

## Letcombe Regis Parish Council

Mrs Elizabeth Jenkins  
Parish Clerk and RFO  
Tel: 07491000305  
Email: letregispc@gmail.com

4 The Old Stables  
Warborough Road  
Letcombe Regis  
OX12 9LD

### **Minutes of the Parish Council Meeting held in the Warborough Room of the Village Hall on Monday 15<sup>th</sup> July 2019 at 08.00pm**

**Present:** Jeanne Lapsley (JL) Chairman, Vice Chair Loretta Light (LL),  
Councillors David Barber (DB), Paul Batchelor (PB), Michelle Benton  
(MB), Doug Frewer (DF), Kristine Hitchcock, (KH),  
and Elizabeth Jenkins (EJ) Parish Clerk

County Councillor Yvonne Constance and District Councillor Paul Barrow  
Cllr Constance was present for the item 4 County Council Matters.

There were 2 villagers present at the meeting

		Actions
1.	<b>Apologies for Absence:</b> Councillors were all present.	
2.	<b>Declarations of Interest:</b> There were no declarations of interest.	
3.	<b>Approval of the minutes of the Annual Parish Council meeting held on Thursday 9<sup>th</sup> May and actions arising:</b> Item 2 Councillors to return Register of Interests to the Clerk by 31 <sup>st</sup> May 2019. <b>Completed</b> <b>Councillors approved the minutes.</b>	
4.	<b>County Council Matters:</b> Cllr Constance reported on the following items <ul style="list-style-type: none"><li>• Oxford County Council (OCC) are reviewing their energy strategy aiming to achieve net zero emission by 2030 ahead of the current target of 2050 by achieving a 6% reduction per annum.</li><li>• They are installing 50,000 LED street lights, with 6,000 due for replacement this year.</li><li>• They are supporting Local Energy Oxfordshire (LEO) a new inter-county generation project funded by EDF and SSE, and was launched on the 26<sup>th</sup> June this year.</li><li>• Through OEP the Oxford County wide Environmental Partnership with the District and City Councils they aim to recycle 70% waste by 2030. OCC are currently the top recycling county in the UK.</li><li>• They have agreed with their DC/City partners to appoint an Environment Partnership Officer to drive the agenda.</li><li>• The introduction of electric vehicles to the OCC fleet as contracts become due. They currently have 2 EV's</li><li>• From 2020 buses in the centre of the City are required conform to Euro 6 European Emission Standards, taxis to be zero emissions by 2025 and dates are be set for other vehicles as the Zero Emission Zone (ZEZ) expands. All buses and taxis will take lower emissions to all towns and villages in the county.</li><li>• The Traffic congestion management programme with Oxford City is well advance with</li></ul>	

consultation planned for the summer.

- The Safer Schools trial programme was launched in the second week in July to increase awareness of the pollution risk around schools
- OCC won 2 national awards in June, one for setting up Recycling Cafés and the other for health and safety projects, which demonstrates OCC's cutting edge capability for improving all services.
- OCC support an innovative team of research scientists in the iHUB which connects 500 scientists and businessmen in Oxfordshire to develop cutting edge technology in the motor industry, bio sciences, energy efficiency as well as generation and distribution in housing and other areas. It is a central contributor to the global reach Oxfordshire now enjoys in science and technology OCC is part of developing the technologies to drive the UK economy in the 21<sup>st</sup> century.

**5. District Council Matters:**

The Chairman welcomed Cllr Paul Barrow to those present congratulating him on his election to the District Council and then asked Councillors to introduce themselves and briefly say what their role is on the Parish Council. Cllr Barrow explained that he intended attending the PC's meeting as often as possible so as to keep Councillors up to date with District Council developments.

**6. Financial Matters:**

i) Clerks report,  
2018-2019 Audit

The Clerk reported that the Audit was due to be completed and sent to Moore Stephens by the 15<sup>th</sup> July, however there had been a problem with the DOSH accounting package after amending an entry against a code during 2018. This had only come to light when working out the Explanation of Variances between this years audit figures and the previous ones. She had checked all entries against the relevant paperwork, bank statements, invoices and payments etc. To help solve the problem she had entered all records on an excel spreadsheet again checking against all relevant paperwork. The Vice-Chair had gone through the process with her and they had agreed that this seemed the best solution in order to complete the paperwork required by the Auditors. The Clerk had emailed the Auditors to appraise them of the problem and that she would get the paperwork to them as soon as possible, they had confirmed that they had made a note of her email. The Clerk would also contact Redstone computers for help.

