

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 17th July 2023 in the Warborough Room of the Village Hall.**

Present: Jeanne Lapsley (JL) Parish Council (PC) Chairman, Paul Batchelor (PB) Vice-chair, Councillors David Barber (DB), Tom Griffin (TG), Gordon Lundie (GL), Elizabeth Jenkins (EJ) Parish Clerk.

County Councillor Yvonne Constance (YC) and District Councillor Paul Barrow (DC-PB)

Henry Hallward for Item 3 and 11 residents were also present

Item		Action
1.	Apologies for Absence: There were no apologies	
2.	Declarations of Interest: There were no declarations of interest.	
3.	P23/V1437/S73, Letcombe Bowers Farm Letcombe Regis Wantage OX12 9NG Variation of condition 1 (approved plans) on application reference P23/V0406/S73 to incorporate phased development of later additions/alterations. (Variation of condition 2) (Approved plans) in application P21/V2403/FUL to incorporate revised design features, revised building position and car ports.). Start Consultation Period 22nd June 2023. End Consultation Period 19th July 2023, Target Decision Date 15th August 2023. The Clerk requested Planning to extend the date to the 21 st July to enable discussion at the PC meeting. Planning confirmed the extension. Henry Hallward, the applicant, reported that apart from slight changes in the position of two of the houses and the use of the word “phased” the application had not changed. Cllr Lapsley asked if this had moved the boundaries and HH replied that they were the same as the original approved application. Councillors accepted his reassurance and the Clerk would let planning know that Councillors had no problems with the application.	EJ
4.	Approval of the following Minutes: The Annual Parish Meeting held on Monday the 15 th May 2023 The Annual Parish Council meeting held on Monday 15 th May 2023 The Extraordinary Parish Council Meeting held on Monday 19 th June 2023. Councillors approved the minutes.	

<p>5.</p> <p>6.</p> <p>7.</p>	<p>County Council Matters: <u>Dropped Trench at the bottom of Court Hill Road</u> Cllr Constance had contacted Airband who agreed to repair the dropped trench.</p> <p><u>Tree</u> OCC had planted a non native tree Gingko Biloba in the triangle at the bottom of Warborough Road. Cllr Barber pointed out that there were wires running above and drains running beneath the road bordering the tree, which was also in close proximity to a neighbouring house. A resident asked if it was removed it would be placed in a suitable spot in the village. Cllr Constance would chase OCC.</p> <p>District Council Matters: <u>Action from the May minutes</u> Cllr Barrow had contacted the Planning department to ensure that the previous application LRE/4783/6-X for Antwicks Stud was withdrawn and confirmed that this has been done. His monthly report had been forwarded to councillors.</p> <p>Parish Council Matters:</p> <p>i) Potholes discussion Cllr Lundie had mapped out a plan of potholes and damaged areas, which will cause future problems throughout the village, together with his suggestions. There are 21 sites in need of immediate repair. Councillors discussed and it was suggested that the PC should ask a senior officer from OCC to visit the village in order to assess the damage and discuss ways to improve the roads. Councillors felt that rural areas are ignored and the majority of the budget is spent on the main routes in Oxfordshire. Cllr Constance was asked how much had been spent in compensation for vehicle damage due to potholes, she agreed to check and let the PC know. Cllr Lapsley thanked Cllr Lundie for the excellent report.</p> <p>ii) First Aid in the Workplace Training The Clerk had received an email from Michelle Benton who confirmed that she was unable to continue as a Parish Councillor due to pressure of work and was unable to commit to provide First Aid Training. The Clerk would contact the company who did the original training. A resident asked if First Aid for Children could be included and Cllr Lapsley suggested the inclusion and that it should be open to residents. The Clerk would action.</p> <p>iii) Councillors Roles & Responsibilities The Chairman asked if Cllr Griffin would take the lead on footpaths and Cllr Lundie continue to oversee the potholes and they both agreed.</p> <p>Cllr Griffin pointed out that the owner of the agricultural fields had placed no entry notices in some areas which were in fact public footpaths. Cllr Barber, who knew the owner, would check the areas in question.</p> <p>iv) Village Maintenance The Chairman reported that the PC had appointed a new contractor for the Village Maintenance. The Clerk had been asked to write to Anne Williams to inform her about the use of chemical weedkilling for spot clearing the road gutters and pavements which were badly overgrown. Some residents had been unhappy about this and had written to the PC. The clerk had replied on behalf</p>	<p>YC</p> <p>GL</p> <p>YC</p> <p>EJ</p> <p>DB</p>
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<p>of the PC inviting them to attend the July PC meeting to discuss their views. Cllr Lapsley also thanked Anne Williams and her helpers for tidying up the area round the church wall. During the discussion between councillors and residents Cllr Griffin suggested forming a working party with Cllr Barber and one or two residents to discuss acceptable methods of removing the weeds, and they would report back to the September PC meeting. Flame weeding, particularly in the area of South Street where the wall supporting the pavement was badly in need of treatment was suggested. Councillors agreed there would be no chemical spraying until a plan had been agreed.</p>	<p>TG-DB</p>
<p>Anne Williams and Kristine Hitchcock would write a piece for the Register in order to encouraging residents to clear the areas in front of their own properties.</p>	<p>AW-KH</p>
<p>v) Community Led Plan Councillors were asked to look at the plan and at its next meeting the PC would decide whether to update the current plan or introduce a Neighbourhood plan.</p>	<p>ALL</p>
<p>vi) Electronic Banking The Chairman and Clerk needed to meet in order to complete the electronic form for HSBC to obtain a debit card for the Clerks use.</p>	<p>JL-EJ</p>
<p>vii) Village Fete 2024 Cllr Lapsley asked for someone to step forward and take this on. The previous fete had been done in conjunction with the church and the Clerk would look out the paperwork. Further discussion will take place at the next meeting.</p>	<p>ALL EJ</p>
<p>viii) Policies and Procedures Community Emergency Plan The Clerk had updated the list for the PC and Trustees however there had recently been a change to the Trustees and Michelle Benton had that evening confirmed that she was resigning from the PC. The plan would therefore need amending. Cllr Griffin suggested that there were improved ways of communicating in an emergency and would get back to the PC with proposals.</p>	<p>TG</p>
<p>Welcome Pack The Clerk would check through and update where necessary</p>	<p>EJ</p>
<p>ix) Councillors were informed that The Parish Council are members of the following organisations:</p> <ul style="list-style-type: none"> • Oxfordshire Association of Local Councils – OALC • Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust - BBOWT • Community First Oxford – CFO • Campaign for the Protection of Rural England – CPRE • Cllr Lapsley represents the Parish Council on the Letcombe Brook Project Charity Trust • The Clerk represents the Parish Council and the village on the Neighbourhood Action Group – NAG • Vale of White Horse Area Lead Co-ordinator sought for Neighbourhood Watch 	

