

Letcombe Regis Parish Council

Parish Clerk Mrs Elizabeth Jenkins
Tel: 01235 765530
Email: letregispc@gmail.com

4 The Old Stables
Warborough Road
Letcombe Regis
OX12 9LD

Minutes of the Annual Parish Council Meeting held on Monday 18th May 2020 at 7.45pm
Due to the Government Covid-19 Regulations the meeting was held as a virtual meeting using the Zoom Platform. The first 15 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),
Doug Frewer (DF), Kristine Hitchcock (KH) and Elizabeth Jenkins (EJ) Parish Clerk

District Councillor Paul Barrow (PB(DC)) was also in attendance.
There were no villagers present

Section		Actions
	The Chairman welcomed everyone to the meeting	
1.	Election of Chairman and Vice-Chair: Cllr. Lapsley was proposed as Chairman by Cllr Batchelor and seconded by Cllr Benton Cllr Light was proposed as Vice Chairman by Cllr Batchelor and seconded by Cllr Benton Cllrs Lapsley and Light both agreed to accept their offices and the forms would be signed after the meeting.	EJ
2.	Apologies for Absence: Cllr Constance sent her apologies - Accepted The Clerk would ask her to resend the OCC report	EJ
3.	Declarations of Interest: Cllr Light declared two interests, first as a Trustee of Be Free Young Carers and would not vote on their grant application. She is also personally acquainted with the owners of The Old House and will not take part in discussions on the application which will take place later in the meeting. Cllr Lapsley is also acquainted with the owners of the Old House and would not take part in discussions on the application. It was noted that Cllr Frewer as a resident of Richmond will not comment on the planning application for an Information Board. The Millennium Green Information Board Planning Application has been submitted by the PC.	

<p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p>	<p>Approval of the minutes of the Parish Council meeting held on Monday 27th March 2020: The Minutes were approved by Councillors</p> <p>Actions Arising: To establish the following Item 2a Covid-19 Co-ordinating Group - Completed Volunteer Register – Completed PC Responsibilities and their main areas of support – Completed Co-ordinating group, named Cobra, consisted of Cllrs Lapsley, Light and Benton Supported by the Clerk Cllr Batchelor and Pete Bellis would ensure connections to National and Local Information.</p> <p>County Council Matters: There were no County Council matters.</p> <p>District Council Matters: District Cllr Barrow had with the Chairmans agreement summarised the reports he had sent out. The Chairman thanked him and and said that these had been put into the Covid-19 Bulletins which were sent to Letcombe Regis Residents</p> <p>District Cllr Barrow had received an enquiry from the owner of The Star at Sparsholt, pointing out that they had a large garden which would enable self distancing for serving meals. This could also apply to the Greyhound. Cllr Barrow would write to the MP David Johnson to check with the government if this could be included in future discussions.</p> <p>Planning applications. Planning have asked for contentious applications to be called in and Mill Cottage has now been called in for review by the Planning Committee. He warned that there may be issues with enforcement as the numbers of enforcement staff had been reduced Applications are triaged as they are received they are assigned depending on their priority.</p> <p>Byways Closed to All Traffic (BOATS) The Letcombe Regis and Challow BOATS are currently closed Cllr Barrow had contacted OCC to see when repairs might be carried out. They had confirmed it was unlikely that anything would be done this year. He will discuss what the options are with the affected Parishes once the lockdown is lifted.</p> <p>Cllr Lapsley thanked him for chasing this up pointing out that the main problem was that 4 x 4's and motor bikes who ignored weather conditions which subsequently increased damage during bad weather.</p> <p>Walkers and horse riders are put in danger in Green Lane where there is no footpath alongside so there is no escape from drivers who constantly ignored anyone else on the bridleway</p> <p>Local Authority Recent Call for Planning Sites was discussed the Chairman confirmed the Letcombe Regis Community Led Plan confirmed that the only</p>	<p>PB (DC)</p> <p>PB (DC)</p>
---	---	---

