

## *Letcombe Regis Parish Council*

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***Minutes of the Annual Parish Council Meeting held on Monday September 21<sup>st</sup> at 8.007.45pm  
Due to the Government Covid-19 Regulations the meeting was held as a virtual meeting using the  
Zoom Platform. The first 5 minutes were for meeting preparation***

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

One villager was present for part of the meeting

Item		Actions
<p><b>1. Apologies for Absence:</b> Cllr Constance and Cllr Frewer were unable to access the meeting due to technical issues</p> <p><b>2. Declarations of Interest:</b> None</p> <p><b>3. Approval of the Minutes held on Monday 20<sup>th</sup> July and Actions arising:</b> Councillors approved the minutes</p> <p><b>4. Actions Arising:</b> <b>Ongoing actions from the last minutes:</b> <b>Item 9, Children’s Crossing signs</b> Mark Francis has confirmed he will place an order for the signs. <b>Completed</b></p> <p><b>Item 10 iv) HSBC</b> See Agenda Item 11i) <b>Completed</b></p> <p><b>Actions from the last meeting</b> <b>From Julie Mabberley update</b> This was received by Cllr Lapsley and the final letter was signed and together with copies of all correspondence forwarded to the Secretary of State on the 8<sup>th</sup> August. No reply received to date. Cllr Lapsley will send a further letter requesting a reply.</p> <p>Copies of further correspondence from JM (copied to Councillors for the meeting) now attached as Appendix 1</p> <p><b>Item 7iii), Village Consultation re lighting for football pitch,</b> See Agenda item 7iii) <b>Completed</b></p> <p><b>Item 8i) Burial Ground Tree survey,</b> Clerk to ask Phil Hodgson for his professional</p>		<b>JL</b>

opinion See Agenda item 8i) **Completed**

**Item 10, Parish Councillor updates**

**Lost Property Policy.** Councillors to report to the next meeting. See Agenda item 7i)

Cllrs

**Village Warden.**

Yearly Programme to be brought to the next Parish Council meeting on 16<sup>th</sup> November. **Ongoing**

EJ

**Phil Hodgson had been invited to the meeting to update Councillors on his findings in relation to the Burial Ground Trees and Car Park.**

PH reported that he had been through the Burial Ground paperwork. He has been down to the BG and measured then followed by speaking to John Platt the Arboricultural Consultant whose report shows that the area protection for the Trees is greater for T1 than originally calculated from the original information from the Tree Officer. There is a large bough in the area of the trunk where it is measured to calculate the root area and PH will contact the Tree Officer to see if he can allow flexibility in the calculations for the car park. The quotations vary from around £55k to £70k, with 2 of the later ones slightly lower. There are a number of possible cost savings and these would be discussed with Councillors one of which would be to consider spreading the soil on the area where the tennis court spoil was placed. Kerbs alongside the tennis courts (these were to prevent cars from running in to the tennis court fence could be reconsidered). The Ash tree has signs of ash die back and this will be discussed with the tree officer as well. Quotes are hard to compare due to the way they had been compiled.

The Chairman thanked PH for his expertise asking if he would be prepared to oversee pushing the project forward and he agreed. that he is happy to help with the drawings, pricing and talking to contractors. Cllr Lapsley pointed out that there are plots marked out and under the trees and these would need to be reviewed also that there are time constraints, The Chairman said that because of Covid-19 the deadline had been moved but it is vital that this project goes ahead pandemic permitting as quickly as possible to ensure section 106 monies are secured.

**Action plan**

Meet with the Tree officer on the Burial Ground re the tree protection zone.

Tweek the design in line with Councillors preferences.

Re-tender but include pricing schedule so as to compare the tenders. They could also be asked if they have any ideas for cost saving.

PH agreed to contact the Tree officer and meet him on site he would let the Clerk know so that whoever was available could join the meeting.

The Chairman thanked him for his report and he left the meeting.

