



## Minutes of Hanborough Parish Council

94/2019

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 11th June 2019 in the Pavilion Greenway Room, the following were present:

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

**In attendance:** Mr Adrian Edwards, Responsible Financial Officer (RFO). Also attending was District Councillor Alaa Al-Yousuf.

**Members of the public attending:** 12 members of the public were present.

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

**27. Public participation session:**

Luke Carter Ox Developments attended together with his agent, Graham Soame, to present supplementary information about planning application 19/01081/FUL. A neighbour and a resident representing a number of residents presented objections to the same development.

**28. To receive apologies for absence:** Apologies were received from Mr Jon Gammage (Clerk), County Councillor Liam Walker and District Councillor Marilyn Davies.

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

**30. To sign, as a correct record, the minutes of the meetings held on 14th May 2019**

RESOLVED: That minutes of the meeting of 14th May 2019 be approved and signed as a correct record subject to the following amendment.

93/2019-5: "local Scouts and Guides attended to present ideas for a youth facility and community hub"

**31. Matters of report arising from the previous minutes:**

31.1 (9.1) New steps to the playground: The clerk met Pye on site on 22nd May. It was understood that Pye will investigate organising a survey of the area around the steps so that a plan can be developed for the ramp.

31.2 (9.5) Hurdeswell fence: The repairs that were requested are complete. Councillors discussed the remaining section which was originally not repaired as it had been considered to be good for another year or so. Councillor Franklin said that, having looked at the fence after it had been repaired, he thought all sections should have been done. The Council felt that we need a clearer brief when we put out jobs for quotes to ensure that all contractors are quoting for the same job. It was felt the job specification should be set down in writing.

31.3 (15) MUGA fence: The clerk confirmed that an order was placed to combine repairs with the next maintenance visit which will be completed as soon as possible.

Action: Clerk to check on progress.

31.4 (18) Public consultation meeting: Andrea Clenton (WODC) attended the Annual Parish Meeting and has been sent information about our halls and current use. The clerk has introduced her to Councillors Tritton and Marcus with a view to arranging a meeting.

31.5 (20.1) Digitising documents: The RFO reported that the documents he received from Freeths Solicitors have been scanned. Action: RFO to forward copies to the Clerk and the Chairman.

**32. Report of County and District Councillors:**

32.1. District Councillor Al-Yousuf reported that he had attended forum organised by Rural Oxfordshire Network which included discussions on transport issues. Suggested that it would be good if the Parish Council could find somebody to represent the Parish on transport related issues.

32.3. District Councillor Marilyn Davies indicated ahead of the meeting that she is likely to call planning application 19/01081/FUL before the planning committee.

**33. To consider carrying out work to reduce level of trees and bushes at edge of Cemetery/Allotments**

Parish Council agreed to inform the allotment holders that they could cut the hedge down to 8 feet if they would like to. However, leave the trees as they are.

**34. To review the Risk Assessment**

RESOLVED: To accept the Risk Assessment as presented.

**35. To buy paving slabs to mark reserved plots in the cemetery**

RESOLVED: To purchase paving slabs at a cost of up to £50

**36. To review ideas for speed monitoring or awareness initiatives**

Parish Council agreed to defer whilst Councillor Marcus seeks further information from other local Parish Councils.

**37. To discuss requesting an upgrade of Belisha beacon & additional signage for Church Road pedestrian crossing**

Councillor Marcus is seeking improvements to the crossing signage on Church Road and reported that she has written to James Wright (OCC). She will report back to Council in due course.

**38. To consider making a grant to the Hanborough Show organisers to build a database for entries**

It was agreed that Cllr Page would contact the organiser and establish what exactly he needs and offer help if a simpler solution can be found. The decision about a grant will be deferred until Cllr Page has reported back.

Action: Clerk to retain agenda item next month.

**39. To consider keeping the streetlight by the railway bridge on all night**

RESOLVED: To request that the light should remain on all night.

Action: Cllr Marcus will make arrangements with OCC.

**40. To consider granting £50 to provide healthy refreshments for the Midsummer Fitness event on 21 June**

RESOLVED: To spend up to £50 as requested.

**41. To consider a revised version of the S106 monies questionnaire to villagers**

A draft of the questionnaire was circulated before the meeting. Generally Councillors were happy with the questionnaire as circulated subject to the following:

- Some amendments were made to the Questionnaire to remove mention of the waiting list for scouts.
- An amendment was also discussed relating to GDPR to ensure we are compliant with the law.
- An extra box should be provided for any other comments and suggestions.
- Name and address to be added to the form.

It was agreed that the Questionnaire will be delivered rather than people asking the questions on the doorstep. Volunteers are needed to deliver and collection arrangements to be made. Collection points will be the Coop, Post Office & Surgery.