<p>sites remaining in the village were for infill only. District Cllr Barrow agreed and pointed out that the Districts local Plan also restricts new building to infill in our part of the Vale. However there are several local landowners who own larger tracts of land and are quite happy to put in applications, which villagers do not want. The Chairman said that as far as she was aware neither of the two landowners in Letcombe Regis had expressed an interest. Cllr Barber pointed out that as this was agricultural land and some was held in trust it would be unlikely to be available.</p>	
<p>The Chairman reported that the only person allowed to speak at the review committee would be the District Councillor, neither the applicant or local Parish Councillor were currently able to speak, which is undemocratic, and District Cllr Barrow agreed to point this out to the Planners.</p>	<p>PB (DC)</p>
<p>Cllr Lapsley reported that the email received the previous Friday from Margaret Read of Legal and Democratic made it clear that only Ward Members would be allowed to address the Planning Committee. Officers are not currently doing site visits. District Cllr Barrow thought that they are about to start them again and will check.</p>	<p>PB (DC)</p>
<p>Cllr Batchelor felt that not enough information is being included on the Planning website for Councillors to reach an informed opinion on the application. The Chairman agreed and said this had become more apparent in the last six months. District Cllr Barrow would feed the comments to planning.</p>	<p>PB (DC)</p>
<p>Cllr Batchelor pointed out that the lines painted round potholes are wearing out and asked when they are likely to be repaired. Cllr Benton said that they were due to be done during July and early August, she would report this to Gordon and also report that the drains have still not been unblocked. Cllr Batchelor also asked if there was any discussion between Letcombe Regis and Letcombe Bassett. Cllr Benton replied that she had not had any but could do so in future.</p>	<p>MB</p>
<p>8. Parish Council Matters: Possible Modification to Standing Orders - information from OALC had arrived after the Agenda had been set so would be discussed at a the next PC meeting.</p>	<p>EJ</p>
<p>9. Parish Councillors Verbal Updates: Councillors to report Cllr Barber Millennium Green Benches Cllr Barber said that as previously reported the benches had been placed on the Millennium Green they still need to be moved to their final position and this would be done once he had the manpower to do so. The previous weekend he had walked the footpath between Hamlyn Close and Mill Paddock and said that the gravel was not deep and is fairly firm, however any re-surfacing would be expensive. The majority of rollators have narrow wheels which caused the problem.</p>	
<p>The Clerk to explore whether there were any grants available to enable purchase of a more suitable vehicle with larger wheels.</p>	<p>EJ</p>

Cllr Batchelor

Website Accessibility Regulations

Cllr Batchelor asked the PC to acknowledge the support and knowledge given by Peter Bellis for his help with the website accessibility. There is a paper on the government website giving suggestions for checking the accessibility of websites. However Cllr Batchelor and Peter Bellis have been through the website and believes it complies as far as possible. The major issue is to correctly identify material as it is included on the website. He has asked Peter to let him know the number of hits which the website gets. The PC also needs to keep in mind the cost of the resources in keeping the website running. He asked if anyone had any comments or suggestions for the Website. Cllr Benton said that it was an excellent site and very intuitive.

The Chairman said she had had some figures from Peter Bellis and initially there from 16th to 21st March there were 44 hits but as Covid situation got more acute the number of hits increased to 167. This shows that the website has proved its worth and she expressed her thanks to both Cllr Batchelor and Peter Bellis.

Airband

After the halt due to Covid-19, Airband have now started up again and have offered to give a presentation to the PC. They are willing to hold a Zoom meeting. Cllr Batchelor feels it is more important for the village to discuss whether they wish to go down the route with Airband due to the band width required and the speed requirement for future technologies, e.g. driverless cars will require a minimum of 5G with that in mind he feels it is worth exploring Airband for what it is and to allow them to give a presentation. Cllr Batchelor would find out Airbands timetable. Cllr Barber asked if the PC should have the presentation first and then the Village Residents, the Chairman agreed and once we knew their time frame for the work we could arrange a Zoom meeting. District Cllr Barrow said that it could be useful for other villages to join in, however Cllr Batchelor said that there was an issue as the route runs London, Reading, Oxford, Manchester, route for the main cabling had been agreed and Letcombe Regis happened to be on the path. He suspected that that may not rule out other villages but that it would make the cabling more complex. He suggested that Cllr Barrow went onto the Airband Website he would get some indication of what other villages were involved.