**5. County Council Matters:**

Active Travel Tranche 2 (sent to Cllrs 14.8.2020)

OCC Report (sent to Cllrs 7.9.2020) **Both noted.**

6.	<p><b>District Council Matters:</b></p> <p>i) <b>BOATS</b> Zoom meeting. Cllr Barrow is arranging a meeting between the affected Parish Councils.</p> <p>ii) <b>Speed Guns,</b> Cllr Barrow suggested that for the next PC meeting we could ask Andy Gordon, from OCC and Tom Wallcott-Smith could take us through the options. The Chairman suggested discussing the purchase of a shared speed gun at the BOAT meeting.</p> <p>iii) <b>Antwick Stud Planning consultation</b> PB had heard nothing from Planning but was aware that Martin Deans had sent an update to the Clerk- See Item 13.</p>	<b>PB-DC</b>
7.	<p><b>Parish Council Matters:</b></p> <p>i) <b>Lost Property Policy</b> Details of lost items to be emailed to village list. Items to be retained for three months and then disposed of. It was suggested that items should be included in the Register, Facebook and the Website.</p> <p>ii) <b>Speed Indicator Device (SID)</b> The Clerk had contacted PCSO Tom Walcott-Smith and he had agreed to monitor cars at the lower end of Court Hill Road and would inform the Clerk when it had been done.</p> <p>iii) <b>Lighting request for the football pitch</b> Cllr Batchelor suggested that the wording for the consultation should be agreed at the next meeting. Councillors need to ensure that it does not create a precedent for any future lighting requests. He will consult with Richard Taylor and prepare draft paper for the next meeting. The Chairman confirmed that the previous consultation included all residents over the age of 12.</p> <p>iv) <b>Community Emergency Plan</b> Cllr Light reported the plan has been updated to include the current Covid situation and is confidential to Councillors and the Response team only. There were still a few items to be included. There would be one for the general public placed on the Parish Council Website which would be revised to conform to General Data Protection Regulations. Councillors approved the plan.</p> <p>Cllr Light also said that the emergency team required a separate smart phone for the Emergency Group to hold on a rotating basis. Councillors approved the purchase.</p> <p>v) <b>Road Markings and signs update</b> Mark Francis was waiting for a reply to his request for a "Task Order" for the scheme before he could put the order in. The Clerk will ask him for an update as soon as possible.</p>	<b>EJ/MB</b>
8.	<p><b>Burial Ground</b></p> <p>i) Phil Hodgson had joined the meeting, see earlier report.</p>	<b>LL/EJ</b>
		<b>EJ</b>

	<p>ii) Draft Letter to Jim Birch re consecrated and unconsecrated areas of the churchyard. The Clerk has been asked to write to him to ensure that anyone requesting a burial plot will be asked if they want a consecrated or unconsecrated one. They should also be told that there are available plots in the St Andrew's Burial ground (corner of Bassett Road opposite the Village Hall). Paperwork to be forwarded by the Clerk</p>	<p><b>EJ</b></p>
<p><b>9.</b></p>	<p><b>Covid-19</b>  The Chairman reported that it has been relatively quiet during the summer with no requirement for issuing Covid-19 bulletins as all information can be found on the website. It had been anticipated that cases would increase as lockdown was released and winter approached. The team plan to hold a Zoom meeting for volunteers in October to encourage everyone to continue to stay on board. Three visors have been passed to the Trustees so that there is a full PPE kit in the Warborough Room in case anyone is taken ill in the village hall. Cllr Barber reported that there have been cases in King Alfred's school with one class being sent home for two weeks to isolate.</p>	
<p><b>10.</b></p>	<p><b>Parish Councillors Updates:</b>  <b>Cllr Barber</b>  The Clerk had contacted Bertie Raines, asking him to quote for clearing the waste vegetation and quote for the tree work needed on the Millennium Green once Mark Bradfield had finished cutting back the the wildflower areas. The Clerk would also obtain other quotes.</p> <p>Cllr Barber confirmed that in the future the green waste from the Millennium Green would be taken to Warborough Farm for disposal by the Village Warden.</p> <p><b>Cllr Batchelor</b> - Football lights consultation, Airband update.  Cllr. Batchelor had contacted Airband a couple of times but has had no response. The Lighting consultation was dealt with under Parish Council Matters Item 7i).</p> <p><b>Cllr Benton</b> - Roads &amp; Potholes,  Cllr Benton had spoken to Gordon Kelman from Highways going through everything that had been reported over the past 18 months. There are still problems with Fixmystreet items are disappearing without being actioned. GK replied to say that any issues should be reported direct to to the area Highways inspector who would escalate them to the infrastructure team to deal with on Fixmystreet and their internal data system. We should all continue to enter issues and check the system weekly. Repairs previously agreed for Court Hill Road has been put off due to other areas with a higher priority and is unlikely to be done in 2020-2021 due to lack of finance. Cllr Bentons Report attached as Appendix 2)</p> <p>Minutes Protocols  Cllr Benton said she had also enquired about minutes protocol and checked with other councils. It was agreed that the Clerk would try and get the draft minutes to the Chairman within a week of the meeting and the Chairman would turn them round within 24 hours. The draft could then be sent out to Councillors.  This would enable actions to be followed through in advance of the next PC meeting.</p> <p><b>Cllr Light</b></p>	<p><b>EJ</b></p> <p><b>EJ</b></p> <p><b>EJ</b></p>

