

Letcombe Regis Parish Council

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OX12 9LD

***Minutes of the Parish Council Meeting held in the Warborough Room
of the Village Hall on Monday 18th March 2019 at 8pm***

Present: Jeanne Lapsley (JL) Chairman, Loretta Light (LL) Vice Chairman,
Councillors David Barber (DB), Paul Batchelor (PB), Michelle Benton (MB) and
Joyce Ward (JW), Elizabeth Jenkins (EJ) Parish Clerk
County & District Cllr Constance was present for the County Council and District
Council matters.

Three members of the public attended the meeting.

1. Apologies for Absence:

Apologies were received from Cllr Maurice who was unable to attend due to illness.

2. Declarations of Interest:

There were no declarations of interest.

**3. Approval of the minutes of the Parish Council meeting held on Monday 21st January 2019
and actions arising:**

Item 4 i) - Draft Sustainability Appraisal Scoping Report; Councillors were asked to look at the report and forward their comments. **Action completed**

Item 6 - Fix my Street; Clerk to write to ask for the relevant Highways County Officer to meet with Councillors to see the extent of road problems. Initial letter to highways received no reply but the Clerk has since written to Mark Bostock, Principal Officer – Highways & Drainage (south) and copied to Cllr Constance. Reply received from Mark Bostock on the 8th March and a meeting arranged for 20th March. **Action completed**

Item 6 iv) - Credit Card for PC use; The Clerk met with HSBC on the 4th March but no progress was made as apparently one of the other signatories needed to attend the meeting. However it may be that we can apply on line and I am waiting for confirmation. See item 7 Financial matters re decision to move to a local bank. **Action completed**

Item 7 – Budget Proposals 2019-20; Budget Proposals. These were approved at the meeting and the clerk had sent the Precept request to the Vale received confirmation of its receipt. **Action completed**

Item 8 - Burial Ground Charges and Rules; These were reviewed at recent Burial Ground meetings and copies of the revised fees and rules are attached. The PC approved the changes at this evenings meeting. **Action completed.**

Annual review of Parish Council Standard Information; Safeguarding Policy. Cllr Light has reviewed the Safeguarding Policy bringing it in line with the Village Hall Policy Copy attached. The PC approved the changes at this evenings meeting. **Action completed.**

Emergency Plan; Confidential information has been removed from the plan which has now been placed on the website. **Action completed**

Installation of Benches. These have been paid for and are due for delivery at the end of March. **Action completed.**

Cllr Batchelor asked what the interest rate for the S106 is based on. The Clerk has written to the VOWH. **Action completed.**

Councillors approved the minutes which were duly signed by the Chairman.

4. County Council Matters:

i) Oxfordshire Plan 2050 - Oxfordshire authorities recently launched a consultation on a new plan for the whole county up to 2050. Information about this can be found on the following page: <https://oxfordshireplan>. Consultation closes on the 25th March. Cllr Constance urged councillors to reply to the consultation, particularly in respect to the A420 which is the busiest road in the County after the A34. Especially in regard to deliveries to both BMW and Honda. Cllr Constance is campaigning for the road to have safety islands enabling pedestrians to cross in safety. Currently in order just to cross the road some pedestrians are catching a bus one way to a safe crossing area and then catching a bus back to where they had originally wanted to cross. YC is campaigning for the A420 to be given the same facilities as the A40.

ii) Highways information fact sheet (Not for publication for Councillors only)

The Oxfordshire County Council Report for March had been received on the day of the PC meeting and is attached to the minutes as Appendix A.

5. District Council Matters:

Vale of White Horse Local Plan 2031 Part 2 - Public Consultation on Schedule of Proposed Draft Main Modifications. Consultation runs from 18 February to 5pm on the 1st April 2019.

Vale Budget - Cllr Constance reported that the budget set by the Vale of the White Horse had been approved. Until this year Councils had received finance from the New Homes Bonus (NHB). The Council had planned to use the money from the NHB to fund the new leisure centre but this has had to be shelved until the figures are known. There is a Government spending review this year there will be no gain for the Vale but OCC should benefit.