EJ

Notices giving the dates for public viewing of the unaudited accounts had been placed in both noticeboards as requested by the Auditors.

**Changing Bank Accounts**

The Clerk had spoken to Barclays about changing from HSBC and is in the process of arranging a meeting with Barclays Business Manager, who is located in the Abingdon branch together with the Chairman and Vice Chairman. Arranging this has proved problematical due to everyone's commitments but would hopefully take place in September.

EJ

ii) Receipts

Councillors approved the following payments been made since the previous PC meeting.

Clerk April salary - £643.77, PAYE March £0.50, PAYE April £111.61, Internal audit £250.00, F Engelmann cartridges for Register Printer £123.31, Letcombe Brook Project, annual grant £700.00, Clerk office expenses Cartridge & oil sheets for shredder £54.93, Clerk May salary £606.40, PAYE May £98.00, Village Warden February to May £465.00, South Central Ambulance Service for Defibrillator training £100.00, Green & Stripey £90.00, Emergency First Aid training £ 584.00. F Engelmann – Paper for Register £118.08, Came & Company £294.17, VOWH – uncontested election costs £100.00, Green & Stripey Burial Ground 10 & 24

	<p>May £90.00, Trustees for hall hire, £105.50, F Engelmann, printer cartridges for register £205.80, Clerk June salary £420.14, PAYE June £51.40, Mr D Maurice Cancellation of Burial Ground reservation £125.00</p> <p>Direct Debits for the Parish Council mobile phone - 8th May £22.98, 8 June £22.98, 8<sup>th</sup> July £22.98.</p> <p>iii) Accounting Package This was covered in the Clerks report.</p> <p>iv) Exceptional voluntary contributions to the village. The PC discussed the proposal to acknowledge exceptional contribution made to projects undertaken in the village by residents and Councillors felt that a gift of wine would be the most acceptable way to express thanks from village residents. However as we do not know individual preferences it was decided to purchase vouchers from Waitrose.</p> <p>Before introducing the next item the Chairman explained that she was asking Councillors to step forward to volunteer to lead on the following tasks.</p> <p><b>7. Website Update &amp; Support:</b> Cllr Batchelor volunteered to take this on and a meeting would be arranged in the autumn between himself, Peter Bellis who designed the website and the Clerk to review the website.</p> <p><b>8. Burial Ground:</b> i) Planning application, S106 money set aside by Richmond for improvements to the Burial Ground would run out in July 2020. The Chairman thanked Eddie Jenkins for drawing up the final plans which focussed on improving Burial Ground access. They had been agreed with the Trustees and had also been made available for residents for their comments. The Clerk had only received two comments and had responded on behalf of the Parish Council (PC) Burials normally take place during the week and were unlikely to impact on anyone using the recreation ground amenities. An agreement would be drawn up with the Trustees enabling burials to take priority on the parking area. The additional spaces would not be included in the staff parking agreement with Richmond.</p> <p>The Chairman asked Cllr Frewer if he would take on this project and in particular the responsibility of filling in the Planning Application and he agreed.</p> <p>ii) Contracts It was confirmed the Parish Council would need to obtain three quotes for the work and the Clerk asked for the names of suitable contractors. She had contacted W.G. Clay the previous year and would ask for an updated quote. Cllr Benton said she would pass the Clerk someone she knew who could also quote.</p> <p>iii) Phil Hodgson had been asked if he could prepare a specification and had agreed to give it some thought.</p> <p><b>9. Roads:</b> i) Drainage and ii) Potholes Cllr Benton offered to take this on as she had attended the previous meeting with the Chairman and Clerk with Gordon Kelman of Oxford County Council Highways Department.</p> <p><b>10. Fête 2021: For general discussion:</b> Letcombe Regis would be holding their biennial Open Gardens in 2020 it was decided that 2021</p>	<p><b>PB</b> <b>EJ</b></p> <p><b>DF</b></p> <p><b>MB</b></p> <p><b>MB</b></p>
--	--	---

would be a good time to hold a fête as it would take time to get local organisations, the Church, Richmond etc. involved. Booking outside organisations such as the Wantage Silver Band, the Fire Brigade would also need to be secured well in advance and the PC should start the ball rolling now. Cllr Hitchcock volunteered to take the lead.