Cllr Light reported that there was a LBP meeting due to take place on the 22nd October which she may not be able to attend. However it was possible that due to new Covid-19 restrictions the meeting may not take place. The Clerk will send Anthony Harker, the LBP Chairman, a list of village houses situated next to the Letcombe Brook and the tributary by Warborough Road

11.

### **Financial Matters - 2019-2020 Audit**

#### **i) Clerks Report**

The Clerk reported that she had spoken to HSBC and is applying on line to request a credit card. Councillors agreed her recommendation of placing a £250 limit on the spend. The Chairman suggested appointing a fifth signatory and Cllr Barber agreed. A new mandate needed to be filled in for all signatories and the Clerk would email them the forms. The Clerk suggested that she should come off the signatory list however the Chairman said she should stay on and Councillors agreed. It was also agreed that both the credit card and the transfer of payments over the internet would be agreed by any two signatories. The exception would be payments to the Clerk which would be approved by two of the other signatories. All payments would be authorised by email to provide an audit trail. Full report attached as Appendix 3

#### **Signatories**

Current signatories for the Parish Council are Jeanne Lapsley - Chairman, Loretta Light - Vice Chairman and Elizabeth Jenkins - Parish Clerk and RFO. The two new signatories are David Barber - Councillor and Paul Batchelor - Councillor.

#### **ii) Ratification of invoices paid and to be paid**

Councillors ratified the following invoices.

Came & Company 1<sup>st</sup> year of three year insurance agreement - £375.06, Letcombe Brook Project - £700.00, PAYE for July - £62.40, Clerk July salary - £464.18, Clerk for printer Cartridges - £113.99, RG & VHC Village Hall hire lost cheque from March - £16.00, Letter & correspondence to Sec of State Matt Hancock and postage stamps - £32.06, Letcombe Football Club second half of payment for MG grass cutting - £300.00, Mark Bradfield MG Wild Flower work for May to August 2020 - £360.00, A Morris for PPE Visors through Cllr Benton - £205.00, JW Platts for Tree root survey for the Burial Ground - £1794.00, Clerk August salary - £439.40, PAYE for August - £56.20, Clerk for payment of Application Discharge fee for Burial Ground Tree survey - £58.00, Green & Stripey Mowing the Burial Ground 7<sup>th</sup> & 21<sup>st</sup> August 2020 - £110.00. Direct Debit payments for mobile phone July - £22.98 and August - £22.98

#### **iii) Summary of costs against budget**

Cllr Light queried the second payment to The Oxford Artisan Distillery (TOAD) for the Sanitiser. This had been made out ready to give them on collection of the second supply but as no reply had been from them, the cheque will be cancelled.

EJ

#### **iv) Budget build for next year**

The Chairman asked Councillors to respond to the Clerk with any suggestions.

Cllrs

#### **v) Community Grants**

Sue Hannon requested a grant of £120 to purchase an annual Zoom licence enabling the Book and Gardening clubs to hold virtual meetings during the Covid crisis.

Councillors discussed and agreed the grant as it is one way of supporting the wellbeing of villagers during the Covid-19 crisis. The Clerk will inform Sue Hannon.

EJ  
EJ

12.

