oxford – expanding dementia-friendly transport, Thame Senior Friendship Centre, Filkins & Broughton Poggs volunteer car service, Wallingford Town Council - launching the new 131 town bus

These services support residents without access to private transport, especially in rural areas. The council also backs new community transport groups with start-up funding and volunteer training..

Community transport | Oxfordshire County Council

### 3. Electric Blanket Testing

Summer may have just recently finished but it's never too early to prepare for the cold winter nights, which is why residents are being encouraged to take advantage of free electric blanket testing later this year –book your appointment as soon as possible to avoid disappointment

In 2024, of the 743 blankets tested, more than 30 per cent failed the safety test.

Sessions will be held by Oxfordshire County Council's trading standards teams at locations across the county. The full address and a specific time slot will be provided at time of booking:

September 2025:

- ☐ 22 September: Rosehill, Oxford City
- ☐ 23 September: Henley on Thames, South Oxfordshire
- ☐ 24 September: Bicester, Cherwell
- ☐ 25 September: Chipping Norton, West Oxfordshire
- ☐ 26 September: Abingdon, Vale of White Horse

October 2025:

- ☐ 6 October: Risinghurst, Oxford City
- ☐ 7 October: Didcot, South Oxfordshire
- ☐ 8 October: Banbury, Cherwell
- ☐ 9 October: Witney, West Oxfordshire
- ☐ 10 October: Wantage, Vale of White Horse

Spots can be prebooked by calling 01865 519800 (option 4), by emailing [duty.officer@oxfordshire.gov.uk](mailto:duty.officer@oxfordshire.gov.uk) or by booking online.

Electric blanket testing - Oxfordshire County Council

### 4. Short Story Competition Returns to Oxfordshire Libraries

Oxfordshire libraries have launched their 11th annual short story competition, inviting writers of all ages to submit original stories. Hosted by Oxfordshire County Council's libraries service, the competition celebrates creativity and local voices.

Winning entries will be published as ebooks and audiobooks on the libraries' OverDrive platform, making them accessible to readers and listeners across the county.

The competition is free to enter and open to:

- ☐ Children (7–11 years) – up to 1,000 words
- ☐ Young adults (12–17 years) – up to 3,000 words
- ☐ Adults (18+) – up to 3,000 words

Entries are open from Monday 8 September to Sunday 9 November. Full details and submission guidelines are available on the Oxfordshire libraries website

### 5. Adult Social Care Rated 'Good' by CQC

Oxfordshire County Council's Adult Social Care service has been rated 'Good' following a recent inspection by the Care Quality Commission (CQC). This is a strong endorsement of the council's efforts to deliver high-quality, person-centred care across the county.

The CQC report highlights:

- ☐ Effective partnerships with local organisations
- ☐ A strong community-based approach
- ☐ Positive outcomes for residents, helping them live well and independently

This result reflects the dedication of care teams and partners, and aligns with the council's Oxfordshire Way vision for adult social care. The council remains committed to continuous improvement, building on this success and extending progress across all areas of the service

Oxfordshire County Council Adult Social Care service graded 'good'

### 6. UPDATE - Major Road Resurfacing Programme Under Way

Oxfordshire County Council continues with its significant resurfacing programme to improve road quality and safety across the county. Running from late June to 17 October, the works



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will cover over 111,000 square metres of road surface across 36 sites, using nearly 22,000 tonnes of material.

The programme, delivered in partnership with highways contractor M Group, includes:

- Safety schemes to improve skid resistance in accident-prone areas
- Surface inlay to replace worn layers where road foundations remain sound

DRAFT