

Letcombe Regis Parish Council

Parish Clerk Mrs Elizabeth Jenkins
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 23rd September 2019 at 8.00pm

Present: Jeanne Lapsley (JL) Chairman, Loretta Light (LL) Vice Chair, 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 (YC) and District Councillor Paul Barrow (DC-PB)

Cllr Constance was present for item 4 County Council Matters.

Two members of the public attended the meeting.

Item		Action
1.	Apologies for Absence: All councillors were present	
2.	Declarations of Interest: The Clerk for item 10.	
3.	Approval of the minutes of the Annual Parish Council meeting held on Thursday 9th May 2019 and actions arising:	
	Item 6 i) Clerk to contact Redstone Computers re DOSH - Completed Clerk to contact Barclays Bank to arrange meeting - To be arranged	EJ
	The Chairman asked Councillors to volunteer to take the lead on the following items;	
	Item 7 Website Update and Support - Cllr Batchelor volunteered to take the lead on this and he and the Clerk will meet with P Bellis To be arranged	EJ
	Item 8 Burial Ground – Cllr Frewer agreed to the Chairmans request to complete the Planning Application for the car parking area. - Completed	
	Item 9 Roads - Cllr Benton is taking the lead on this and is in continuing contact with Gordon Kelman of OCC Highways.	
	Item 10 Fete - Cllr Hitchcock volunteered to take the lead on this. - Ongoing	
	Item 11 BOAT – The Clerk has written to West Challow Chairman suggesting a joint meeting in the autumn as Councillors are not available until then – Ongoing	
	Item 12 Transport - The Chairman to write to local Taxi Service to see if they will trial a service part funded by PC. Ongoing	JL
	Item 13 Councillors Availability - Clerk will write to Councillors for updates during the year – Ongoing	Councillors
	Councillors approved the minutes which were signed by Cllr Light Vice-chair	

**4. County Council Matters:
Byeways Open to All Traffic (BOAT);**

Cllr Constance announced that OCC are applying for a temporary traffic closure over the winter months for Green Lane and Cornhill Lane in order to lessen damage being caused by 4 x 4's and trail bikes. The three affected Parish Councils were in the process of arranging a meeting to discuss changing the bridleways from Bridleways open to all traffic (BOAT) to Restricted Bridleways which allow a right of way on foot, on horseback, or leading a horse, cycling and for any other vehicles other than mechanically propelled vehicles. This does not exclude emergency vehicles.

Cllr Constance reported on Oxford County Council (OCC) and Oxford City.

Cllr Constance spoke about OCC's green agenda, lessening the environmental impact with access restrictions for traffic proposed plan for Oxford City.

Full details of the proposed plan have been included as Appendix A to these minutes. Councils plans to cut traffic congestion and improve public transport in Oxford particularly the eastern arc which were announced on the 18th September.

The two councils want to make a real improvement to journey times for commuters and quality of life for residents, including improved air quality, by reducing the number of cars travelling into and around the city. The key points of the *Connecting Oxford* proposal are:

Restricting car traffic by introducing additional 'bus gates' (similar to the restriction on Oxford's High Street) across the city to improve bus journey times for people travelling into and around the city, and so road space can be reallocated to improve walking and cycling routes

- New high frequency fast bus routes connecting neighbouring towns and the Park & Rides to Oxford's eastern arc, which is seeing the greatest growth in employment but is currently less well served by public transport, particularly around the ring road
- New and improved cycle and walking routes, including utilising space created by removing vehicles from the road to provide safe and attractive alternatives to driving into and around the city
- A charge for workplace parking provided by larger employers in the eastern arc, which would help fund the proposed transport improvements and create a disincentive to drive to work. Discounts for the new bus services would be available for staff of employers paying the workplace parking levy
- Improved journey times for commuters driving into and around the city as a result of less congestion

The two councils are now asking for comments and ideas from residents, commuters, businesses, transport operators and other organisations to feed into the detailed development of the proposals. The feedback will be used to develop a detailed project proposal, including a full business case that sets out the costs and benefits of the scheme.

The Chair raised the issue of the large number of residents needing to access the Oxford Hospitals who would be unable to access Park and ride. During a 2 year period over 46.000 hospital journeys from OX12 had taken place. It was suggested

that it may therefore be time to properly redesign services in Wantage Hospital. Reconfiguring it would enable more outreach clinics to be held there, eg x-ray.

PB

Cllr Batchelor agreed to produce a Health Transport Questionnaire.

Cllr Batchelor asked if anything could be done about the school buses parking outside King Alfreds School as they were often parked on both sides of the road and held up passing traffic which could not get through as the buses were often parked nose to tail, sometimes holding up other vehicles for as much as 20 minutes.

Cllr Constance was advised that the Clerk had written to Lee Turner to ask if a weight limit and a speed limit could be imposed on Court Hill Road, which is used as a rat run to bypass Wantage. Traffic on this route had increased greatly when traffic was directed down Court Hill when the A338 was closed for road works during the building of the new houses on the A338 to the South of Wantage Cemetery.

