

## Letcombe Regis Parish Council

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### **Minutes of the Parish Council Meeting held at 7pm on Monday 18<sup>th</sup> September 2023 in the Warborough Room of the Village Hall.**

**Present:** Jeanne Lapsley (JL) Parish Council (PC) Chairman, Paul Batchelor (PB) Vice-chair, Councillors David Barber (DB), Tom Griffin (TG), \

County Councillor Yvonne Constance (YC)

Six villagers were also present

Item		Action
1.	<p><b>Apologies for Absence:</b> Apologies were received from District Cllr Barrow and Cllr Lundie.</p> <p>2. <b>Declarations of Interest:</b> There were no declarations of interest.</p> <p>3. <b>Approval of the July Minutes:</b> Councillors approved the July Minutes.</p> <p>4. <b>County Council Matters:</b> <u>Dropped Trench on Court Hill Road</u> Cllr Constance reported that Airband denied responsibility for the dropped trench at the bottom of Court Hill Road.</p> <p><u>Report on cost of claims for potholes</u> Cllr Constance had earlier forwarded information from the Oxford Mail reporting that £778,671 had been paid out to 34% of 6,024 claims since 2018 which must be a fraction of cars damaged by potholes. These claims are paid by insurers, not directly by OCC, so they do plan well to avoid as much cost as possible. The criteria are extremely tight : the law requires that the County (Highways Authority) must know about the pothole and fail to repair before it is liable, so only potholes with white/red/black markings around them will be considered.</p> <p><u>New Road work in Didcot</u> OCC had turned down an application for a new road to run alongside the railway line in Didcot and this would now be decided by the Secretary of State. She believed that it would be approved but delay would increase the final costs.</p>	

	<p><u>Information Media Release</u> Initiative to increase social connections in the county. Councillors discussed and a regular coffee morning in the Village Hall was a suggestion. <b>Ongoing</b></p>	
5.	<p><b>District Council Matters:</b> Cllr Barrow was not present and Feedback on the Health Consultation would be postponed until the next meeting. <b>Ongoing</b></p>	
6.	<p><b>Parish Council Matters:</b></p>	
	<p>i) <b>Potholes discussion</b> Cllr Lundie had written to Cllr Gant, Portfolio holder at OCC requesting a meeting with councillors to look at the village roads and was waiting for a reply. <b>Ongoing</b></p>	GL
7.	<p>ii) <b>First Aid in the Workplace Training</b> The Clerk was asked to find an alternative trainer now that Michelle Benton had resigned as a councillor The Clerk had written to First for Safety and had received the details and would forward to the Emergency Group asking for their availability.  First for Safety also do Paediatric First Aid and this would also be arranged at a probably in the spring. <b>Ongoing</b></p>	ALL EJ
	<p>iv) <b>Village Maintenance</b> Following concerns by residents about the possible use of chemical sprays Cllr Griffin had met with some villagers and had since drawn up a report which was circulated to Councillors. He had included a list of specific risks from the current contract and these will be discussed and the contract updated. <b>Ongoing</b></p>	
	<p>v) <b>Community Led Plan</b> Councillors had been asked to read the existing plan and consider whether to update it or adopt a Neighbourhood Plan. Councillors discussed and it was agreed to update the Community Led Plan. <b>Completed</b></p>	
	<p>vi) <b>Electronic Banking</b> The Chairman and Clerk had completed the electronic form for the Visa Business Debit card. Councillors discussed the limit for use of the card and it was set at £200. <b>Completed</b></p>	
	<p>vii) <b>Village Fete 2024</b> Councillors discussed and Cllr Batchelor agreed to take the lead. A village had volunteered to help.</p>	PB
	<p>viii) <b>Policies and Procedures</b> Community Emergency Plan – Cllr Griffin suggested using Whats App Group to improve communications in an emergency. This would be looked at. <b>Ongoing</b>  Safeguarding Policy – Cllr Lapsley volunteered to replace Cllr Light</p>	