**Village Items:**

PCSO Tom Wallcott-Smith has confirmed he will check speeding issues at the bottom of Court Hill Road and will let the Clerk know when this has taken place and the Clerk will report the results to Councillors.

13.

**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.

Since the initial meeting meeting between VOWH and the Applicant Martin Deans (MD) of VOWH is contacting them monthly and reporting back to the PC. MD reported that he had a conversation with the Applicant at the end of February and clear progress has been made over the last month. He is confident that the Applicant is keen to move things forward with some speed. While MD appreciates that more detail would be helpful he points out that the content of the conversations has to remain confidential at this stage. I see this as clear evidence of progress on their behalf in terms of moving things forward. I will update you again in a month's time. September 2020, Martin Deans reported that the applicants have appointed agents to assist them with looking at options and the agents are due to contact Martin Deans in the next few weeks. He will update the Clerk for the next meeting.

EJ

**P20/V1878/FUL, The Old Manor Letcombe Regis OX12 9JP** Regularise unauthorised change of use from office to ancillary accommodation.

Date received 27<sup>th</sup> July 2020, Registration Date 11<sup>th</sup> August 2020, Start Consultation Period 13<sup>th</sup> August 2020, End Consultation Period 10<sup>th</sup> September 2020, Target Decision Date 6<sup>th</sup> October 2020. Sent to Councillors 17<sup>th</sup> August 2020. Parish Councillors comments *Letcombe Regis Parish Council have no objections to this planning application. Neither have they received any objections from neighbours.*

**BP20/V2152/DIS, Letcombe Regis Parish Council Burial Ground, Bassett Road, Letcombe Regis OX12 9LS.** Discharge of condition 4 (Tree Protection) on

P19/V2316/FUL (Proposed car park expansion on recreation ground, and new pedestrian access to adjoining burial ground). Date Received 24th August 2020, Registration Date, 2nd September 2020, Target Decision Date 14th October 2020.

**P20/V1808/FUL, Mill Cottage Letcombe Regis Wantage OX12 9JD.** Demolish Dwelling. Erect New Dwelling, Date Received, 22nd July 2020, Registration Date 17th August 2020, Start Consultation Period 25th August 2020, End Consultation Period, 16th September 2020, Target Decision Date 12th October 2020. Parish Councillors comments *“While Letcombe Regis Parish Council have no objections to the planning application. The Preliminary Roost Assessment needs to be taken into account along with the planning application. Councillors also wish to point out that the plan currently outlines a parcel of land which belongs to a neighbouring property whose owner wishes to retain the ownership of the said land. He has also*

*pointed out that the replacement substantially increases the size of the replacement building.”*

**There were no other planning issues.**

**Planning Consultation Document**

Chairman has responded via OALC (Copy available on request)

We are awaiting the Vale of the white Horse local plan which should be out for consultation by the end of the year.

**Parish Council meetings: Dates approved by the PC but subject to change,**  
16th November 2020, 18<sup>th</sup> January 2021, 15<sup>th</sup> March 2021

The meeting finished at 10.30pm

Elizabeth Jenkins  
Parish Clerk  
28<sup>th</sup> September 2020

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## **Appendix 1**

**Statement to HOSC re Wantage Hospital from Julie Maberley**



## **Julie Mabberley - Statement to HOSC 24 September 2020**

Without sight of the statement from Oxford Health NHS FT on its proposals to progress a strategic development and quality improvement plan for its community services across Oxfordshire (including services at Wantage Community Hospital/OX12), it is impossible for me to make my statement relevant to what the representative from the Trust is going to say so this statement has to be based on the current situation.

Wantage Hospital temporarily closed to inpatients in July 2016 and remains so more than 4 years later.

Prior to this meeting, this issue has been included in papers reported at HOSC 42 times and no action has been taken to re-open our facilities.

We are pleased to note that in the response to the letter from Councillor Fatemian received on 28<sup>th</sup> August 2020 it was stated that the replacement of the water systems at Wantage Community Hospital has now been completed and the Legionella risk has been removed from the site. Therefore the reason for the closure of the in-patient facility no longer exists.

