

Letcombe Regis Parish Council

Parish Clerk Mrs Elizabeth Jenkins
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Warborough Road
Letcombe Regis
OX12 9LD

**Minutes of the Parish Council Meeting held at 8pm
on Monday 21st November 2022.
In the Warborough Room of the Village Hall and on Zoom**

Present: J Lapsley (JL) Chairman, L Light (LL) Vice-chair,
Councillors David Barber (DB), Paul Batchelor (PB), Doug Frewer (DF),
Kristine Hitchcock (KH), Elizabeth Jenkins (EJ) Parish Clerk.

District Councillor Paul Barrow (DC-PB)

Item		Action
1. Apologies for Absence: Apologies were received from County Councillor Yvonne Constance on leave and Cllr Michelle Benton due to work pressures.		
2. Declarations of Interest: There were no declarations of interest.		
3. Approval of the Minutes of the Parish Council Meeting held on Monday 21st November 2022 and Actions Arising: Actions arising from the minutes of the 18th July Item 3 Improvements to footpath outside Blandy's cottage Request for meeting to discuss improvements to footpath outside Blandy's Farm and Blandy's Cottage. Further emails sent to Arthur McEwan-James (AM-J) on the 4 th , 24 th October and the 6 th November requesting a reply. District Cllr Paul Barrow reported that AM-J was on sick leave and that he would contact AJS's supervisor. Ongoing		DC-PB
Actions arising from the Minutes of the 26th September Item 4 County Council Matters: Cllr Constance followed up the request for the line markings at junctions to be redone. Mark Francis of Highways is requesting costs for repainting the white lines as discussed at the last PC meeting. Ongoing		
Item 6 Parish Council Matters Cllrs to let the Clerk have suggestions of who to approach for the Village Maintenance contract. The Clerk has contacted Garry Cook. Ongoing		ALL Cllrs
Airband Cllr Constance would contact Airband to repair the dropped trench at the bottom of Court Hill Road. Cllr Light confirmed that she had still not received a reply from Airband. Ongoing		YC

	<p>Village Maintenance Cllr Constance would contact Oxford County Council (OCC) to see if the invitation to Parish Councils to take over some maintenance of villages is still running and will report back. Ongoing</p> <p>Item 7 Councillor updates Signal on the Church Tower Cllr Batchelor to approach Church to see if PC and Parochial Church Council can come to agreement re siting a mast on the Church tower to improve mobile phone signals. The Clerk contacted the Churchwarden who has confirmed Cllr Batchelor will be invited to attend the Parochial Church Council in January to discuss. Completed</p> <p>Village Website Questionnaire Cllr Batchelor to write a piece for the Register. Councillors discussed this and it will be included in the next Register Ongoing</p> <p>Airband Item 4iii) (b) Slump in Airband trench at the bottom of Court Hill Road. Airband have not replied. Cllr Constance is chasing this up. Ongoing</p> <p>Biodiversity and Nature Conservancy Forum Cllr Hitchcock agreed to follow up for the village. Ongoing</p> <p>Item 8 Financial Matters: i) Banking arrangements The Clerk is proceeding with changes for Internet banking arrangements. The new mandate from HSBC which will be signed at the meeting. The paperwork was completed at the meeting and will be forwarded to the bank for completion. Ongoing</p> <p>iii) Annual Review of Policies and Procedures – Document Retention Policy Cllrs to let Clerk have any comments. None were received and the current Retention Policy was approved by Councillors. Completed</p> <p>Item 9 Planning Applications: Antwicks Stud The proposed meeting has been unavoidably delayed. Mr Samuels agent has written to the PC. Ongoing</p>	<p>YC</p> <p>PB</p> <p>YC</p> <p>KH</p> <p>EJ</p>
4.	<p>County Council Matters: Cllr Constance was not present so County Council matters deferred to the next meeting. The Clerk would send a reminder of the ongoing issues.</p>	EJ
5.	<p>District Council Matters: North Wessex Downs AONB Cllr Barrow represents the Vale on the Council of Partners (CoP) The recent meeting explored the new aims and objectives of CoP and the best way this could be achieved.</p>	

Paramotor Gliders

Some villages had complained about low flying over their villages which is not allowed. Cllr Barrow reported that he had met the Francis Rich an instructor at the local Paramotor gliding club who fly from a field near East Challow. He confirmed that members knew they are not allowed to overfly villages and that it was likely that these are not club members and that residents should note colour and any other features of those overflying and report them. Cllr Barrow would contact the owner of the field as he has some responsibility for the actions of anyone using the field. We have since heard that he has contacted the owner.

