



Minutes of Hanborough Parish Council
89/2018

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 11th December 2018 in the Pavilion Greenway Room, the following were present:

Mr Peter Brittin, Mr Niels Chapman (chair), Dr Michael Franklin, Miss Penelope Marcus, Mr Michael Rogers, Mr Steve Page and Ms Lucy Tritton.

In attendance: Mr Jon Gammage (Clerk) and Mr Adrian Edwards, Responsible Financial Officer (RFO). Also attending was County Councillor Liam Walker.

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

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

142. Public participation session: None

143. To receive apologies for absence: Apologies were received from Ms Ellen Armitage and Mr Rod Fraser. Apologies were also received from District Councillors Alaa Al-Yousuf and Merilyn Davies.

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

145. To sign, as a correct record, the minutes of the meetings held on 13th November 2018

RESOLVED: That minutes of the meeting of 13th November 2018 be approved and signed as a correct record.

146. Matters of report arising from the previous minutes:

146.1 (120.1) Playground drainage: The clerk reported that the contractor needs to delay until January due to staff issues.

ACTION: Clerk to track progress.

146.2 (120.2) Coffin Path: The clerk reported that he has notified WODC.

ACTION: Clerk to track progress.

146.3 (132) Noticeboard at the Coop: Cllr Tritton reported that the noticeboard had been ordered and that Bloor Homes had offered a financial contribution. ACTION: Cllr Tritton to accept offer and see how much they will contribute.

147. Report of County and District Councillors:

County Councillor Walker reported on highways issues around building sites including the upcoming resurfacing works in Church Road; Lower Road where improved wheel wash facilities have been implemented at the quarry to reduce mud on the road; a potential project to expand parking at the station; the A40 Park & Ride consultation.

148. To coopt councillors as recommended by the interviewing panel

The panel recommended cooption of Kerry Scarlett and Rich Fuller to council.

RESOLVED: To coopt Kerry Scarlett and Rich Fuller to council.

Action: Clerk to notify Kerry Scarlett and Rich Fuller and make arrangements with WODC.

149. To consider removing or refurbishing the fence around Hurdeswell

Councillors discussed removing or replacing the fence. The Environment Group will consider this further.

Action: Environment Group to consider options and source quotes to replace or repair.

150. To consider and agree the budget for 2019-20

The RFO summarised the budget which had been circulated ahead of the meeting.

RESOLVED: To set the 2019/20 budget as presented.

151. To set the precept for 2019-20

The RFO proposed setting the precept at no increase to the band D level.

RESOLVED: To set the 2019/20 precept as presented.

152. To consider only offering new allotments tenants half plots as we have 8 people on the waiting list

RESOLVED: To only offer half plots in the future to help reduce the waiting list.

153. To consider costs to mark the “couch to 5k” route

Cllr Franklin explained that the “couch to 5k” project and the outdoor gym are both the same project aimed at improving fitness facilities in the parish. HPFA have agreed to the installation of posts to mark the 5k route which links in with the warm up equipment ordered last month.

RESOLVED: To fund installation of marker posts and related costs up to £100.

154. To consider quotes for outdoor gym equipment

Cllr Franklin reported that one of the suppliers of quotes provided previously has offered a 25% discount on the outdoor gym equipment for orders placed by January. He also reported that the Pye Settlement Trust are considering a grant application and we will be notified in January.

RESOLVED: To place the order subject to the Pye Settlement Trust offering the grant applied for.

155. To discuss and gather ideas for new steps to the playground from the car park and Pavilion (clerk)

Councillors discussed various options for the two access points to the playground including ramps and steps. The requirement for wheel chair access was noted along with steps and ramps so that there is easier access for buggies. The clerk noted that he did not have a clear enough view of what councillors wanted to be able to contact contractors. In order to gather expert advice it was agreed to contact Blenheim, OPFA, WODC and the developers currently building in the parish.

Action: Clerk to draft a request and chair and clerk to contact the experts listed above.

156. To receive an update on the land swap and potential new community facilities

The chair presented an update on clarification received from OCC and a overview of his proposed response. Councillors were in agreement with the proposed response.

Action: Chair to draft a response and circulate to councillors for approval.