Yet the letter states that the inpatient beds at Wantage Community Hospital will need to remain temporarily closed to ensure the resilient staffing of other critical services as we approach winter and a possible “second wave”.

Unfortunately the same letter has also announced that the remaining services in the hospital, namely:

- physiotherapy services (which we fought to get re-opened after the outsourcing of services in 2017/18), and
- maternity services which had remained open,

have now been temporarily closed (again) for “health and safety reasons” and the Trust cannot confirm when these services will return.

The same letter states that “Wantage Community Hospital will play a number of important roles in supporting the recovery of patients post-COVID, enabling the resumption of outpatient clinics and community-based services for its local population”. Yet no services for patients remain open.

This is totally unacceptable.

The Health Service took control of our Hospital (built, maintained and paid for by the residents of Wantage) in 1974 and took responsibility for the maintenance of the site and the on-going provision of services.

We would assume that that this responsibility would include ensuring that the building would continue to meet the health and safety standards necessary but obviously this is not the case.

HOSC is the overview and scrutiny body for the Trust and we believe that the Trust, Oxfordshire Clinical Commissioning Group, the Oxfordshire Health and Wellbeing Board and HOSC have all failed in their responsibility to patients and residents of OX12 in maintaining the building and services for our local community.

**We request that urgent action be taken to remedy this situation and reopen all services in the hospital.**

## **Appendix 2**

Report from Cllr Benton on the past 18 months correspondence with Gordon Kelman of Highways

## **Problems with FixmyStreet**

OCC and the Parish Clerk had issues with FixmyStreet. These were discussed and the example of the time it had taken to get the damaged drain outside the Vicarage repaired. The Clerk would let GK have the paper trail. Some reports had been marked up as completed when they had not been actioned. The Clerk had at recently had problems with registering reports on the system, GK suspected that this was because of more frequent reporting.

There have been some improvements made to fix my street. I have checked this week and there is only one live issue on the site (bus timetable). Some of the issues I have report have just disappeared with no actions completed.

**GK – Any FixMyStreet issues need to be reported to the Highways Inspector for the area who should escalate them to the Infrastructure Team who deal with technical issues on the interface between FixMyStreet and our internal database system.**

## **Drainage Issues – Flooding**

Letcombe Regis is a low-lying village with water draining down the following three roads, Court Hill Road, Windmill Hill (no official name but known locally) and Warborough Road. The runoff from all three roads drains down into the village carrying detritus which continuously blocks the drains. It also results in some of the areas where the road is covered in water, an extra danger in the winter in freezing conditions. Two areas are problematic one is at a busy junction and the other is just round a sharp bend leading into the village.

GL explained that gully clearing varies throughout the County depending on the frequency of when they need clearing. Some need to be targeted three or four times a year while others only needing attention annually or even at two to four-year intervals. It was agreed that problematic drains would need to have a more extensive examination by camera. system.

Was this completed?

**GK – the frequency of cleaning is on an on-going process I'm not involved in.**

**As far as I'm aware all CCTV camera work is completed.**

OCC are in the process of building up a picture of the gullies systems throughout the County using Kaarbon Tech, which uses GIS<sup>1</sup>. The system is in its fourth year and from April should be starting to target drains depending on the frequency needed.

JL asked if this could be seen by all Councils in the County GK explained that it is a closed system and only available to those who hold a licence for it. MB asked if it is possible for us to let OCC know the areas which needed more frequent attention. GK said they would be happy to receive the information also to know of any drains which had been completely hidden over the years. GK also clarified that road drains are the Counties responsibility.

**As far as I am aware the 11 blocked gullies (reported to you and 'FixMyStreet March 2020) on the short stretch of road Court Hill Road to the bottom of Windmill Hill have not been cleared. As for the any other blocked gullies in the village I am not aware of any recent actions.**

**GK - FixMyStreet reports go straight to the Highways Inspectors so I'm not aware of any actions taken regarding the cleaning of the 11 blocked gullies.**

## **Springs**

JL asked if it is possible to cap a spring particularly the one on the bank in South Street GK said that this is possible, but springs invariably have a habit of circumventing the capping.