Green Lane

Cllr Constance has been pressing for the status of Green Lane and Cornhill Lane to be changed to exclude all vehicular traffic. Currently it is a Byeway Open to All Traffic (BOAT). Colin Barrett Chairman of West Challow PC is going to call a meeting of those Parish Councils who are affected to meet in order to exchange information, forming a group, initially to apply for a Seasonal Traffic Order so as to close both lanes during the winter months. Then to go on to obtain a Definitive Map Modification Order (DMMO). Currently it takes 10 years to get one in place.

Cllr Light asked if Cllr Constance had heard of the OX12 Group. Formation of the group had resulted from the group who organised the march against the closure of Wantage Hospital. Julia Maberley is the best contact. They will be holding a public meeting in the summer.

Cllr Batchelor asked if the plans to reopen Grove Railway Station were likely to go ahead? Cllr Constance said that it is still in the background. Currently there are talks about a new line Bristol running through Grove and on to Oxford, therefore completing the line through the region. Development of the Science based at Oxford and Cambridge, Science at Milton Park would include a directline between Oxford and Cambridge. YC pointed out that ousing development proposed along the Oxford Cambridge link road includes those which have already been agreed for Oxfordshire. The new town is likely to be built around Bedford.

6. **Parish Council Elections:** The Electoral information procedure was attached to the Agenda circulated to Councillors Sunday 10th March. The elections are on the 2nd May. The Clerk handed the forms round at the meeting. These must be handed in at the Council offices by 4pm on the 3rd of April and the Clerk would deliver provided they were she received by April 1st.

7. **Financial Matters:**

i) Clerks Report and Actions

Community Grant

The PC received two requests for Community Grants which were forwarded to Councillors with the Agenda will be discussed later, however this years budget of £1,000 has been spent.

The PC printer has been replaced. It was originally purchased in February 2014 costing £117 excl VAT. As confirmed in yesterdays email, the printerhead needed replacing at a cost for the part of £136 plus delivery. A replacement printer would be £125 and having discussed with the Chairman it was decided to go ahead and purchase a new printer. There is finance in this years budget to cover the expense.

Bank Accounts

I have transferred £40K from the current account to the deposit account so as to take advantage of the interest rate.

The PC had originally decided to stay with HSBC despite the Wantage branches closure until the BIG Lottery account was fully spent and then move to a local branch. However I have since discussed options with the Chairman, suggesting that the Current, Deposit and VH Project accounts could be moved to a Wantage bank leaving the BIG Lottery account with HSBC.

Councillors approved this measure and it was decided to apply to Barclays in Wantage. I will contact Barclays and report back to the Parish Council. **Action EJ**

ii) Receipts: see attached list.

iii) Ratification of Invoices paid and to be paid.

Clerk for paying Squarespace Website suscription £144.00, A Lax Village Warden for December 2018 & January 2019 £186.75, Clerk January salary £408.59, HMRC for PAYE £48.40, HMRC for PC National Insurance Contribution £309.53, OALC Subscription £143.90, F Engelmann for Letcombe Register invoice for ink cartridges £259.07, F Engelmann for Letcombe Register invoice for copy paper £118.08, Community First Oxfordshire Subscription £55.00, British Recycled Plastic MG benches £1475.45, HMRC for PAYE £34.00, Clerk February salary £350.11.

Direct Debit payments for PC Mobile Up to 7 October 2018 £28.43, to 7 November £22.98, to 7 December 2018 £22.98, to 8 January 2019 £22.98, to 8 February 2019 £22.98, to 8 March £22.98.

Councillors ratified the invoices

- iv) Community Grant requests. These were sent to Councillors with the Agenda. Request from Sophie Hannon who is raising funding £3,300 to enable her to take part in a school community project to Swaziland by offering her services, dog walking, watering, baby sitting etc.

Councillors approved the suggestion that residents under 18 who were raising money for community projects or charities, could advertise their services in the Register free of charge in order to raise the funds. The Clerk would write to Sophie Hannon to let her know. **Action EJ**

Request from Sue Ryder – South Oxfordshire Palliative Care Hub. The Clerk had received confirmation that they had helped 3 people in the Letcombe Regis postcode area. After discussion the PC decided not to give a grant and the Clerk would write to them informing of their decision. **Action EJ**

- v) Cllr Ward confirmed that she had met with the Clerk to appraise the PC's financial accounting system.

- vi) Councillors selected VAT procedures and Community Requests for the internal auditor to examine.

