Letcombe Regis Parish Council

Parish Clerk Mrs Elizabeth Jenkins

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4 The Old Stables Warborough Road Letcombe Regis OX12 9LD

Minutes of the Parish Council Meeting held at 7pm on Monday 20th March 2023 in the Warborough Room Letcombe Regis Village Hall and on Zoom

Present: J Lapsley (JL) Parish Council (PC) Chairman, L Light (LL) Vice-chair,

Councillors David Barber (DB), Paul Batchelor (PB),

Doug Frewer (DF), Elizabeth Jenkins (EJ)

Cllr Paul Barrow District Councillor

Item		Action
1.	Apologies for Absence:	
	Cllr Constance, Cllr Benton and Cllr Hitchcock	
	Sin Sondares, Sin Demon and Sin Indiana.	
2.	Declarations of Interest:	
	There were no declarations of interest.	
	There were no decidations of interest.	
3.	Approval of the Minutes of the Parish Council meeting held on Monday	
3.	16th January 2023:	
	Councillors approved the minutes and they were signed by the Chairman.	
	Sources approved the minutes and they were signed by the shanmain	
4.	County Council Matters:	
	Action	
	Cllr Constance would contact Airband to repair the dropped trench at the	YC
	bottom of Court Hill Road – Carried forward Ongoing	
	Action	
	Highways Tree Planting - Councillors were concerned at the impossible period	
	imposed by OCC Highways. Email received 22nd December for a reply by the	
	6th January. Councillors discussed and raised concerns over the failure to	
	provide species details. PC informed that A Ginkgo Biloba was planted in	
	January the Clerk wrote to point out that power, telephone lines and a drain	
	were adjacent to the planting and Councillors expressed the unsuitably of	
	planting such a small area and on the junction between three roads. OCC	
	replied to say they were aware but chose to plant anyway.	
	Follow up	
	Cllr Constance had been informed and had confirmed she would write to OCC	YC
	to request removal of the tree. Ongoing	
	1 2 2	
	Defibrillator Costs	
	Cllr Lapsley expressed concern at the increasing costs for replacement batteries,	
	pads, starter kits, the cost given for signage and the increased cost of electrical	

supply for the Defibrillators as follows excluding VAT:

Batteries £200, (appear to last around 4 years, however their life depends on the temperature while in use), Pads £ 57.96. According to their use by date these need replacing two in March 2024 and one in July 2024. Currently there is one replacement on standby due for replacement August 2025. The Batteries have three bars and User instructions say replace when no bars are showing. The Clerk was requested to ask if Cllr Constance knew of any grants. The Clerk would also check on the recommended replacement time for the Batteries Councillors approved the purchase of 2 spare batteries and 2 spare pads.

EJ

Ongoing

5. District Council Matters:

Action

Report on grips and drains in Warborough Road. Cllr Barrow had placed canes to show where the grips were. It was hoped that excess water would drain into the newly constructed environmental pond via the grips but it would take heavy rain showers to confirm. Cllr Barber pointed out while initially the water ran down one side of the road, due to the camber it moved over to the other side. Changing the camber was discussed but Councillors agreed that OCC Highways would not have the funding to do this. The Parish Council would wait to see what affect the run off to the Environmental pond had. **Ongoing**

Byway Open to All Traffic (BOAT) TTRO

Cllr Barrow reported on the current issue with BOAT's which had been closed for the past two years due to damage. OCC have now issued a temporary TTRO extending the closure. Trail bikes are still using the BOATs as they are able to to get round the concrete blocks. Cllr Barrow wanted to find out residents views on what constraints should be in place. He would follow this up if re-elected Ongoing

PB-DC

6. Parish Council Matters:

Actions from previous meetings

Health Update from Julie Mabberley

This had been arranged for Monday 27th March and Cllr Lapsley asked for volunteers to arrange the Warborough Room for the meeting. The Clerk would remind residents via the village email.

Completed

EJ

Village Maintenance

Councillors discussed the maintenance quotes and decided that subject to some clarification they would go for the quote from Richard Tarran of Logs unlimited giving the monthly costings. The Clerk would chase the quotes for completion of the Burial Ground improvements.

Ongoing

 \mathbf{EJ}

Plaque in memory of Joan Howard Headmistress of Letcombe Regis School from from 1961 to 1981

Councillors had earlier agreed the plaque should be fixed on one of the Millennium Green benches. The Clerk had contacted a villager whose daughters had attended the school suggesting that it should go on the bench backing onto the Bassett Road. The Clerk confirmed that the plaque had been fixed to the bench and Cllr Lapsley asked the clerk to pass her thanks to Eddie Jenkins.