## **Defibrillator**

The lock on the Defibrillator casing in Main Street had to be replaced twice in the last year as it had failed and could not be unlocked meaning the defibrillator could not be accessed. We had realised that this was due to flooding above a blocked drain in the road next to the defibrillator. Traffic running through the water was spraying up on the defibrillator casing drenching the lock with water and grit from the roadway resulting in damage to the lock. The PC would be looking to OCC to pay for a replacement lock.

[This issue has been dealt with many thanks](#)

## **Road issues – Subsidence**

There were areas of subsidence in the village especially round drains and this exacerbated flooding and blocking of the drains. Two in particular were the one outside Croft End where the driveway leads to two houses. The owner of Croft End had recently emailed the Clerk to ask if Highways would be responsible for edging the end of his driveway to stop the gravel leaching out onto the roadway and down the drain. The Clerk had replied to say that it was likely to say that it was the responsibility of the owners of the driveway, but she would mention this at the meeting. GK offered to contact the owner and discuss how this should be done. Because of the General Data Protection Regulations (GDPR), the Clerk has contacted the owner for permission to pass his details on to GK. The other one is already mentioned in connection with the Defibrillator.

[Contact with the owner of Croft End was made and no further action taken](#)

## **Potholes**

GK explained that once notified on FixmyStreet potholes would be inspected and marked up if they needed attention. White meant fill within 28 days and Red within two hours.

## **Road edges breaking away**

On narrow roads these were a danger to traffic especially cyclists and motorbikes. Court Hill in particular. These would be looked at after the meeting. **It was agreed that this road would have work completed but sadly it was not included in the recent scheduled works that took place in the village. I have received lots of requests regards an update on this.**

[GK - This site is certainly suitable for structural patching or overlay works, however more urgent work is now firmed up for 2021/22 so at the current time it's unlikely to be included in the 21/22 programme. GK to keep an eye on its condition and if required do some holding repairs.](#)

## **Pavements**

Pavements particularly the one in South Street is badly worn and breaking up in places. Especially at the South End outside The Hollies and Park Cottage at the north end of the street. The pavement is also sloping down towards the road making it difficult for anyone with difficulty walking.

**There still has not been any action on this issue.**

[GK - This footway is on my list for works in year 2021/22, I'm not sure what the budget is at present but I'm hopeful of it being included in the 2021/22 programme.](#)

## **Supporting Structure for the Pavement at the North End of South Street**

The pavement along South Street rises in height by around four feet as it goes towards the south end of the street it is supported at the edge by a stone wall. This is breaking up in places and was reported on FixmyStreet on the 8<sup>th</sup> February 2018, the following has been copied from the report on FixmyStreet.

“UPDATES

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It was marked as “not suitable for immediate repair but we have forwarded it to our to Asset Renewals Team” then marked as State changed to: Action scheduled on 23<sup>rd</sup> August and a defect raised.

Now showing as Report closed. However the issue has been passed to the relevant team for consideration for future programmed works. State changed to no further action. Posted by OCC at 11.46 Sat 8 September 2018

**Still no action on this issue**

**GK met the Bridges Inspector on site and discussed the condition of what is basically a structure. He was unaware of this structure and we concluded it should be included on the list of the Bridges / Structure asset list and therefore any maintenance would need to be carried out by them.**

**I haven't heard anything since that meeting but will ask the Bridge Inspector what the current status is. GK to chase this to make sure it is know included in the Structure list and that they are looking at it.**

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This report is now closed to updates. You can make a new report in the same location.”

Looking at it recently it appears to have deteriorated more and as it is the only pavement on South Street. Richmond Retirement Home is parallel with South Street and the pavement is often used by elderly residents. South Street is narrow and not suitable to be used by pedestrians.

**Other issues not mentioned above:**

**Bablakes**-Lots of activity here in the last few months. Immediate issues were dealt with but still no news regards the works to deal with the long-term issues here?

**GK – We have funding issues with this one so in the interim more frequent cleaning of the existing gullies and chambers to be carried out until such time that a robust drainage scheme can be carried out.**

**Windmill Hill**-Several lots of works carried out here, thank you.

**Dead trees** - Court Hill Road, still no action taken by OCC despite admitting responsibility. Report completely disappeared from FixMyStreet.