KH

Cllr Batchelor reported that he has become involved in looking into the development of social wellbeing covering how people become isolated. This is something he is anxious to help address and he felt that projects like this could help.

As previously reported Cllr Light will continue to monitor and be involved in Health Issues and the Letcombe Brook Charity and the Chair, Cllr Lapsley will continue on the OALC Executive Committee.

**11. BOAT (Byways Open to All Traffic):**

The problems with Green Lane and Cornhill lane were mentioned earlier in the meeting by Cllr Constance however I am overing this here under the BOAT heading.

EJ

Action for this had been originally taken up by Colin Barrett former Chair of West Challow PC. Who had intended to arrange a joint meeting with the relevant Parish Councils, however he has since moved out of the district. The Clerk has since written to Vanessa Boseley, Chair of East Challow who has replied since the meeting to say she will contact West Challow to try and arrange a date for the Parish Councils to meet up in order to discuss moving forward.

We have also, since the meeting, received an email from Cllr Constance with information she has received from OCC which is pertinent to the BOAT's. To be sure we have a minuted record I have copied the text below.

“OCC have recognised the importance of repairing and maintaining these tracks for safe use by the MAJORITY of users, and working out how best to exclude the motorised vehicles armed with much evidence that m/v use is not consistent with safe use for pedestrians, cyclists and horse-riders.

They are producing a proposal for TTRO/TROs on the new Science Vale Cycle Network which will come for decision in mid September.

Experience on this new network will inform the next stage of work on Green Lane and Cornhill Lane, and it is expected OCC will follow a similar policy to restrict motor vehicles. The most important development is that OCC will initiate and execute this work without any contribution from Parish Councils.”

Cllr Constance ended the email saying that she can't say how well this will work out, or how long it will take, but the proposal has promise and she is pleased to report that OCC will manage it within the County budget. Ending with saying “We may have a solution at last!”

**12. Transport:**

Please see the attached Community Transport Newsletter for Summer 2019, attached as Appendix 1. Briefly John Charlton joined the Community Transport Team on 1 April 2019. This is a new position which has been created to provide additional support and advice, to encourage new approaches, and to help support sustainable community transport in Oxfordshire. In his role, John will be helping provide advice on setting up new or expanding existing community transport services, evaluating and paying CT grants and providing administrative support on Oxfordshire Comet; the Council's own transport service. John can be contacted by emailing [communitytransport@oxfordshire.gov.uk](mailto:communitytransport@oxfordshire.gov.uk).

The situation in Letcombe Regis was discussed as the commercial bus service in the village was