Completed

Coronation Celebrations The Magician and Ukulele band had been booked. Residents have been asked to let the Clerk know which tea session they would like to attend. Cllr Light will coordinate volunteers to assist Cllr Lapsley in organising the day which would be run on the same lines as the Platinum Celebration. Ongoing	JL/LL
Bench near Footpath 8 Concern was raised about what to do about the bench and concrete plinth located on the the area over the stream between the Millennium Green and Footpath 8. Due to the worn area and tree roots round the plinth it has become a trip hazard. The wooden bench is in an especially bad state of repair. It is thought that removing the plinth could endanger the area over the stream. The Clerk was asked to write to Highways for advice on this, Mark Bradfield had expressed his concerns about Bassett Road bridge where it went over the stream. OCC have since replied and a date will be arranged for the meeting. Ongoing	EJ JL-LL
Railings outside Regis Place Antony James had volunteered to paint the railings outside Regis Place and having confirmed he was free of Covid the Clerk had now delivered the paint and brushes to him. Completed New entrance to the Millennium Green Cllr Lapsley will contact a resident to see if he would produce a design for the entrance. Councillors decided this should wait until the PC received the advice from Highways about the bench and concrete plinth as this could be an alternative entrance to the Millennium Green from Richmond. Ongoing	JL
Parked cars Joyce Ward had reported a problem with cars parking badly in South Street causing problem for delivery vans who were not able to get through. The Clerk would write a piece for inclusion in the April Register requesting residents to be aware of other traffic, especially Emergency Vehicle access, when parking on narrow roads. Completed Village roads: Councillors were concerned at the lack of progress with potholes, particularly in South Street and the lower road out of the village. The Clerk would contact Gordon Lundie the pothole champion to press for the repairs to be done. Ongoing Annual Parish Meeting: Cllrs Frewer, Hitchcock and the Vice Chair Cllr Light are retiring from the Parish Council and will stand down on the 8th of May after the election. The	
Chairman remains in post until the Annual Parish Council Meeting on the 15th May when the Chair for 2023-2024 is elected. Holiday dates: Councillors were requested to confirm their dates to the Clerk.	ALL

7. **Councillor Updates:**

Paul Batchelor

Update on replies to the Register questionnaire about the website. Cllr Batchelor said that there had been minimal response, one resident had requested information about walks but as the response was so small Cllr Batchelor proposed that it was simply kept updated.

PB

Cllr Light

Cllr Light had seen the new accounting system which appeared to be comprehensive. She agreed that all Councillors should sit with the Clerk to understand the workings. It was agreed to continue this after the elections.

Completed

8. Financial Matters:

i) Clerks Report

ii) Ratification of invoices

Payments were approved by Councillors

iii) Summary of costs to date against budget.

Cllr Lapsley said this is a useful report and thanked the Clerk for continuing to provide it.

iv) Grant requests

The PC received a request from Cleanslate which contained misleading information. The Clerk clarified the details with our local PCSO and is writing to Cleanslate to correct. The PC will await the response from Cleanslate.

Ongoing

v) Audit

To approve Julian Horsey as the Internal Auditor The Clerk confirmed his availability and his charge this year is £125. The charge had been £100 for the last two years. The previous Internal Auditor had charged £250 for the 2019-2020 audit. In light of this Councillors discussed and recommended using Julian Horsley again this year.

The Clerk asked Councillors to choose the two items for the Julian to focus on, previous ones have included

- Payments
- Receipts
- Burial records,
- Parish Clerk purchases
- Village Warden costs
- Subscriptions.

Councillors agreed to ask him to focus on. Grants and Register income.

vi) Update on banking arrangements with HSBC. Nothing had been heard from HSBC and Clerk phoned them again they confirmed that the two extra signatories, Cllrs Barber and Batchelor have been approved. In discussion it appeared that the Didcot branch had not

printed the correct application forms. The Clerk proposed to fill in the forms together on the HSBC Website with the Chairman.

EJ/JL

Cllr Lapsley proposed that the Clerk should have spending powers of up to £250 which was unanimously agreed by Councillors.

9. Planning Applications:

LRE/4783/6-X, Antwicks Stud, Main Street, Letcombe Regis, OX12 9JD 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. reedom of Information request and response from District Council. District Councillor Paul Barrow confirmed at the last meeting that this application will be withdrawn now the later application P22/V1247/FUL had been approved as reported in the minutes of the 16th January. Cllr Barrow would chase this up Ongoing

DC-PB

P22/V1506/DPO, Upper Manor Farm Warborough Road, Letcombe Regis OX12 9LD. Discharge of legal obligations relating to P90/V0174/FUL dated 17th August 1990 and 5th July 2007. Registration date 16th June 2022, Target Decision date 11th August 2022. PC comments are attached to the September minutes.

P22/V1506/DPO – Amendment 1, Upper Manor Farm Warborough Road, Letcombe Regis OX12 9LD.

Discharge of legal obligations relating to P90/V0174/FUL Planning have confirmed the PC can add their comments by close of play on the 21st March in order to discuss the application at the PC meeting. Cllr Bower had written to the Planning Officer with some queries. However Planning have now confirmed that the Planning Application has been refused.

Completed

P22/V0136/HH: 6 Mill Paddock, Letcombe Regis, OX12 9JE.

First floor side addition and two storey rear extension; alterations to existing external store door; & additional first floor front elevation window. Start Consultation Period 24th January 2023, End Consultation Period 14th February 2023, Target Decision Date 15th March 2023.

Granted

10. Dates approved by the PC but subject to change,

2023 -15th May APM & APCM, 17th July, 18th September, 20th November. 2024 - 22nd January and 18th March.

Elizabeth Jenkins Parish Clerk 18th April 2023