Action: Cllr Tritton to email an amended version to all councillors, to check that they are happy for it to become the final version.

**42. To update Councillors on proposals to update the website/Hanborough Herald (HH)**

An update on the item was included in the Community & Leisure Group report from Cllr Tritton.

Cllr Borer noted that the HH has not had anybody come forward to replace the current Editor. He had spoken to Rob Hancock who is a book designer who will prepare some visuals with a plan for Cllr Borer and Rob to meet the current Editor and volunteers on 27<sup>th</sup> June and report back to the next meeting.

Website: Cllr Fuller will investigate options for a paid webmaster. Cllr Tritton suggested that an independent steering group made up of interested parties in the community was needed to run the website. The Parish Council website would remain separate.

**43. Financial Matters**

43.1. The Business Working Group did not meet in June and will meet next month to establish a protocol for funding applications for the Community Fund.

Action: RFO to contact Recreation Hall as their application for s106 funds is not complete.

RFO to run through the application and discuss whether they might apply for the funds we already have earmarked for the Recreation Hall and possibly from the new Community Fund when the rules have been established.

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

43.3. To approve the monthly payment schedule & any necessary transfers between council accounts. Circulated before the meeting.

**Receipts:**

05/04/2019	Interest on Deposit Account	140.97
02/05/2019	Allotment Fees	30.00
15/05/2019	T McGhie Cemetery Fees	440.00
14/05/2019	Midcounties Coop Cemetery Fees	880.00
14/05/2019	OCC Grant re Grass Cutting	2,369.17
20/05/2019	Memorial Fee Cemetery Fees	220.00
20/05/2019	Greens Funeral Services Cemetery Fees	220.00

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

**Payments:**

11/06/2019	103624 The Great Outdoor Gym Company Ltd	Couch to 5K	5,678.40
11/06/2019	103625 Rob Atkinson	Fence Repairs	1,890.98
11/06/2019	103626 Castle Water		23.85
11/06/2019	103627 Hanborough PCC	Allotment Rent	150.00
11/06/2019	103628 A Edwards	Salary & Expenses	
11/06/2019	103629 J Gammage	Salary & Expenses	
11/06/2019	103630 T Skelly	Salary & Expenses	
11/06/2019	103631 H M Revenue & Customs	PAYE	252.91
11/06/2019	103632 Southern Electric	Christmas Tree Electricity	39.89
11/06/2019	103633 Oxfordshire County Council	Pension Fund	Pension 410.14
11/06/2019	103634 S & C Slatter	MUGA Maintenance	420.00
	Transfer from Deposit Account	6,275.15	

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

44.1. Cllr Marcus circulated a report ahead of the meeting

44.2. 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.	
19/00367/FUL	Goose Eye Farm, Eynsham	Demolition of garage. Construction of garage/workshop/store.	No Comments	
19/00865/HHD	Pelican House, Lower Road, Church Hanborough	Extension to first floor above existing extension	Concerns about impact on neighbours. Asked officers to ensure 45 degree rule applied.	
19/00927/HHD	Pinsley Farmhouse, 170 Main Road	Erection of two storey extension and single storey rear extension	No Comments	
19/01077/FUL	39 Witney Road	Convert existing dwelling into 3 one bed flats. Erection of 4 one bed flats	Parish Council objected to this application.	
19/01081/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 12 flats		
19/01189/FUL	High Thatch, Park Lane, Long Hanborough	Erection of dwelling and garage.	No Comments	
19/01231/FUL	The Studio, 139 Main Road, Long Hanborough	Conversion of Garage to bedsit (retrospective)		
19/01261/HHD	Poppin House, 1 Slatters Court	Removal of detached garage and erection of single storey side extension	No Comments	Approved
19/01358/HHD	220A Main Road, Long Hanborough	Single storey rear extension		

44.3. To receive an update on planning applications for large scale developments.

The chair reported that the only major development was application 19/01081/FUL. Cllr. Chapman undertook to include councillors' concerns when drafting HPC's objection comments.

**45. Report from Community & Leisure Group (CLG):**

Cllr Tritton had circulated a report ahead of the meeting with some items discussed under agenda items.

**46. Reports from Community Groups & Organisations**

HPFA: Cllr Brittin had nothing to report as he has been unwell so had not attended any meetings.

Allotment Association: Cllr Tritton reported that she and the RFO had visited the allotments. Letters will be sent to a number of allotment holders warning them that their plots need to be cultivated.

47. **Report of Clerk:** Nothing further to report.

**48. AOB:**

The next meeting will be held on Tuesday 9th July in The Greenway Room. The meeting was closed at 9:30pm  
The Chairman. 9th July 2019