157. To consider who to approach and how, in order to obtain better maintenance of Parish pavements

The clerk reported that in the past he cleared small areas of pavement to determine how much is buried under vegetation. Subsequent clearance has been completed by WODC. It was agreed to approach WODC once areas are identified.

158. To consider replacing a bench in Hurdeswell

The clerk reported that the dilapidated memorial bench will be removed rather than replaced by the family.

Action: Environment Group to consider placement of benches in the area after the Pye development is complete.

159. Financial Matters

159.1. The Finance Working Group had not met.

159.2. The monthly financial summary was circulated at the meeting.

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

Receipts:

13/11/2018	West Oxfordshire District Council	S106 Funds for Playground	9,000.00
27/11/2018	Cemetery Fees	Cemetery Fees	110.00
27/11/2018	Abingdon Stone & Marble	Cemetery Fees	220.00
06/12/2018	Banbury Memorials	Cemetery Fees	100.00
05/12/2018	Cemetery Fees	Cemetery Fees	450.00
06/12/2018	Greens Funeral Services	Cemetery Fees	220.00

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

Payments:

11/12/2018	103303, 103304, 103305	Salary & Expenses	
11/12/2018	103302 S & C Slatter	MUGA Maintenance	420.00
11/12/2018	103303 Greenbarnes Limited	Notice Board	1,624.47
11/12/2018	103307 H M Revenue & Customs	PAYE	223.00
11/12/2018	103308 Oxfordshire County Council	Pension Fund	408.31
11/12/2018	103309 Hanborough & District Day Centre	Grant	1,000.00
11/12/2018	103310 Volunteer Link Up	Grant	100.00
11/12/2018	103311 Citizens Advice Bureau	Grant	200.00
11/12/2018	103312 R B Legion	Wreath	15.00

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

160.1. Cllr Marcus circulated a report ahead of the meeting and summarised the main points of interest.

160.2. Railway bridge bollards: One bollard has disappeared and as they were part funded by council it was agreed to seek more durable replacements.

Action: Cllr Brittin to contact James Wright at OCC regarding durability of bollards.

160.3. Witney Road hedge at Pye development: The hedge on the north side was removed by Pye and councillors agreed it should be replaced.

Action: Cllr Marcus to contact Pye to request reinstatement of hedge.

160.4. The planning application report was circulated as follows.

Application Number	Address	Details	Parish Council Response	Decision
18/00019/Appeal	Land North of Witney Road, Long Hanborough	Erection of up to 170 dwellings		Appeal Withdrawn
18/02527/HHD	50 Church Road, Long Hanborough	Single and two storey extension	Concerns about overlooking neighbours	Approved
18/02633/S73	<u>Pye</u> South Development	Minor amendments to parking and roads	No Comments	Approved
18/02650/HHD	59 Marlborough Crescent, Long Hanborough	Erection of single and two storey extensions	No comment except to ensure 45 degree rule applied.	Approved
18/02730/FUL	The Studio, 139 Main Road, Long Hanborough	Conversion of Garage to bedsit (retrospective)	No Comments	Refused
18/02874/FUL	<u>Pear</u> tree Cottage, Church Road, Church Hanborough	Change of use from agricultural to residential garden	No Comments	Approved
18/03040/FUL	7 <u>Fenlock</u> Court, <u>Fenlock</u> Road, Long Hanborough	Installation of 28 Solar Panels	No Comments	
18/03223/FUL	High Thatch, Park Lane, Long Hanborough	Demolition of existing dwelling and erection of a new dwelling and buildings		
18/03464/FUL	10 Lodge Road, Hanborough Business Park, Long	Erection of first floor extension.		

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

The chair reported that the Oliver's Garage application has been resubmitted with provision for a grant towards affordable houses rather than actual housing.

161. Report from Community & Leisure Group (CLG): Cllr Tritton circulated a report ahead of the meeting & summarised the main points of interest.

162. Reports from Community Groups & Organisations

HPFA reported that they had completed a 5 year plan. The Allotment Association has held a social event and the Dementia & Loneliness Support Group had another successful meeting.

163. Report of Clerk: Nothing further to report.

164. AOB: Councillors recorded their thanks for the support and help received from Catherine Tetlow the Principal Planning Officer at West Oxfordshire District Council as she is moving on to another job.

The next meeting will be held on Tuesday 8th January in The Greenway Room. The meeting was closed at 9:30pm

The Chairman. 8th January 2019