	<p>withdrawn through lack of support some years ago. The Parish Council are aware of the problems facing residents who are unable to drive and the Chairman will contact the local taxi service to see if there it would be possible to run a trial service partly subsidised by the PC.</p> <p><b>13. Councillors availability:</b> The Chairman asked councillors to let the Parish Clerk know of their availability during the year and the Clerk would send out regular requests for information.</p> <p><b>14. Millennium Green:</b> i) The new benches would be assembled and placed on the green as soon as practicable. The PC agreed that the two small benches could go to a local primary school for the children to use in their nature garden. ii) Dog fouling. This is a constant issue around the village, there are warning notices posted around the village and a reminder would be put in the Letcombe Register.</p> <p><b>15. Meetings attended since the last PC meeting:</b> There were no reports of any meetings.</p> <p><b>16. Recreation Ground and Village Hall Trust:</b> i) Current members of the Trust, Chairman Richard Taylor, Treasurer James Stewart, Secretary Elspeth Horridge, PC Custodian Trustee representatives Jeanne Lapsley and Mike Light. The remaining Trustees are Mary Harewood, Karen Johnson and Eddie Jenkins.</p> <p><b>17. Planning Applications:</b> <b>LRE/4783/6-X Antwicks Stud, Main Street, Letcombe Regis.</b> Outline application for the erection of an additional thirty stables with associated store and tack room. New indoor riding school and manège. Conversion of the existing bungalow on the site into two residential units. <b>Ongoing</b> <b>P19/V0077/FUL, Land adjacent to Courtdown, The Courtyard Stud Court Hill Road, OX12,</b> Variation of Conditions 2(approved plans), 3(materials), and 6 (windows to east elevation) of planning permission P17/V1122/FUL. <b>Approved - 30 May 2019</b> <b>P19/0147/HH and P19/V0249/DIS, Regis Cottage, South Street, Letcombe Regis.</b> To remove old render on the SW exterior wall for repair and replacing with lime-based render. Period Consultation dates 1-27<sup>th</sup> February 2019. Target Decision date 21<sup>st</sup> March. PC's comment to the Vale, The PC had no problems with this application. <b>Approved - 20<sup>th</sup> March 2019.</b> <b>P19/V0855/FUL, Mill Cottage, Letcombe Regis OX12 9JD.</b> Demolish dwelling. Erect new dwelling. Consultation 2<sup>nd</sup> to 24<sup>th</sup> May, Target decision date 24 June 2019. Registration date 29 April 2019, End of consultation period 2<sup>nd</sup> May 2019, Target decision date 24 June, (no decision as of today's date). PC's comments to the Vale. Letcombe Regis Parish Council have no objections to this application, subject to Planning Authority constraints. <b>P19/V0997/HH, 1 Letcombe Estate, Letcombe Regis OX12 9JU.</b> Convert existing double garage into an office. Replacement of existing doors and windows with double glazed UPVC units. PC's comments to the Vale, Letcombe Regis Parish Council support this application. They have also contacted neighbours who have confirmed that they have no problems with the application either. <b>Approved - 2<sup>nd</sup> June 2019.</b></p>	<p><b>JL</b></p> <p><b>DB</b> <b>EJ</b></p>
--	--	---

**P19/V1069/LDE-1, Letcombe Bowers Farm, Letcombe Regis OX12 9NG.** Use of part of an existing dwelling as a separate dwelling-house. Registered 30<sup>th</sup> April 2019, Target decision date 25 July 2019. PC's comments to the Vale. Letcombe Regis Parish Council have no objections to this application. The part of the house referred to in the application has been in existence as a separate dwelling-house for many years. The Vale of White Horse District Council hereby certify that on 30<sup>th</sup> April 2019 the undertaking of the above use was lawful within the meaning of Section 191 of the Town and Country Planning Act 1990 (as amended) for the following reason(s): The available evidence on balance of probability is consistent with the owner's claim that, that part of the building which is the subject of the current application, has been occupied as a separate self-contained dwelling for a continuous and uninterrupted period of more than 4 years prior to the date of the application. This use is therefore immune from enforcement action under S.171B of the Town and Country Planning Act (the Act) and therefore lawful within the meaning of S.191 of the Act. B. **Approved Lawful use - 25 July 2019**

P19/V1585/HH, Millstone House, Old Manor Court, Letcombe Regis OX12 9JL.  
Removal of existing conservatory and construction of a single-storey timber framed extension.  
Registered 1<sup>st</sup> July, Target decision date 31<sup>st</sup> August.

Other planning issues (if any)  
There were no other issues

- 18. Parish Council meetings: Dates approved by the PC but are subject to change,**  
**2019:** September 23<sup>rd</sup> and November 18<sup>th</sup>.  
**2020:** 20<sup>th</sup> January, 16<sup>th</sup> March, 18<sup>th</sup> May APM followed by the APCM,  
20<sup>th</sup> July, 21<sup>st</sup> September 21<sup>st</sup> 16th November.

The meeting finished at 9.35pm

Elizabeth Jenkins  
Parish Clerk  
27<sup>th</sup> August 2019