PB

Cllr Frewer

Burial Ground

Cllr Frewer reported that he had completed the planning application in conjunction with the Parish Clerk, and support from Eddie Jenkins for which he expressed his thanks.

Cllr Hitchcock

Fête

Cllrs Lapsley, Benton and Hitchcock had a met to discuss the planning and Cllr Benton had produced a spreadsheet but there has been no progress due to the Covid-19 Pandemic.

Cllr Hitchcock attended the annual meeting of the Communities Information

<p>Network meeting at Abingdon, which deals with the Vale of White Horse Branch. The network exists to provide information on local network services, activities, mental health, money matters and social care of all kinds. Their services are free some are provided by the NHS and some by Age UK. They offer Festival grants for events which bring communities together and some could cover the village fête as other villages could be involved. Requesting between £500 and £1000 applications begin in April or 6 months before the event. Parish Councils are eligible to apply if doing something which will serve the community.</p>	
<p>Children's crossing Cllr Hitchcock has been keeping an eye on traffic coming in from Letcombe Bassett and on the Bassett Road just after Maundrells the road curves slightly She is concerned with the number of children using the entrance by the Pavilion and is asking if there could be a Children's Crossing warning sign. Cllr Benton agreed to the Chairmans request to take this up with Gordon Kelman.</p>	<p>MB</p>
<p>The Chairman asked Cllr Barrow where we were with purchasing and sharing a speed gun with other parishes. Apparently some were in favour and some not. Cllr Frewer said that the Parish where he used to live at Weston-on-The Green was situated on a very straight road and they had operated a speed gun over a year and took the evidence to the County Council and managed to get restrictions put on the road which successfully reduced speeding.</p>	
<p>District Cllr Barrow will follow this up. He also suggested using a Speed Indicator Device (SID) (Note Our PCSO has said he can deploy SID the speed indicator device which I reported at the last meeting This would depend on his availability)</p>	<p>PB(DC)</p>
<p>Cllr Benton said that there had been a lot of heavy lorries using Court Hill Road during the day. It was thought that they were taking infill to cover the piping installation for the Thames Water Pipeline through Letcombe Bassett and Letcombe Regis. The Clerk was asked to contact them to find out how much longer they anticipated the work to take.</p>	<p>EJ</p>
<p>Cllr Barber said they had finished infilling at the Warborough Farm section of the project. Cllr Benton TTRO's Cllr Benton reported that Gordon Kelman of OCC Highways had informed her of the work scheduled for the 27th and 28th July and the 4th August when Court Hill Road and Main Street would be closed. No scheme yet for Bablakes, Cllr Benton would chase.</p>	<p>MB</p>
<p>Cllr Light Healthcare Cllr Light had not heard anything since the last meeting about OX12 and asked if Cllr Barrow had any news. The NHS have obviously been busy with the Pandemic.</p>	

Letcombe Brook Project

There have been no Letcombe Brook Project (LBP) meetings but it was hoped to start again in the Autumn.

VE Day Celebrations

In respect of meetings with Rev'd Leonora Hill the VE celebrations did not happen but we have completed the plan for formal services for national figures.

Cllr Light had no more to report but asked who is responsible for the footpaths in the village. The Clerk replied that OCC is responsible for keeping the footpaths safe for public to use apart from the one between Hamlyn Close and Mill Paddock which is now the responsibility of the Parish Council as a previous Parish Council had been warned that allowing extra gravel would cause a problem. Cllr Light reported to Cllr Benton that the footpath between the recreation ground and Maundrells land is overgrown and virtually impassable there is also a fallen tree blocking the footpath. Cllr Benton would contact OCC.

The Chairman asked about the defibrillator offer and Cllr Light reported that a London Company were notifying all Parish Councils offering a grant of £200 towards the cost of the defibrillator itself which did not include a cabinet and recommended if we did want to purchase another we should go back to our original supplier.

