

Letcombe Regis Parish Council

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*Minutes of the Parish Council Meeting held in the Warborough Room
of the Village Hall on Monday 18th September 2017*

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| | <p>Present: Loretta Light (LL) Vice Chairman, Councillors Derek Maurice (DM) and David Barber (DB), Elizabeth Jenkins (EJ) Parish Clerk</p> <p>There was one member of the public present</p> | |
| <p>1.</p> | <p>1. Apologies for Absence: Apologies were received from Cllr. Lapsley and Constance, on holiday and Cllr Ward who was ill. These were accepted by the PC.</p> <p>Apology was received the following day from Cllr Frewer who had been robbed earlier and was tied up with contacting all businesses concerned.</p> | <p>Actions</p> |
| <p>2.</p> | <p>2. Declarations of Interest: There were no declarations of interest.</p> | |
| <p>3.</p> | <p>Approval of the minutes of the Parish Council meeting held on Monday 3rd July 2017 and actions arising.</p> <p>Item 7: Damage to Village Pump. The Clerk contacted PCSO Pack but to date has had no reply. Reminder sent.</p> <p>Item 8: Alternative suggestions for the maintenance of the Village Green from Karen Davies of the Letcombe Brook Project and Dominic Lamb. The PC had discussed this but agreed that they should follow the wishes of the village. Clerk to inform them of the PC's decision. Actioned</p> <p>Item 9: Clerk to contact J Birch asking him to join the Burial Ground Extension Group. Actioned.</p> <p>Item 11 iii) The PC agreed that the Film Group could purchase some of the Pims left over from the Queen's 90th birthday celebrations. The Clerk was asked to write to confirm. Actioned.</p> <p>All actions being completed the Parish Council approved the minutes and these were duly signed by the Vice Chairman</p> | |
| <p>4.</p> | <p>County Council:</p> <ul style="list-style-type: none">• Update on Unitary Authority• Health Transformation <p>Cllr Constance being absent Items 4 and 5 would be brought forward to the next meeting.</p> | <p>EJ</p> |

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| <p>5.</p> | <p>District Council:</p> <p>i. Antwicks Stud Planning Application Cllr Constance being absent these items would be held over to the next meeting.</p> | <p>EJ</p> |
| <p>6.</p> | <p>Village Matters:</p> <p>i. Burial Ground Update – Cllr Maurice Cllr Maurice reported that Eileen McKeever, the Trustees representative on the Burial Extension Ground Group, said that part of the land proposed for the extension is used for car parking when the recreation ground is in use. Cllr Maurice had presented an alternative solution which would give parking space for at least 20 cars and would provide enough ground for burials and ashes plots for the next 60 years. The Chairman of the Trustees was present and was given a copy of the paper. She agreed to add the item to the next Trustee meeting agenda which would beheld on the 3rd October. It was agreed that the end of the Burial Ground next to the land where the extension was proposed was unsightly.</p> <p>ii. Oxfordshire Together – grass Cutting proposal. We had now received answers to the questions sent to Oxford County Council</p> <p>1. We had received confirmation that if we took up the grass cutting agreement, which will run for two years from April 2018, we could pull out of it at any time and Oxford County Council would assume the responsibility, however they would only do two cuts a year.</p> <p>2. Legal responsibility for any accidents at junctions if the splays were not cut back would depend on who, if anyone was negligent in the event. The Clerk had confirmed that othe PC’s insurance has a £10m public liability insurance.</p> <p>3. The PC had said that they did not believe that the map shown at the earlier meeting took account of the full length of verges to the Parish Boundary. This needs clarification and if so OCC would recalculate to reflect any changes.</p> <p>4. It was also confirmed that OCC is responsible for the triangle of land outside The Sparrow.</p> <p>5. OCC confirmed that they are responsible for tree maintenance on public land alongside highways.</p> <p>7. The grant figures which were given at the earlier meeting were urban 8.743m £896.15 and Rural – 4,000m £50. We were still waiting for the map. The Clerk will send a further request for a copy of the map.</p> <p>iii. Resignation of Village Warden – discussion. The Clerk had received an email from the Village Warden on the 28th July to say he was resigning from the post. He had had health problems this year and was suffering with a bad back.</p> <p>The Clerk would send the list of duties, terms of contract and safety assessment Councillors for their information and comment.</p> <p>The Clerk was given the name of someone who may be interested and will contact</p> | <p>SH</p> |

