



## Minutes of Hanborough Parish Council

111/2020

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 10th November 2020 online, the following were present by remote attendance:

Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rod Fraser, Mr Rich Fuller, Miss Penelope Marcus, Mr Paul Mowat, 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 Councillors Alaa Al-Yousuf and Marilyn Davies.

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

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

**145. Public participation session:** None

**146. To receive apologies for absence:** Apologies were received from Ms Ellen Armitage.

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

**148. To sign, as a correct record, the minutes of the meeting held on 13th October 2020**

RESOLVED: That minutes of the meeting of 13th October be approved and signed as a correct record by the clerk.

### **149. Matters of report arising from the previous minutes:**

149.1 (118.2) White gates painting: The clerk reported that the paint is in hand after delays from the supplier. The clerk agreed with the volunteer to defer the job until the spring.

149.2 (118.3) Riely Close car park: Councillors are chasing painting of the carpark.

149.3 (118.4) Tree survey: The clerk has approached two suppliers for a duty of care report.

Action: Clerk to add to next meeting agenda.

149.4 (118.7) Remembrance Sunday: Councillors reported that there was gathering on the day and thanked all involved.

149.5 (129) Timing of last highway's verges cut: The contractor completed the last cut in October and agreed that it was late for the season. The clerk reported that costs will be waived and next year it will be completed in September.

149.6 (133) Adoption of the Hanborough Gate recreation area: The clerk reported that he has the necessary first inspection report and is happy to take responsibility. The RFO has contacted WODC and it was noted that Pye wish to complete as soon as possible.

Action: RFO to complete transaction with WODC.

149.7 (136) Increasing number of allotments: The RFO has contacted the church as landowners and awaits a response.

149.8 (139) Facebook training session: The clerk offered Facebook training to any councillors interested.

149.9 (131) Unity Trust Bank: The RFO reported that the new bank account is open.

### **150. Report of County and District Councillors:**

County Councillor Liam Walker reported on Isis Close street lights, winter operations for OCC teams, the school expansion from 210 to 315 students due for completion Sept 2021 & plans for the A4095 cycle path to be extended through Bladon & North Leigh. Councillors raised reports of speeding on Church Road & asked what improvement measures are possible. Cllr Walker also reported on the Cotswold Line Task Force which, councillors noted, we have not been permitted to join.

District Councillor Alaa Al-Yousuf urged residents to be considerate with fireworks as these can cause distress to pets and livestock. A Sewage (inland waterways) Bill is in progress should provide additional protection for water courses.

District Councillor Marilyn Davies reported a planned meeting with Pye on future uses of what will be the former Doctors surgery and WODC's opposition to the Government Planning White Paper.

### **151. To receive an update from the community centre project steering group**

Councillors received an independently prepared presentation on the findings of the recent residents survey including a summary and overview of responses and sections on indoor/outdoor, activities, principles & concerns. It was agreed to share it with residents as part of future comms.

**152. To receive an update on the ramped access to the Pit area**

The clerk presented a final design prepared by the Pye contractors. This extended the path to join the carpark and entered the pit area behind the youth shelter rather than behind the ramp. Costs of up to £12,000 were approved in July.

RESOLVED: To accept the design as proposed and notify Pye.

**153. To consider quotes for an inclusive swing**

Cllr Franklin presented an update on the project and consultation with parents. Three chair types were considered and quotes obtained for two. It was recommended that council progressed the offering from GL Jones Playgrounds which makes use of an existing A frame. The clerk confirmed that the original playground installers had seen the proposal and had agreed that it could be installed to the existing frame.

RESOLVED: To accept the quote from GL Jones at £1325 and place the order.

Action: Clerk to notify the supplier.

**154. To consider quote for parts required to address playground report findings**

The clerk presented a quote for £222.58 for spares to replace parts highlighted in the annual inspection report.

RESOLVED: To accept the quote from the original installer Sutcliffe Play.

Action: Clerk to notify the supplier.

The clerk reported that a playground information sign had been recovered from the old playground before handover to the school. It was agreed to install this adjacent to the gates into the new playground from the BMX area.

**155. To discuss the MUGA fence height in relation to the new school boundary**

Councillors reported that balls often go over the MUGA fence & it will be harder to recover these due to the land swap. It has been reported to site developers. Councillors discussed a number of solutions including raising the fence height. The clerk noted that once the new ramp to the Pit is installed it is agreed to install a second gate to the MUGA. This would provide a good opportunity to also replace a damaged fence panel and raise the height in some way.

Action: Clerk to contact supplier for quote to instal gate, replacement panel and options for raising fence height.

**156. To receive an update on and consider location for a planted Christmas tree**

The clerk reminded councillors that last year costs for an electrician to instal lights, connect to power and be on standby through December were too high and it wasn't possible to install a tree. It was agreed to plant a tree and discussions were held about location. Covid then stalled this. The clerk has been revisiting quotes but suppliers have not responded.

It was agreed that the clerk and Cllr Marcus would select a location and make arrangements with permission of council to proceed as they see fit. Cllr Frazer kindly agreed to fund a tree.

RESOLVED: To fund costs of up to £300 required for installation and lighting of the tree.

Action: Clerk and Cllr Marcus to make arrangements.