Cllr Constance is still working on the plan to get Wantage Railway Station opened for commuters.

5. District Council Matters:

Cllr Barrow reported that the Vale is likely to accept the local plan but South Oxfordshire had not decided whether to accept. He also said that he is the Vales representative on the Oxford Health Scrutiny and OX12.

BOB

Cllr Light reported that Buckinghamshire, Oxfordshire and Berkshire West (BOB) have combined in terms of healthcare provision to form an Integrated Care System. This means that the healthcare providers, the clinical commissioning groups and the local authorities will all work together to provide better and more local healthcare for their population.

OX12.

Following the closure of Wantage Hospital, local residents raised their concerns with healthcare providers, commissioners and the local MP. As a result of this pressure, a group was set up consisting of health and care partners to implement a new health and care framework to plan for future needs in the OX12 area (Wantage, Grove and surrounding villages). A Stakeholder Reference Group was set up to support this piece of work to bring together patients, carers and residents from the local community with partners of the Oxfordshire Health and Wellbeing Board to ensure public views and experiences were taken into account in the implementation of any plan.

A great deal of data was collected on the population, its health needs and what services and assets including buildings were available in OX12.

Following a Listening Event where members of the OX12 Stakeholder Reference Group met with senior NHS Decision makers on September 12th to put forward their views, a Solution Building Event took place on September 18th attended by Councillor Light together with 70 other people. The event focussed on four key issues which emerged from the information gathering stage and generated a wealth of material that is being analysed. These are:

- Promoting health and wellbeing
- Transforming and integrated delivery of health and care
- Providing services closer to home and supporting people to live independently

- for longer
Travel, transport and access.

Four working groups are currently meeting to discuss these involving Stakeholder Reference Group members and a summary report to inform proposals for the future is expected by the end of November 2019. Sue Hannon is one of the Stakeholder Reference Group on one of these working groups.

6. Financial Matters:

i) Clerks report

The Parish Clerk reported that the Audit Paperwork was completed and had been emailed to Moore & Stephens on the 13th August and they had confirmed its receipt. There had been problem with the DOSH program which was confirmed in the July report but had not been discovered until completing the variation of differences between 2017-8 and 2018-9. This had meant that in order to complete these the final figures for the 2018-19 audit the final figures from Boxes 4, 6, 7 & 8 needed to be restated from those originally given in the Audit approved at the May Annual Parish Council meeting. This was as a result of a changed payment code made during the year I am therefore seeking your approval of the amended figures so that I can record this in this meetings minutes (see item iii). The Chairman confirmed that she had gone through the figures with the Parish Clerk. The Parish Council then unanimously approved the amendments made

The Clerk had suggested that each Councillors should volunteer to go through the accounting process before each PC meeting with the Clerk and to date one of the current councillors has done so. It was agreed this should continue so that all Councillors understood the accounts procedure. The Clerk will set up a rota starting in November.

It was noted that the second half of the precept was received on the 4th September and the second half of the maintenance grant has now been sent to James Stewart who has taken over the role of treasurer from Murray Charlton.

The Chairman and Clerk plan to meet with both James Stewart who has taken over as Treasurer and Richard Taylor, Chairman of the Trustees to go through the remaining finance in the Village Hall Project account and the BIG Lottery account held by the Parish Council. Currently we can claim the 20% VAT from HMRC on vatable invoices, whereas the Trustees as a Charity cannot.

To date we have paid two bills for the refurbishment of the Childrens playground, £1440 and £960. This has been paid out of the ring-fenced £9K from the Parish Council which is subject to matched funding from the Trustees and the Clerk has sent them the recent grant notice from the District Council. However, they are unable to apply for grants until the final refurbishment costs are known.

The Burial Ground Improvements and Car Park Planning Application has been submitted to the VOWH. The cost to the PC is to be confirmed and requests for quotations will be sought.

The Chairman and Clerk will be meeting to discuss the proposed budget for 2020-2021 which will be presented to Councillors at the PC meeting in November. However this cannot be finally agreed until we receive the figures from the Vale normally sent out in the second half of December.

JL/EJ

- ii) **Ratification of invoices** – These were ratified by the Parish Council
- iii) **Audit**
Councillors approved the amendment to the figures for the 2018-2019 Audit
- iv) **Grant requests – Fireworks**
A grant request had been received from the RG & VH Trust to support the Village Fireworks and Councillors agreed to give a grant identical to the Trustees spend. The Clerk has since informed the Chairman of the Trustees of the decision.
- v) **Letcombe Register items for publication.**
Councillors decided that all items received for publication in the Letcombe Register should be paid for by whoever made the request.

7. Reports from Councillors:

Meetings attended since the last Parish Council meeting held on 9th May 2019

Cllr Light – Letcombe Brook Project and Health issues:

OX12 Meeting

Cllr Light had attended the OX12 Group meeting on Wednesday 18th September this was included in the District County Councils report item 5.