MB**10. Financial Matters - 2019-2020****Audit**

i) To approve appointment of the internal Auditor

The Clerk had received a quotation from Julian Horsey for £100 to carry out the internal audit. Last years which was arranged through one of the RG&VHC Trustees had cost £250.00. Councillors approved the appointment.

Scope of the Internal Audit

The Chairman asked councillors to discuss the scope for the internal audit and they agreed to ask the Internal Auditor to look into the Burial Ground procedures and accounts.

ii) **Clerks report.**

The Clerk had earlier indicated that as all the finances for the past financial year and those up to the current date had been reported elsewhere in the minutes she would not be presenting a report at this time.

iii) **Financial Reports for Approval see items v) and vi).**

iv) **To discuss changing the bank account to allow the use of BACS and apply for a Bank Credit card.**

We had recently received an email from OALC asking how many Parish Councils used BACS and recommending that they should adopt this procedure.

During earlier discussion it had been agreed that the Parish Council should consider using BACS payments and the Clerk had contacted HSBC to ask if this could be arranged during the Covid Pandemic. HSBC detailed the forms required

EJ

and Councillors agreed to go ahead and the Clerk would print out the forms for signature and check any queries with the bank.

The Clerk said that the PC need another signatory and Cllr Batchelor volunteered. However normally the signatory had to attend the bank in person for this to take place. This is unlikely to happen until the Covid situation eases.

EJ

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 Chairmans absence.

v) Ratification of invoices paid and to be paid

Payments made for the 1st April until the 13th May

Mark Bradfield, Final invoice for Millennium Green for 2019-2020 £412.00.
Mike Light, Purchase of PPE for Covid-10 Volunteers – cheque cancelled, awaiting confirmation of final figure. Clerk, March Salary (part to be reclaimed from Covid-19 grant) -£954.88. HMRC PAYE, March-£185.00. Clerk, Extra purchases partly due due to Covid-19 Pandemic-£840.21. RG & VHC, Maintenance grant-£888.00. Letcombe Regis Village Hall, Hall Hire-£42.00. Des Williams, First payment for Millennium Green Grass cutting-£300.00. Green & Stripey, March Burial Ground invoice-£55.00. HMRC PAYE, April-£61.20. Clerk, April Salary-£390.61.
Direct Debits-Mobile phone, March-£22.98. Mobile phone, April-£22.98.

Councillors ratified the payments.

vi) Summary of costs against budget for the financial year 1st April 2019 to 31st March 2020. These had previously been sent to Councillors for their information.

vii) The first half of the Precept has been received and the Clerk will forward the first half of the maintenance grant to the Trustees.

viii) Grant Requests for discussion

Be Free Young Carers. The Chairman asked Cllr Light as a Trustee to outline the organisations background. Reporting that the organisation is a charity and is the only service of its kind in Oxfordshire. Be Free Young Carers supports several hundred children and until the Covid Pandemic had provided them with outings, however these have now been replaced by virtual contacts. Cllr Light confirmed that their policies are absolutely watertight in confirming everything with parents but also being very alert to terms of safeguarding issues. She believes they are a very progressive organisation. They have in the past supported young carers in Letcombe Regis they while they are not doing so currently but they support a lot of young carers in the Vale of White Horse.

Councillors agreed to to match last years funding of £150. The Parish Clerk was asked to write to Be Free Young Carers sending a cheque.

