



Minutes of Hanborough Parish Council

107/2020

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 9th June 2020 online, the following were present by remote attendance:

Ms Ellen Armitage, Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rod Fraser, Mr Rich Fuller, Miss Penelope Marcus, Mr Steve Page, Ms Kerry Scarlett and Ms Lucy Tritton.

In attendance: Mr Jon Gammage (Clerk), Mr Adrian Edwards, Responsible Financial Officer (RFO), County Councillor Liam Walker and District Councillor Alaa Al-Yousuf.

Members of the public attending: No members of the public were present.

31. To confirm if meeting is being recorded: There was no indication that the meeting was being recorded.

32. Public participation session: None requested.

33. To receive apologies for absence: Apologies were received from Mr Peter Brittin. District Councillor Merilyn Davies also sent apologies.

34. To receive declarations of pecuniary interest from councillors relating to agenda items: None

35. To sign, as a correct record, the minutes of the meeting held on 12th May 2020

RESOLVED: That minutes of the meeting of 12th May 2020 be approved and signed as a correct record by the clerk.

36. To sign, as a correct record, the minutes of the EGM held on 26th March 2020

RESOLVED: That minutes of the meeting of 26th March 2020 be approved and signed as a correct record by the clerk.

37. Matters of report arising from the previous minutes:

37.1 (7.2) Tree safety: The clerk reported on works completed to reduce the large tree next to the children playground.

38. Report of County and District Councillors:

County Councillor Liam Walker reported on the return to school for children in the county and on Active Travel Measures for Oxfordshire which are set to improve infrastructure.

District Councillor Merilyn Davies circulated a report ahead of the meeting. District Councillor Alaa Al-Yousuf had nothing to report.

39. To receive an update on the March s106 presentation day and ongoing actions

Cllr Tritton reported on the way forward following the March presentation day. The consultation outcome was for a community centre and it was agreed that a joint Parish Council / HPFA working party will be established to meet shortly.

40. To receive a report on the land swap arrangements

The chair reported on an improved financial package from OCC to support arrangements for the land swap. Councillors were supportive of the latest and more generous offer and the chair agreed to respond accordingly.

41. To agree that PC organise the Pavilion sewage disposal project

Cllr Franklin reported that the project is close to completion after a short delay which means that the hall cannot be used until 22nd June. The final stage is a Thames Water inspection of the connection.

42. To receive an update on the voluntary group with PC insurance

The RFO reported that it is proving difficult to organise cover for the collection of prescriptions. The clerk noted that £200 has already been agreed and cover can be purchased up to this value when a satisfactory policy is found.

Action: Voluntary Group to investigate further and purchase if less than £200.

43. To agree a contractor for the ramped access to The Pit area

The clerk had contacted two suppliers. One visited the site but declined to quote. The second, who submitted the first quote, has not responded to the opportunity to update the quote.

Action: Clerk to seek an additional quote and add consideration to the July agenda.

44. To consider reregistering the Hand and Shears as a Asset of Community Value (ACV)

Five years ago council registered the Hand and Shears as an ACV. This has now expired.

RESOLVED: To submit a new application for this.

Action: Clerk to prepare and submit application.

45. To consider adopting responsibility and costs for the HPFA defibrillator

The HPFA have asked Parish Council to formally adopt their defibrillator and take on responsibility as guardian along with associated costs of around £100 per year.

RESOLVED: To adopt the HPFA defibrillator.

Action: Clerk to make arrangements with the HPFA and SCAS.

46. To consider potential 20mph speed zones in Hanborough as per the County Councillor initiative

Cllr Walker reported that so far he had 18 in favour and 8 against 20mph zones in the parish. This fell short of the numbers of positive responses seen in some areas. He noted that the A4095 was not suitable for a speed reduction, but that Church Hanborough may be suitable.

47. To receive a report on the Network Rail feasibility study on pedestrian/cycle bridge

Cllr Marcus had circulated the feasibility report ahead of the meeting and reported that a stakeholders meeting will be arranged shortly.

48. To consider cooption to council

The clerk reported that WODC had confirmed that we can coopt due to the delay in local elections for a year. The panel that interviewed Paul Mowat earlier in the year recommended his cooption.

RESOLVED: To coopt Paul Mowat to council.

Action: Clerk to make arrangements.

49. To approve and accept Internal Audit Report

RESOLVED: To accept the Internal Audit Report.

50. To approve and sign the Annual Governance Statement

RESOLVED: To accept and sign the Annual Governance Statement.