	<p>who resigned at the previous election and councillors agreed. <b>Completed</b></p>	<b>EJ</b>
	<p><b>ix) Hedgehog Signs</b> Suggestion to have hedgehog signs in the village. The Clerk had unsuccessfully tried to find who had provided the signs displayed in Grove and would contact Mandy Pitman to see if she knew. There is also the question of funding the signs. <b>Ongoing</b></p>	
	<p><b>x) Insurance</b> The Clerk confirmed that this had been agreed with Zurich Insurance whose quote was lower than the current provider and their Public Liability was also higher by two million. <b>Completed</b></p>	
	<p><b>xi) Burial Ground</b> Cllr Barber reported that 200 whips would be needed to replace those which had died. Councillors discussed and agreed to plant just outside the fence between the burial ground and the grassed area alongside the recreation ground car park as well as along the area between the burial ground and the new car park. The Clerk was asked to obtain quotes which would guarantee the life of whips for price comparison. <b>Ongoing</b></p> <p>The Roses and Lavender would also be ordered. The Chairman confirmed that Loretta Light would be happy to help with the planting. <b>Ongoing</b></p>	<b>EJ</b>
	<p><b>xii) Burial Ground Records</b> The Clerk had attended the Cemetery Management and Compliance training and recommended that the PC moved to an electronic system. Scribe Accounting system covered burial grounds. She had not to date obtained a quote for copying the burial Register but would do so for the November meeting. <b>Ongoing</b></p>	<b>EJ</b>
	<p><b>xiii) Landscape Evidence Study open for comments</b> Information was emailed to councillors on the 21<sup>st</sup> August and Cllr Lapsley had asked councillors to express their views at this meeting. Councillors were concerned and Cllr Lapsley had forwarded this to Mark Bradfield for information. <b>Ongoing</b></p>	<b>JL</b>
<b>7.</b>	<p><b>Councillor Updates:</b> Cllr Lapsley would write to Ben Smith who owned the fields as Letcombe Regis residents had complained about the smell from the treated sewage spread over the fields which had been made worse by the hot weather. It was also confirmed that it is legal to use the treated sewage. <b>Ongoing</b></p>	
<b>8.</b>	<p><b>Financial Matters:</b></p> <p>i) Clerks report The clerk reported that the balance in the current account was £7,280.91 in the current account and £64,769.68 in the Deposit account. We had received the second half of the precept and the PC would be paying over the second half of the Maintenance Grant to the RG &amp; VH Trustees.</p>	

ii) Ratification of invoices  
Logs Unlimited - £117.60; Letcombe Regis Village Hall Hire - £22.50; Zurich Insurance for August 2023-2024 - £396.00; Logs Unlimited - £184.80; Clerk July salary £447.32; HMRC PAYE for July - £82.00; Scribe Accounts Renewal 2023-24 - £345.60; CPRE annual subscription - £60.00; Letcombe Regis Village Hall Hire – £65.25; Letcombe Regis Village Hall Hire – £268.50; Clerk for PC Purchases - £223.81; Letcombe Football Club 2<sup>nd</sup> Payment - £350.00; Maintenance grant to the RG & VHC - £905.25; Clerk August salary - £370.61; HMRC PAYE for August - £62.80; Logs Unlimited – £175.20

Councillors ratified the payments.

iii) Summary of payments and receipts against the budget (for information only)

iv) HSBC update - Discuss limits for BACS payments - not discussed. Authorisation to pay invoices. It was agreed that the clerk would email the authorised signatories for permission to make the payment and obtain two signatures. This would cover the requirement for two signature authorisation.

v) Grant requests  
Fireworks The PC had received a request from Cllr Lundie, in his capacity as Chair of the Trustees, for a grant towards the RG & VH Trustees fireworks display in November. Councillors agreed a grant of £300 and the Clerk would inform the Trustees.

## 9. Planning Applications:

**P23/V0891/HH, The White House, Main Street, Letcombe Regis OX12 9JL.**  
Proposed replacement of defective utility room structure and shingle roof tiles. Start Consultation Period 18th April 2023, End Consultation Period 19th May 2023, Target Decision Date 12th June 2023. Councillors had no problems with this application. **Granted 22-8-2023**

**P23/V1370/LDP, 1 Castle Gardens Letcombe Regis Wantage OX12 9RQ**  
Installation of solar PV panels to the roofs of the front and rear elevations. Date received 12th June 2023, Registration date 23rd June 2023, Target Decision date 18th August 2023. Councillors had no problems with this application. **Granted 10-8-3023**

**P23/V1437/S73, Letcombe Bowers Farm, Letcombe Regis OX12 9NG**  
Variation of condition 1 (Approved plans) on application reference P23/V0406/S73 to incorporate phased development of later additions/alterations (Variation of condition 2 (Approved plans) in application P21/V2403/FUL to incorporate revised design features, revised building position and car ports). Target Decision Date 15th August 2023. Councillors had no problem with this variation. **Ongoing**

Planning issues received since publication of the Agenda (if any)

No further applications had been received.

**Parish Council Meetings:**

Dates approved by the PC but subject to change,

2023 - 18th September, 20th November,

2024 - 22nd January and 18th March.

**Dates to be approved**

2024 - 15th July, 16th September, 18th November

2025 - 20th January, 17th March.

The extra dates were approved subject to any future change.

The meeting closed at 9.15pm

Elizabeth Jenkins  
Parish Clerk  
27<sup>th</sup> September 2023.

Approved