Cllr Barrow also attended the Primary Care Workshop as Deputy Chair of HOSC. There were concerns over workforce which contributes to the problem of access. More rapid use of S106 money to ensure facilities are built in good time where local populations have increased as a result of developments. There had been no progress re provision of Maternity services at Wantage Hospital.

Together with a colleague from West Challow Cllr Barrow has set up a hedge group. Cllr Hitchcock expressed an interest but Cllr Barrow proposed initially starting off involving the Challows and Childrey to see how it proceeds before involving other parishes.

6. Parish Council Matters:

- i) Improving engagement with Town and Parish Councils South and Vale are holding separate monthly surgeries. Appointments can be booked through the following link.

<https://outlook.office365.com/owa/calendar/TownandParishPlanningbookings@capitacouncilpartnership.onmicrosoft.com/bookings/>

- ii) Community Emergency Plan.
Councillors agreed that Emergency Group Team members would take turns in holding the emergency equipment which needed charging (these are the Walki-Talkies and Powered torches) These would be passed on to the next person on the rota at the PC meetings starting at the next meeting in January 2023.

ALL

- iii) Emergency First Aid in the Workplace Training update. Clerk to email Cllr Benton for her availability in January and February.

EJ

- iv) Email address for Councillors. Councillors were reminded they should not use their personal email addresses for Council work and should have email addresses specific for Council correspondence.

**PB, JL
MB**

- v) Burial Ground report – The Clerk had previously asked Garry Cook for a quote for the new grass area of the burial ground to take place in Spring 2023 and a reinforced pathway linking the car park and the public footpath running alongside the Burial Ground. She has reminded him about the quote.

- vi) It is also planned to plant climbing roses at the Lych gate pillars with Lavender in between the pillars. Councillors suggested that

	<p>wooden trellis should be added between the pillars as well to help support the roses. The new benches would also be added</p> <p>vi) Christmas tree. Cllr Lapsley would purchase the Christmas Tree and Cllr Batchelor and Cllr Barber agreed to decorate it in early December.</p> <p>viii) Coronation celebrations. The Clerk has booked the village hall for Monday 8th May 2023. Councillors agreed to host a celebration similar to the one held for the late Queens Platinum Jubilee. Cllr Lapsley had approached the Ukelele band and the Clerk would contact the Magician MagicPete.</p> <p>ix) Terms of office - May 2024 Cllr Lapsley reminded Councillors that their current terms of office would end in May 2024 at the General Election.</p> <p>x) RG & VH Trustee Meetings. Cllr Lapsley asked the Clerk to remind the secretary to let her have copies of the minutes for forwarding on to Councillors.</p> <p>x) Code of Conduct Civility and Respect Pledge for signing on the NALC website Councillors agreed and those present signed the Pledge.</p> <p>xi) East Challow Neighbourhood Plan Cllr Barrow gave a brief report on the plan and Cllrs discussed who should reply to VOWH on Planning issues.</p> <p>7. Councillors Updates:</p> <p>Cllr Barber reported that the benches for the Burial Ground had been delivered. He had attended a meeting on hedge management and planting however this is mostly an issue for the land owners who could apply for grants.</p> <p>Cllr Hitchcock Climate Change and Biodiversity</p> <p>Cllr Light Cllr Light reported that the Letcombe Brook Project (LBP) report had been received. She had visited Wantage Sewage works with LBP members and had discussed discharge of untreated sewage into the Brook as well as the importance of not flushing wet wipes and nappies which ended up in the sewage undigested and eventually into landfill. Cllr Light has also agreed to approach local riparian owners to see if they wish to join the Letcombe Brook Riparian Owners Group and receive the relevant newsletter.</p> <p>Cllr Light had requested the attendance of a Community First Responder for the Annual Parish Meeting on May 15th 2023 to deliver a presentation on use of the defibrillator and CPR. New national guidance has been issued about adequate signposting of Public Access Defibrillators however</p>	<p>JL, PB & DB</p> <p>EJ</p> <p>EJ</p> <p>MB, DF</p> <p>LL</p>
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these signs are expensive but photoluminescent and it is not obvious where they could be placed to be of use. This would be discussed further.