51. To approve and sign the Annual Accounting Statement

RESOLVED: To accept and sign the Annual Accounting Statement.

52. To consider a s106 application from the Football Club

The RFO reported that we have two applications in hand from the Football Club, one for a clubhouse and new pitch and another for goalposts and floodlights. He reported that we are awaiting a response to a request for more information. It was agreed to defer to next month.

53. To consider annual subscription to Zoom online conferencing

The clerk presented costs for an annual subscription. Councillors approved subscription to Zoom and also proposed a share with Ramsden Parish Council who also have it.

RESOLVED: To purchase at a maximum cost of £145 or less on a cost share basis with Ramsden.

Action: Clerk to make arrangements and request sharing with Ramsden.

54. Financial Matters

54.1. The Business Working Group had not met.

54.2. Councillors approved payment of the agreed grant of £14,832 to the Recreation Hall for remedial work.

54.3. The monthly financial summary & bank reconciliation was circulated before the meeting.

54.4. To approve the monthly payment schedule & any necessary transfers between council accounts.

Receipts:

Various	Allotment Rent	20.00
Various	Allotment Rent	10.00

Payments:

RESOLVED: To make payment of the following Schedule of Accounts.

Direct	A Edwards	Salary & Expenses	
Direct	J Gammage	Salary & Expenses	
Direct	T Skelly	Salary & Expenses	
Direct	H M Revenue & Customs	PAYE	222.33
Direct	Oxfordshire County Council Pension Fund		410.14
Direct	Summit Trees Limited	Tree Surgery	240.00
Direct	Savills (UK) Limited	HPFA - Land Valuation	3,000.00

Direct	Hanborough PCC	Allotment Rent	150.00
Direct	Hanborough Community Association	Grant	14,832.00
Direct	S & C Slatter Ltd	MUGA Maintenance	420.00
	Transfer from Deposit Account		21,032.95

55. Report from the Environment Maintenance and Improvement Group (EMIG)

55.1. Cllr Marcus reported on efforts to improve the area around the Riely Close recycling point with extra emptying requested and a drive for increasing road side collections. The group continues to review verges and grass cutting.

55.2. The planning application report was circulated before the meeting as follows.

Application Number	Address	Details	Parish Council Response	Decision
18/03403/FUL	Olivers Garage	Erection of 25 dwellings	Parish Council is in favour of a good quality housing development on the site.	
20/00235/FUL	Post Office, 72 Main Road, Long Hanborough	Change of use to Coffee Shop	Parish Council opposed the application.	
19/02902/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 9 flats	Parish Council opposed the application.	
20/00560/S73	Old Station Yard, Main Road, Long Hanborough	Removal of condition 2 of planning application 07/0271/P/FP	No Comments	
20/00805/FUL	12 Abelwood Road, Long Hanborough	Conversion of existing garage to create self contained unit.	No Comments	
20/00844/HHD	1 Park Lane, Long Hanborough	Alterations and erection of front and side extension	No Comments	Approved
20/00853/FUL	49 Main Road, Long Hanborough	Demolition of existing property. Erection of 2 semi detached dwellings	Parish Council opposed the application.	
20/00913/HHD	Thresher Barn, 6 Millwood Farm Barns, Abelwood Road	New Glazed Door to North Elevation	Parish Council opposed the application in part.	
20/00914/LBC	Thresher Barn, 6 Millwood Farm Barns, Abelwood Road	New Glazed Door to North Elevation	Parish Council opposed the application in part.	
20/01163/FUL	Churchill Court, Main Road, Long Hanborough	Alterations to include conversion to holiday lets plus two storey extension.	No Comments	
20/01329/HHD	The Limes, 2 Blenheim View, Long Hanborough	Erection of Greenhouse and Shed		
OCC Ref: R3.0049/20	Hanborough Manor School	Erection of relocatable classroom	Minor comments	

55.3. To receive an update on planning applications for large scale developments: Cllr Marcus summarised the recent applications listed above which had been circulated to councillors.

56. Report from Community & Leisure Group (CLG):

Nothing to report from the group which has not met recently.

57. Reports from Community Groups & Organisations

HPFA: Cllr Franklin proposed that Parish Council funds new blinds for the hall.

Action: Clerk to add to July agenda.

Allotment Association: Council had no objection to water from the allotments being used to water trees near the allotments.

58. Report of Clerk: Nothing further to report.

59. Miscellaneous items from Members: None.

60. AOB: None.

The next meeting will be held on Tuesday 14th July at 6:30pm online. The meeting was closed at 8:15pm

The Clerk. 14th July 2020