**White lining** came up as a question. I bumped into the team who were recently white lining in Letcombe Regis. They told me they were going to Court Hill Road, but none was completed there? They also mentioned that they were only going to replace what was worn off completely? That seems a strange way to work? Surely that means they would have to visit more often to replace the bits they did not do last time?

**GK- I'm not sure if this lining work was being carried out due to the road patching work.? We would normally only replace what was erased due to the work or anything that was clearly in need of refreshing due to be heavily worm off.**

**Complaint-** from a resident of the village regards the entrance to Antwicks Manor. I know you had a look at it on Google maps any update please?

**GK - To be include in 21/22 Minor Patching Programme**

**Chapel Lane-**Same sort of issues as the entrance to Antwicks Manor. I have received complaints from other members of the PC.

**GK – I'm not sure where Chapel Lane is as it's not listed on our mapping system.**

## **Appendix 3**

## **Clerks Report for Parish Council Meeting on Monday 21<sup>st</sup> September via Zoom**

### **Audit paperwork**

This was emailed to the Auditors on the 17<sup>th</sup> August they replied confirming receipt on the 27<sup>th</sup> of August confirming receipt and asking to ensure that the PC wanted to be subject to a limited assurance review which I confirmed.

### **HSBC Change to BACS and use of a Debit card**

Cllr Lapsley had asked if it is possible to have a virtual meeting with HSBC and I called in at the Abingdon branch of HSBC earlier in the month to ask if this is a possibility however this facility is not available. The person I spoke to recommended speaking direct to the business team who would have the most up to date information as this can change and the bank adjusts to facilitate business account clients due to the pandemic.

HSBC confirmed that the Parish Council accounts come under the heading of Community accounts. They arranged for the Witney Branch to send through a new Mandate for signatories to fill in by the individual signatories and I will let you have the paperwork. I need to apply on line to be issued with a Credit card and this can be done once Councillors set the daily limit.

“At the May Parish Council Meeting meeting Councillors agreed that Clerk could pay BACS once clearance had been obtained from two of the three other signatories to include her own salary once her time sheet had been approved by the Chairman or Vice-chair in the Chairman’s absence.”

This will need a clear audit trail, with authorisation done by email. Currently for cheques I am emailing signatories with the invoices and they then sign the cheques. I count as a signatory for any payments apart from my own salary cheque or anything which I have personally purchased for the Council

There are currently three signatories, Cllrs Lapsley, Cllr Light and myself and Cllr Batchelor has agreed to become a signatory as well. I understand from HSBC that due to Covid they may agree to Cllr Batchelor becoming a signatory without having to go into a branch, they will let me know.

Are councillors happy to adopt the same procedure for purchases made from the debit card as agreed for BACS at the May PC meeting.

### **Safeguard Review**

I had received from the bank requesting a Safeguard review. I having not previously had one of these reviews before I was concerned in case it was a scam. HSBC confirmed it was genuine and suggested postponing the review until changes to the accounting system had been updated. This has now been booked for the 2<sup>nd</sup> October.

### **Parish Council Accounts as of the 31<sup>st</sup> August – to the nearest £**

Current account £6,303

Deposit account £78,320 – this includes the £9k matched funding for the Children’s playground and S106 £45k funding. Other funding held by the PC to be used to top up the overall costs.

Village Hall Project Account £1,357

BIG Lottery account £12,473



**Road Markings and signs**

I wrote to Mark Francis to ask for dates for the road markings and signs and also the cost of the Children's playground signs. He has been on leave and is now chasing the supplier for the costs and dates. I will let you know as soon as he gets back to me, unfortunately due to the pandemic Highways are extremely busy at the moment.

**Wantage Hospital**

Please see the draft letter from Julia Maberley sent out with this report.

**Millennium Green**

I have asked Bertie Raines to give a quote for cutting back the Chinese Elm on the Millennium Green and am also sending off for other quotes.

**Emerging South Oxfordshire Local Plan: Proposed Main Modifications Consultation**

Please see the above which was sent out this afternoon by email. The Consultation is from today 21<sup>st</sup> September until the midnight on 2<sup>nd</sup> November 2020.

Elizabeth Jenkins  
Parish Clerk