Letcombe Brook Project: Cllr Light represents the PC on the LBP Charity and attended their meeting held on 19th September 2019.

Cllr Light reported that Richmond had asked the District Council to return the S106 grant of £2744.00. The date for claiming the grant expired in July 2017. It was agreed that Cllr Frewer would approach Richmond to ask if they would reconsider, as the PC had been unable to claim the grant due to the failure of the LB Project officer at that time to complete the design for the boards on the PC's behalf and we await their response.

Cllr Light also confirmed the following:

Augmentation had been turned on during the summer.

Marcus Didcock had joined the LBP Trustees representing Williams F1 racing.

Cllr Benton - Roads, drainage and potholes:

Roads;

Cllr Benton is in contact with Gordon Kelman from OCC about problems associated with the village roads. In August a dead tree ad fell from the bank at the bottom of Court Hill Road onto a residents car. This was reported on fixmystreet Oxfordshire, however OCC replied that as it was not on their land they were not responsible. Owner of the house adjacent to the bank have checked with their deeds which confirm the trees are outside their boundary so not their responsibility

The owner of the damaged car has offered to cut out the remaining dead trees on the bank and dispose of them. However the PC does need to check where the responsibility for maintaining this bank lies. The Parish Clerk will action

Court Hill Road has been added to the list for potential overlay resurfacing, however due to the number of sites in the County this may not be done for some time.

Warborough Road, Bassett Road, Main Street and the Wantage Road have all been added to OCC's list for patching.

EJ

Drainage;

Windmill Hill and Court Hill Road will continue to cause problems unless additional drainage is installed, but may be possible to include on the Capital Scheme List.

The drain adjacent to the defibrillator in Main Street is now clear. The tree roots have been cut out and the drainage pipe will be lined to stop further ingress of roots.

Drain by the Croft End Entrance. It was noted that the scope of the works for this by the householder has been changed and is beyond that expected by OCC.

Footways;

Problems with the wall supporting the surface of the footway at the lower end of South Street have been reported to FixmyStreet and need to be looked at by the Structures Team. GK will remind the Structures Team.

The Surface of the footway at the Warborough End of South Street has been added to the small footway schemes.

Cllr Hitchcock - Village Fete in 2021:

Cllr Hitchcock had produced a preliminary proposal and a copy of this is attached as Appendix B. She proposed that the Fete should be held on the last Saturday of the School Term so as not to clash with other village commitments.

A Working party would be set up a working group with a minimum of 5 members and the first meeting to be held in January 2020 which would discuss the venue and start approach contacts.

9. Village Items:

i) **Court Hill;** The Parish Clerk had emailed Lee Turner at OCC Highways on the 9th August requesting traffic restrictions for Court Hill. **Nothing had been heard but she would send a reminder requesting a reply in time for the next PC meeting on the 18th November.**

ii) **Village Fete in 2021;** See Item 8 Reports from Councillors.

iii) **Millennium Green;**

Placement of the new benches and security fixings.

Councillors were asked where to place the new benches on the MG and Cllr Frewer agreed to look and make suggestions.

Cllr Barber would remove the current benches then deliver and place four of the new benches on the MG.

The PC agreed to confirm Mark Bradfield as the contractor who would look after the Wildflower areas on the MG.

iv) **Railway funding;**

It was decided that it was not appropriate to apply for any of the funding.

10. Staff Matters:

The Clerk left the room for this item.

The Parish Council was advised by the Chairman that the performance appraisal had been successfully completed and as a result it was proposed that the Parish Clerk be awarded a further SCP. This was unanimously agreed.

KH

11. Planning Applications

LRE/4783/6-X, Antwicks Stud, Main Street, Letcombe Regis. 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. email received from Martin Dean(MD) forwarded to Councillors. MD had written to say that he is writing to the applicant to find out what is happening and would keep us informed. **Ongoing**

P19/V0855/FUL, Mill Cottage, Letcombe Regis OX12 9JD. Demolish dwelling. Erect new dwelling. Consultation 2nd to 24th May, Target decision date 24 June 2019. Registration date 29 April 2019, End of consultation period 2nd 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. **Awaiting decision.**

P19/V1069/FUL Letcombe Bowers Farm, Letcombe Regis OX12 9NG. Use of part of an existing dwelling as a separate dwelling-house. Registered 30th 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. **Approved**

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 1st July 2019, Target decision date 31st August. PC's comments to the Vale, Letcombe Regis Parish Council have no problems with this application. **Granted - 23rd August 2019.**

P19/V1917/FUL, Letcombe Bowers Farm, Letcombe Regis OX12 9NG. Alterations to the existing farmhouse and replacement of the self contained east wing. Consultation ends 25 September, Target decision date 23rd October.

Other planning issues (if any)

Parish Council meetings: Dates approved by the PC but subject to change,

2019: November 18th.

2020: 20th January, 16th March, 18th May APM followed by the APCM, 20th July, 21st September 21st 16th November.

The meeting finished at 10.25.

Elizabeth Jenkins
Parish Clerk
7th November 2019