**157. To discuss a community orchard or wooded area suggestion**

Cllr Tritton reported that various locations were being considered and councillors were supportive of the idea.

**158. To agree next steps with coopting to fill councillor vacancy**

The clerk reported that no applications had been received. It was agreed that councillors can approach potential candidates and to continue to advertise the vacancy.

**159. To discuss a "Community Christmas" initiative**

Councillors supported an idea to consolidate and publicise a list of Christmas events and circulate this through the Hanborough Herald, leaflets and Facebook.

Action: Councillors to gather events and design a leaflet or Herald spread.

**160. To review covid arrangements and support**

Councillors discussed what help is available including food banks and delivery of meals at Christmas. It was agreed to publicise the Hanborough Welfare Trust on noticeboards and Facebook.

**161. To discuss the positioning of the white gate planters**

It was reported that the Witney Road planter restricts the view from an adjacent driveway. Councillors discussed the feasibility of moving the full planters.

**162. Financial Matters**

162.1. The Business Working Group had not met. The RFO reported that the external audit had been completed with no issues reported.

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

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

**Receipts:**

Cemetery Fees	Cemetery Fees	110.00
Banbury Memorials	Cemetery Fees	220.00
Reeves Memorials	Cemetery Fees	240.00
WODC Section 106 Funds		27,020.00
	Sewage work for HPFA	15,000
	Football Club	5,020
	Bowls Club	7,000
Highworth Memorials	Cemetery Fees	240.00

**Payments:**

**RESOLVED:** To make bank transfer payments of the following Schedule of Accounts.

From Unity Trust Bank:

10/11/2020	Direct	Castle Water	Water rates	189.25
10/11/2020	Direct	R Atkinson (£78.00 plus £0.04 underpaid)		78.04
10/11/2020	Direct	P Marcus	Expenses	25.20
10/11/2020	Direct	Hanborough Bowls Club	S106 Funds	7,000.00
10/11/2020	Direct	Moore	External Auditors	480.00
10/11/2020	Direct	A Edwards	Salary & Expenses	
10/11/2020	Direct	J Gammage	Salary & Expenses	
10/11/2020	Direct	T Skelly	Salary & Expenses	
10/11/2020	Direct	H M Revenue & Customs	PAYE	250.91
10/11/2020	Direct	Oxfordshire County Council	Pension Fund	442.76
10/11/2020	Direct	R Hancock	Charlbury Garden Centre	10.00
10/11/2020	Direct	Norris & Fisher	Insurance	57.76

From Coop Bank to Unity Trust Bank:

10/11/2020	Direct	Transfer to Unity Trust Bank	20,000.00
10/11/2020	Direct	Transfer to Unity Trust Bank	10,000.00

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

163.1. Cllr Marcus circulated a report ahead of the meeting and requested an agenda item to discuss the “20 plenty for Oxfordshire” initiative.

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

Application Number	Address	Details	Parish Council Response	Decision
20/01734/OUT	Eynsham Garden Village	Garden Village		
20/01602/FUL	Land South East of Hillside, Swan Lane, Long Hanborough	Erection of new dwelling and associated works.	Parish Council opposed the application.	Refused
20/01813/FUL	117 Main Road, Long Hanborough	Replacement of existing bungalow with two semi detached dwellings	No Comments	
20/01937/FUL	Park House, Park Lane, Long Hanborough	Demolition of existing dwelling. Erection of dwelling and detached garage building.	No Comments	
20/01954/FUL	2 Witney Road, Long Hanborough	Erect 10 one bed flats and associated works.	No further comments from previous applications	Refused
20/01938/HHD	21 Marlborough Crescent, Long Hanborough	Pitched roof at front of property over lower floor bay window and garage door.	No Comments	Approved
20/01920/S73	Land South of Witney Road, Long Hanborough	Variation of Condition 2 of Planning Permission 18/02633/S73	No Comments	Approved
20/02316/FUL	6 Lodge Road, Hanborough Business Par, Long Hanborough	Alterations	No Comments	
20/02401/HHD	6 Isis Close, Long Hanborough	Erection of two storey side extension and porch	No Comments	
20/02635/S73	High Thatch, Park Lane, Long Hanborough	Variation of condition 2 of planning permissions 01189/FUL and 19/02821/S73	Parish Council objected to the application	
20/02696/HHD	11 Isis Close, Long Hanborough	Alterations and erection of two storey extension	No Comments	
20/02400/FUL	Post Office, 72 Main Road, Long Hanborough	Change of use from A1 use to A5 use.	Parish Council objected to the application	
20/02676/S73	2 Witney Road, Long Hanborough	Variation of condition 2 of 19/02902/FUL		

163.3. The chair reported that he is preparing a response to a draft Supplementary Planning Document (SPD) that sets out details of the expected contributions which largely involve the Community Infrastructure Levy (CIL) and Section 106 / Section 278 planning obligations.

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

Cllr Tritton circulated a report ahead of the meeting.

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

HPFA: Nothing significant to report.

Allotment Association: Nothing further to report.

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

**167. Miscellaneous items from Members:** Nothing further to report.

**143. AOB:** None.

The next meeting will be held on Tuesday 8th December at 6:30pm online. The meeting was closed at 8:20pm

The Clerk. 8th December 2020