8. Draft Proposals for the Burial Ground.

- i) Improvements Plan. (draft plan circulated at the meeting)
The Chairman reported that the draft plans had been discussed by those present at the RG & VH Trust meeting on the 26th February. The Clerk would obtain an electronic copy and send it to the Trustees secretary to forward to anyone unable to attend the Trustees meeting for their feedback.

The plans would then be circulated to Letcombe Regis residents in the Register for their comments. **Action EJ**

- ii) Fees & rules (circulated to Councillors with the Agenda).
These had been discussed and agreed at the recent Burial Ground Group together with the Registrar Jim Birch. Councillors agreed the amendments.

9. Village Matters:

Blocked road drain by Little Croft. (forwarded to Councillors with the Agenda)

The resident at Little Croft had asked the PC for help with getting the blocked drain outside the driveway leading to Little Croft and Croft Cottage unblocked and with a means of stopping the gravel being washed from the driveway onto the road and into the drain. The Clerk had replied to say that it was likely that OCC would say that it was the responsibility of the owner of the driveway to ensure that the gravel did not get into the road. NB. at the subsequent meeting held with Highways on the 20th March Gordon Kelman (GK) of Highways had said he would be happy to meet with the resident to discuss how to form a barrier. The Clerk has since received permission (GDPR) to pass the details on to GK and has done so.

10. Meetings attended since the last Parish Council meeting:

OX12 Stakeholder Reference Group. Cllr Light had while attending a recent meeting had heard about the OX12 Stakeholder Reference Group whose purpose is to bring together patients, carers and the public from the local community with partners of the Oxfordshire Health and Wellbeing Board (HWBB) to ensure public views and experiences are taken into account in the implementation of Oxfordshire's Population Health and Care Needs Framework in OX12. The first meeting took place on February 13th at the Beacon in Wantage. Further details can be found on the internet by typing OX12 Stakeholder Reference Group in the search line.

OALC Executive Committee. The Chairman attended her second meeting of the OALC Executive Committee.

Yvonne Rees CEO of OCC spoke about smarter working, improving relationships with Parish Councils, She referred to consultations on the the Oxford Expressway and the Oxford 2050 consultation. Findings of the peer review were to be circulated.

OALC were planning to extend the range of subjects covered by their training courses.

11. Annual Parish Meeting Thursday 9th May at 7.30:

The Chairman asked Councillors to give a short summary at the Annual Parish Meeting reporting on what they had been involved with during the past year.

Action Cllrs

12. 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. Cllr Constance is still chasing this to see what if any progress has been made.

P18/V3124/HH and 18/V3125/LB, Dunstan Lodge, South Street, Letcombe Regis. Application for repairs to barn, repairs to the roof, cladding and timber frame and create a games room in roof area. Consultation period 10th January 2019 to 6th February 2019. Target Decision date 4th March 2019. Comment to the Vale, The PC had no problems with the application but noted the neighbours comment about noise. Application Approved 6.3.2019

P19/0147/HH and P19/V0249/DIS, Regis Cottage, South Street, Letcombe Regis. To remove old render on the SW exterior wall for repair and replacing with lime-based render. Period Consultation dates 1-27th February 2019. Target Decision date 21st March. Comment to the Vale, The PC had no problems with this application. Application approved on 20th March

Other Applications (if any)

P19/V0077/FUL, Land adacent to Courtdown, The Courtyard Stud Court Hill Road, OX12, Variation of Conditions 2(approved plans), 3(materials), and 6 (windows to east elevation) of planning permission P17/V1122/FUL.

The Clerk reported that she had not received the hard copy of the plans from the Vale and consequently asked for an extension date for comments to be submitted by the Parish Council. Councillors were asked to consider the proposals and feed back to the clerk who would then submit the view of the Parish Council to the authorities new deadline.

13. Parish Council meetings: Dates approved by the PC but subject to change
2019: 18th March, May 9th, Annual Parish Meeting followed by the Annual Parish Council Meeting, July 15th, September 16th and November 18th.

Dates for Approval at the next meeting.

Monday 20th January 2020 and Monday 16th March 2020

The meeting closed at 9.15
Elizabeth Jenkins
Parish Clerk
12 April 2019

APPROVED