	<p>ix) Donation to The Oxford Artisan Distillery for the free hand sanitiser. We were able to get 3 x 5 litre containers although they do not charge for the sanitiser it does cost them £15 per container and the Chairman proposed to pay them £20 per container, a total of £60.00. This is not budgeted for but it is covered by Section 137. Councillors approved the payment, and the Clerk will send a cheque.</p> <p>11. ANNUAL REPORTS – For approval by Councillors: Highlight the Annual Governance and Accountability Return</p> <p>i) The Council must approve Section 1, Annual Governance Statement, before approving Section 2 Accounting Statements 2019-2020. Councillors approved the Annual Governance and Accountability Section 1 The Annual Governance Statement.</p> <p>ii) Parish Council Annual Report The Chairman asked if everyone was happy with the report which would go in the next Register. Councillors confirmed their approval. A copy to be appended to the minutes.</p> <p>12. Village Items:</p> <p>i) Covid-19 The Chairman reported that directly after the last Parish Council meeting, Cllrs Lapsley, Light and Benton had met to co-ordinate the PC's response to the Covid-19 Crisis. Establishing over 90% registration of villagers on the email list. Cllr Batchelor and Peter Bellis ensured that the PC website linked to both national and local information. The Chairman expressed her thanks to Cllr Light and her husband Mike who set up an email address specifically for Covid-19 use, and the Chairmans phone number was also used for Covid-19 enquiries.</p> <p>Around 50 residents volunteered to help during the crisis and volunteers were each assigned their own areas of residence within the village so that those who needed help were easily able to identify them. As Councillor Barrow will confirm we had difficulty in finding a national volunteer pass so we decided to make our own. All volunteers were issued with a green lanyard and a badge to confirm they were part of the Letcombe Regis Official Volunteer Group. During the past three weeks we have been able to equip all volunteers with hand sanitiser, masks and gloves. Thanks to Cllr Benton who became the main contact for the volunteer teams and our eyes and ears on Facebook.</p> <p>The Chairman went on to say that over the past weeks the group issued a weekly Covid-19 Bulletin making it meaningful by including local information so as not to overwhelm everyone with the national information and she thanked Cllr Barrow for reporting the VOWH information for dissemination. Things have now slowed down and the Group has taken the decision to publish the Bulletin fortnightly, however if anything urgent is received it will be sent out by email in the normal way. At the same time recognised the Covid-19 potential for mental issues that anyone self isolating may have, and took the decision that the Register should become an electronic version and published in a more relaxed and entertaining mode to engage readers ably supported by Francesca Engelmann.</p>	<p>EJ</p>
--	---	-----------

All volunteers have been asked to feed back to the Cobra team so that there is a record of what is going on. While it is easy to say there are 50 volunteers, in fact the whole population of the village is volunteering with neighbours helping neighbours, which has been remarkable. Things are quieter now but we still get a trickle of requests which vary from shopping, collecting prescriptions and obtaining food supplies.

The Chairman ended by saying that this is just a flavour of what we have been doing I am sure Cllrs Light and Benton will add more details.

Cllr Lapsley, Councillors will have received the version of the activity carried out by the group, just to give you some idea of the length of time and effort, email correspondence undertaken.

Cllr Benton, I just wanted to say that at the beginning it was really busy and I know that everybody put in lots of hours and because of this the platform was set up really well and is now easier to work with and I think it is a logical plan. We all got to know each quite well if we didn't know each other before we spent a lot of time a lot of hours working with each other and it has been a real privilege to be part of that as well.

The Chairman added that the information gathered throughout the process will be useful and will be used to update the Village Emergency Plan.

Cllr Hitchcock expressed thanks for the work put in by the Cobra group. Cllr Batchelor commented that the process had been excellently managed a measure of all the effort everyone has put in and the fact that there have been no local outbreaks.

Cllr Frewer reported that Richmond were due to be tested that week. They are being sent the tests.

Cllr Benton pointed out that now that anyone over the age of 5 who had symptoms could ask for a test and asked where the nearest test centre was as it comes up with Didcot, Witney and Headington on line. District Cllr Barrow believes that the County Council are trying to get the Beacon included as a test area. He will check and feed back.

The Chairman wanted it to go on record that the Acting Manager in Richmond has been absolutely fantastic and he has ensured that the information flowing between Richmond and the PC has been made available as it had not done so previously.

Cllr Frewer reported that the new Manager for Richmond would be taking up their post on the 1st of June and he would let the PC have the details.

ii) Report from Cllr Light to go out to Councillors, covered earlier in the meeting

iii) Footpath between Mill Paddock and Hamlyn Close
Item pending during the restrictions.