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| <p>them. He had recently done some work around the Village hall and the Trustees were pleased with the results.</p> | <p>EJ</p> |
| <p>iv. The Welcome Pack is to be included on the Website</p> | <p>EJ</p> |
| <p>v. Village plan of unregistered land – discussion There are areas of unregistered land in the village and it had been suggested that the PC should find out who the owners were and get it registered. Councillor Barber asked what it would achieve and Councillor Maurice thought we could be “opening up a can of worms” as far as rights of way and use of unregistered land went. After discussion it was decided that we would only proceed if there was a need to know about any parcel of land.</p> | |
| <p>vi. Suggestions were sought from Councillors and Villagers for access requirements around the village, e.g. the Millennium Green, Bassett Road and any other areas.</p> | |
| <p>Accessing the Millennium Green from Footpath 8 was impossible for anyone using a wheelchair or rollator because of the uneven surface. The Chairman had suggested building a viewing area onto the green which would incorporate a ramp down to the MG footpath. This was discussed and would be explored further.</p> | |
| <p>It was suggested that the PC should look at the possibility of extending the new footpath on the Bassett Road up to the Recreation Ground and also enquire if the footpath on the Richmond side could be widened as it was too narrow for anyone in a wheelchair to use. The Clerk was asked to contact Charley Field to request a quotation and let us know the feasibility of extending the Bassett Road pathway and how best to access the recreation ground from the pathway.</p> | <p>EJ</p> |
| <p>vii. Defibrillators - Update. - Refresher Training Three defibrillators have been installed in the village, they are outside the sports pavilion on the recreation ground, the the wall outside Court House, Main Street and on the north end of Warborough Road on the wall of Kingfisher House garage. Fortunately to date they have not been needed. Training sessions, for residents, had been held when they were initially installed and the Parish Council decided that it would be sensible to repeat the training every couple of years and the date for this will be announced in due course.</p> | <p>EJ</p> |
| <p>viii. White gates – update. The White gates have now been installed, unfortunately because of the regulations for installing them it was not possible to place all of them at the 30mph limit signs. There has to be a gap between the edge of the road and the white gates themselves and they also have to conform to sight lines. The vegetation around the gates needs cutting back and arrangements are being made for this to be done.</p> | <p>EJ</p> |
| <p>ix. Salt bin to be installed on Windmill Hill This will be done in the next few weeks.</p> | <p>EJ</p> |
| <p>x. Letter from Villager In August we received a letter from a resident asking if the PC were aware of the unpleasant smell which was noticeable in the village from time to time. Cllr Barber thought that it was likely to be from treated human sewage which is been delivered locally and was used for spreading on fields. Once delivered locally for spreading on</p> | |

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| | <p>fields and he believed that subject to the weather conditions it should be incorporated within 48 hours. Once this has been done the smell should disappear. The Clerk would write to the resident to let him know.</p> <p>7. RG & VH Trustees: - update</p> <p>Letcombe Regis Recreation Ground and Village Hall Trust Report to Parish Council 15th September 2017 received from Mike Light one of the PC representatives on the Trustees.</p> <ul style="list-style-type: none"> • The Trust Management Team has spent much of the last three meetings discussing the Organisational Strength and Health Check report commissioned from Action Planning to consider the organisational effectiveness and governance standards of the Trust. As a result, we are developing a number of policies and operational documents and procedures as recommended. These are at an early stage and not yet finalised and signed off. Professional help using funding from the Big Lottery grant will be needed in several areas. • The Village Hall is proving to be a popular venue and we are considering what limits to put on weddings and bookings by outside groups and non residents of the village to balance the need to generate income and to maintain sufficient access for village groups and residents. • Professional advice is being taken on possible improvements to acoustics in the main hall. • A dedicated website is being developed. • A bonfire and fireworks event will take place on November 5th. • A community event is planned for next year and regular users will be asked for ideas. • Management Committee meetings are scheduled for October and November. <p>Sue Hannon, the chair of the Trustees reported that they are in the process of writing their policy and their five year plan for the village hall she also confirmed that there had been a lot of bookings. Councillor Barber asked if there had been any complaints and SH said that there had been problems with parking on a Saturday when there had been a wedding reception as well as a football match. The Riding field was available for extra parking but this had not been used.</p> <p>Discussions had taken place with Pete Bellis about the Village Hall website and this would be linked to the new Parish Council website which he was in discussion with the Parish Council about.</p> <p>8. Proposals for joint Village fête in 2019: – for discussion It had been suggested that village groups, PC, Trustees, Richmond, Church etc should be approached about holding a joint Village fête in September/October 2019. Councillors discussed this and agreed that a letter should be sent to the relevant groups asking for support from those who would be involved and arrangements to be made for a meeting to take place in November.</p> <p>9. Feedback from meetings held since the last Parish Council Meeting: Cllr Light attended the VOWH Planning meeting and the report has been circulated.</p> <p>Website meeting held on the 6th September. Clerk is to contact Peter Bellis to arrange a further meeting. This was arranged for Tuesday 26 September with Cllr Light and the Clerk</p> | <p>EJ</p> <p>EJ</p> |
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10. Financial Matters:

i. Clerks Report.

Balances at the 31st of August were as follows,
Village Hall Project account £9,232.18
Deposit account £28,087.57.

The BIG Lottery account £30,114.55

of this £28,034 is ring fenced for the final

invoice from Pinelog. The cost of the Organisational Strength Review has been claimed from the Revenue grant from the Big Lottery.



Current Account 57,226.65 This included the £45k S106 Transport fund from OCC of which £8k has been transferred to the VH Project account to pay for work to improve access to the village hall. Including Footpath 8, and the new footpath along the Bassett Road opposite footpath 8 to the village hall entrance, the work concerned with lowering the pavement at the entrance to Muddy Lane enabling. As discussed earlier the Parish Council is looking at ways to make the village safer and welcome suggestions from villagers. We are expecting white lines in the village to be repainted during October.

The mid-year summary gives the payments made against the budget We have received the second half of the precept and will be passing a cheque on to the Trustees for the contribution towards the VH running costs.

We will be preparing the budget for next year and this will be brought to the November meeting for discussion.

The internal audit took place in June and there were no issues to report. The extra paperwork required by the auditors because the expenditure by the PC this year is over £200K has been sent to them. This is due to the building of the Village Hall,

ii) Mid-year summary costs against budget.

The report is now produced in excel and has been modified to give the total amount spent against individual headings rather than list individual payments.

iii) Ratification of Invoices paid and to be paid.

The Parish Council approved the payments.

iv) Requests for Grants

The Trustees had requested a grant of £360 (inclusive of VAT) towards the fireworks, and Councillors approved the grant.

A request had also been received from Be Free YC (Support for Young Carers).

There are over 400 young carers across the South Oxfordshire and Vale district and Be Free YC are the only charity supporting them. After discussion Councillors decided to give a grant of £150.

EJ

Millennium Green quote from James Gillies accepted and work to go ahead.

The Clerk reported that she had written to Karen Davies of the Letcombe Brook Project asking her to accept the grant and ask for the work to be started as soon as possible.

EJ

v) Other funding requests (if any) There were no other funding requests.

11. Planning applications – update:

i) **LRE/4783/6-X; Antwicks Stud.** VOWH have recommended that the decision to grant planning permission be delegated to the Chair, Vice-Chair and Head of Planning subject to the completion of a S106 legal agreement. The Clerk wrote to the owners and was told that they were waiting to hear from the planning department re the conditions they had imposed. **CLr Constance is chasing the planning department for a response.**

ii) **P17/V0199/O:** Laburnum House, South Street, OX12 9JY, The erection of detached single storey dwelling and the relocation of an existing detached garage/stable block. **Target decision date 23rd March 2017. The PC had no objection in principle to the Outline Plan but had strong reservations on some points. Ongoing**

iii) **P17/V0163/FUL :** Blandys Farm, Bassett Road, Letcombe Regis OX12 9LJ Demolition of all existing buildings (including car showrooms, sales reception and car preparation barn). Erection of single dwelling with ancillary accommodation and garaging. The clerk had since heard from the Planning department that they have asked the owners to resubmit their application. **Ongoing**

iv) Other Planning Issues (if any).

12. Dates of forthcoming Parish Council Meetings:

PC to consider whether any changes to the day or time the meetings should be held.

2017: 20th November,

2018: 15th January, 19th March,

Proposed dates for approval:

Tuesday 8th May, Annual Parish Meeting followed by the Annual Parish Council Meeting. This was amended to Wednesday 2nd May due to another function being held on the 8th May.

The meeting ended at 09.45pm

Elizabeth Jenkins
Parish Clerk
30th September 2017