<p>8.</p> <p>9.</p> <p>10.</p>	<p>Councillor Updates: Cllr Barber said that some of the hedging planted last year at the Parish Council Burial Ground had died and would need replacing in the autumn. A resident asked why beech had been used and the Parish clerk explained that this had been the choice when the Burial Ground was first planted in the 1970's however the the hedging along the Bassett Road was mixed. Cllr Lapsley pointed out that it retained its leaves throughout the year and was easily managed. Councillors decided that at least the area bordering the new car park on either side of the Lych gate should be replanted. The Clerk would arrange for this to be completed over the coming months</p> <p>Cllr Batchelor reported that BT has a programme of work which sees the current copper wire telephone system being replaced by a fibre optic based arrangement. Although initially scheduled for completion very soon, this has now changed to completion by December 2026. Residents can keep upto date with developments by registering at Openreach (https://www.openreach.com/).</p> <p>Financial Matters:</p> <p>i) Clerks report The Clerk reported on the account balances and gave a rundown on the reserves.</p> <p>ii) Ratification of invoices Logs Unlimited - village maintenance £117.60; D Forster Magician £320.00; Logs Unlimited - Burial Ground Improvement £975.60; OALC - Councillor Guides £24.20; Cllr lapsley - Christmas Tree £65.00; VOWH - Uncontested election fee £200.00; Clerk May salary £463.03; HMRC PAYE £73.40; Clerk - Waitrose - Coronation Tea items £32.00; Kristine Hitchcock Napkins & Flowers - Coronation celebrations £32.98; Arran Lax timesheets - Sept 2022 to April 2023 £1620.00; Hendred Ukelele Band (Coronation celebrations) £100.00; Logs Unlimited - village maintenance £229.20; Letcombe Football Club (MG grass cutting 1st half) £350.00; Robert Raines - invoice 1211 for managing MG Trees £582.00; Clerk Training course - Cemetry Management & Compliance £132.00; Julian Horsley - Internal Audit £125.00.</p> <p>Councillors ratified the payments.</p> <p>iii) Summary of payments and receipts against budget, for information only.</p> <p>iv) Parish Council Insurance Received to date Gallagher £442.65 Zurich £396.00 it was decided to go for the Zurich quote unless a better quote is received by the end of the week. N.B. Subsequently the Zurich quote was actioned.</p> <p>v) Grant requests if any There were no requests.</p> <p>Audit: Notice of publication of Public rights of inspection of the unaudited accounts has been placed in the Notice Boards and on the website. The AGAR was been</p>	<p>EJ</p>
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sent to the auditors on June 30th who have acknowledged receipt.

11. 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.

Withdrawn

P23/V0891/HH, The White House, Main Street, Letcombe Regis OX12 9JL.

Proposed replacement of defective utility room structure and shingle roof tiles.

Start Consultation Period 18th April 2023, End Consultation Period 19th May 2023, Target Decision Date 12th June 2023. Councillors have no problems with this application.

Ongoing

P23/V1370/LDP, 1 Castle Gardens Letcombe Regis Wantage OX12 9RQ

Installation of solar PV panels to the roofs of the front and rear elevations. Date received 12th June 2023, Registration date 23rd June 2023, Target Decision date 18th August 2023.

Ongoing

Planning issues received since publication of the Agenda (if any)

No applications had been received.

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

2023 - 18th September, 20th November,

2024 - 22nd January and 18th March.

Meeting closed at 8.30pm

Elizabeth Jenkins

Parish Clerk

19th July 2023