PB(DC)

	<p>iv) External information policy for the Register Following discussion it was agreed that those advertising in the new electronic version of the Register would be given free space until the end of August by which time an external advertising policy would be agreed by the PC.</p> <p>Cllr Barber said that we need to be careful not to endorse adverts.</p> <p>The process for advertising payments. To be discussed at the next PC meeting. Clerk to add to Agenda.</p> <p>v) Village Emergency Plan - Update As a result of Covid-19 will be carried forward to later meeting.</p> <p>vi) Burial Ground Regulations No clear guidance currently, but they should remain open with social distancing no more than 10 in the ground at a time. No clarity about pall bearers. The Clerk pointed out that there is a suggestion that the undertakers should place the coffin in the grave and leave the Burial Ground. Situation to be monitored.</p> <p>13. Planning Applications:</p> <p>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.</p> <p>District Cllr Barrow would chase this with the planners.</p> <p>P20/V0025/HH, Mill Cottage, Letcombe Regis, OX12 9JD, Demolish existing garage and erect self contained annex with garaging. Address: Mill Cottage Letcombe Regis Wantage OX12 9JD. Consultation period 16th January to 6th February 2020. Consultation put on hold in January for technical reasons. Now reinstated and Consultation period 16th January to 19th March. Target Decision date 13th April 2020. (Amended plans showing reduced size of garage received 17 April 2020) (Further amended plans showing further reductions received 28th April 2020. Councillors informed by emailed 6.5.2020. THIS HAS NOW BEEN CALLED IN FOR A FULL REVIEW BY THE PLANNING COMMITTEE</p> <p>P20/V0337/DPO, Manor Farm, Warborough Road, Letcombe Regis OX12 9LD. Discharge of planning obligation relating to P83/V0114. After a change of use planning application (P19/V3158/FUL) has been granted. No consultation date given. Target Decision Date 1st April 2020, PC response, Letcombe Regis</p>	<p>EJ</p> <p>EJ</p> <p>PB (DC)</p>
--	---	------------------------------------

have no problem with the discharge of Planning obligation relating to P83/V0114.
Discharged 7th April

P20/V0636/HH, 5 Mill Paddock, Letcombe Regis OX12 9JE.

Demolition of existing rear extension and garage to make way for a proposed two-storey side extension and a single-storey rear extension, along with flat-roofed canopy to the entrance door. Application received 3rd March 2020, Registration date 10th March 2020, Start Consultation Period 12th March 2020, End Consultation Period 2020, Target Decision date 5th May 2020. Councillors emailed with new date for end of consultation period

P20/V0795/A, Richmond Retirement Village, Letcombe Regis

Lectern style Interpretation sign Date received 19th March 2020, Registration Date 20th April 2020, Start Consultation Period 23rd April 2020, End Consultation Period 21st May 2020, Target Decision Date 15th June 2020.

P20/V0799/A, Millennium Green, Bassett Road, Letcombe Regis

Lectern style interpretation panel containing information about the Millennium Green and Letcombe Brook Date received 19th March 2020, registration Date 1st April 2020, Start Consultation Period 7th April 2020, End Consultation Period 6th May 2020, Target Decision Date 27th May 2020.

P20/V0897/HH, The Old House, Main Street, Letcombe Regis OX12 9JP

Proposed erection of a utility room, orangery, internal alterations, demolition of garage and rebuilding as a bedroom/home office. Date Received 1st April 2020, Registration Date 1st April 2020, Start Consultation Period 20th April 2020, End Consultation Period 21st May 2020, Target Decision Date 24th June, 2020.

P20/V0898/LB, The Old House, Main Street, Letcombe Regis OX12 9JP

Proposed erection of a utility room, orangery, internal alterations, demolition of garage and rebuilding as a bedroom/home office. Date Received 1st April 2020, Registration Date 1st April 2020, Start Consultation Period 20th April 2020, End Consultation Period 21st May 2020, Target Decision Date 24th June, 2020.

Other planning issues (if any)

14. **Parish Council meetings:** Dates approved by the PC but subject to change, 2020 20th July, 21st September, 16th November.

To approve dates for 2021

18th January 15th March The dates were approved

Elizabeth Jenkins
Parish Clerk
29th June 2020