Cllr Light had been having some discussions with a resident of Regis Place as to the repainting of the railings here which are in a very poor condition. If the Parish Council pay for the materials this resident has volunteered to undertake the work free of charge. Again this will be pursued.

8. Financial Matters:

- i) Clerks report
Councillors had no comments on the report.
- ii) Ratification of the following invoices
Clerk August Salary £350.90. PAYE for August £45.49, RJR Tree Services £582.00, Letcombe Football Club £350.00, Garry Cook Garden Services BG improvements £320.00, Moore SA Annual Audit £360.00, CPRE subscription 2022-2023 £36.00, Clerk September Salary £265.96, PAYE September £24.00, Scribe registration and first year fee £582.00, Clerks purchases for PC £279.39, Letcombe Regis Village Hall 2nd half of maintenance £903.75, Francesca Engelmann Fuser unit for register printer £50.90, Clerk October salary £419.57, Village Warden £300.00, PAYE for October £62.20, Green & Stripey £70.00, Clerk purchase of benches for BG & Defibrillator pads £875.86.
Invoices were ratified by Councillors
- iii) Summary of costs to date against budget.
Councillors had no queries.
- iv) Banking
As reported in matters arising the new mandates were signed by all signatories.
- v) Annual Review of Council Policies and Procedures – Document Retention Policy
As reported earlier in matters arising Councillors approved the document retention policy.
- vi) Grant requests
Oxfordshire South & Vale Citizens Advice – Grant Aid.
Councillors discussed and agreed to award a grant of £150.00
- vii) 2022-23 National Salary Award
Councillors approved the award.
- ix) The Clerk had written to the Auditors re mistakes in their report.

Precept discussion:

The Precept of has been the same for the last 6 years at £21,178.00.
Councillors discussed and were asked to let the Clerk have any comments.

**ALL
Cllrs**

Draft Budget :

For Councillors to discuss and agree the final draft budget for 2023/2024 which is subject to amendments necessitated by the District Councils Financial Report due to be issued in December together with the tax base for 2023-24 which will determine the precept and set the amount of the grant for the RG&VH Trustees. The draft budget was agreed and the final budget will be brought to the next meeting for Councillors approval.

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. Freedom of Information request and response from District Council.

Ongoing

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 comment attached.

Ongoing

P22/V1247/FUL, Antwick Stud Letcombe Regis, OX12 9JD

Conversion and extension of stable buildings to form three family homes with amenity space, parking, and associated works. Start Consultation Period 30th May 2022. End Consultation Period 29th June 2022, Target Decision Date 22nd July 2022.

Ongoing

P22/V2365/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, all exactly as previously approved: P17/V0163/FUL. Sent to Councillors 12 October. PC comment Letcombe Regis Parish Council have no problems with this application.

Ongoing

10. Deed of Dedication dated 17th March 2016 between the Parish Council and the Big Lottery. The restriction imposed on the title by this Deed ON 319053. Expires twenty years from 17th March 2016 so 17th March 2036.

Agreement between the Vale of White Horse District Council and the Parish Council dated 6th September 2016. There is a restriction for this grant for a ten year period as above which ceases on the 6th September 2026.

Both agreements secure the investment of public money and ensure that the site continues to be used as a village hall and associated parking. All legal documentation which applies to the above is held in the official Parish Council Records.

It was agreed at the Parish Council meeting held on the 21st November 2016 that the countdown for this needs to be recorded annually in the Parish Council minutes until the end of the period on 17th March 2036.

11. Parish Council meetings:

**Dates approved by the PC but subject to change,
2023**

20th March, 15th May APM & APCM, 17th July, 18th September,
20th November,

2024

22nd January and 18th March.

Cllr Batchelor asked if the meeting time was set in stone and after a brief discussion it was decided to change the start of the next meeting to 7pm. Councillors would then decide if the change should be permanent.

Elizabeth Jenkins
Parish Clerk
19th December 2022