



Minutes of Hanborough Parish Council

116/2021

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 13th April 2021 online, the following were present by remote attendance:

Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rich Fuller, Miss Penelope Marcus, Ms Kerry Scarlett, and Ms Lucy Tritton.

In attendance: Mr Jon Gammage (Clerk), Mr Adrian Edwards, Responsible Financial Officer (RFO), District Councillors Merilyn Davies and Alaa Al-Yousuf

Members of the public attending: One member of the public attended.

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

269. Public participation session: None.

270. To receive apologies for absence: Apologies were received from Ms Ellen Armitage, Mr Steve Page and Mr Rod Fraser. Apologies also received from County Councillor Liam Walker.

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

272. To sign, as a correct record, the minutes of the meeting held on 9th March 2021

RESOLVED: That minutes of the meeting of 9th March be approved and signed as a correct record by the clerk.

273. Matters of report arising from the previous minutes: None, items complete or included as agenda items.

274. Report of County and District Councillors:

District Councillor Merilyn Davies reported on the Gigaclear works and the little library initiative.

District Councillor Alaa Al-Yousuf reported on ongoing local and national efforts to reduce sewage outlet into rivers.

275. To receive an update from the community centre project steering group

The Steering Group reported that HPFA's Chairman recognises that a formal change of its Constitution would be required if it were to be given responsibility for running a new Community Centre in accordance with principles set by HPC.

Steering Group members were keen to invite a few architects to set out ideas based on design criteria gathered to date, but it was noted that this could not be treated as a tendering process unless a multi-disciplinary feasibility study had taken place first. The Group does not currently have a shared view of the scope of this project. WODC has recommended that pre-app advice should be sought from WODC to explore potential issues at an early stage. It was noted that any eventual design should meet the criteria set for S106 Recreation applications and be financially and environmentally sustainable.

276. To agree next stages in the proposed allotment extension

It was agreed that next stage is to conclude discussions that are ongoing with allotment holders and the farmer/church about the area required and get costs to lay it out.

277. To agree policy on whether more than 1 person from the same household should be able to have an allotment

The RFO noted that there are multiple applicants on the waiting list from households which means that others are not able to get allotments.

RESOLVED: That after the current approvals are concluded there will be a limit of one whole plot per household.

278. To agree final contents for the Annual Parish Meeting April 20th online

The clerk updated councillors on plans and agenda items for the annual meeting in a weeks time.

279. To consider costs to finish and tidy the new ramp area

The clerk reported that no quotes had arrived for this work but in any case the ground is now too dry and solid for landscaping works. It was agreed to defer to later in the year.

280. To consider provision of dog waste bags in the playing field area

RESOLVED: To purchase a bag dispenser and supply of bags with a maximum budget of £400.

Action: Clerk to place order and make arrangements for regular filling of the dispenser.

Councillors recorded thanks the Cllr Scarletts husband who kindly offered to install it.

281. To consider applying for planning permission for HPFA's new tractor shed (on the understanding that the fee will be paid from within the £25K OCC grant allocated)

RESOLVED: To submit the application for the tractor shed on the understanding that the fee will be paid from within the £25K OCC grant allocated.

282. To accept (or otherwise modify) Cllr Fuller's proposed choice of benches and their locations

RESOLVED: To place the order for the furniture as proposed.

283. To make arrangements for prioritising recently discussed projects that might be eligible for Section 106 Recreation funding

It was noted that Section 106 Recreation projects should meet the requirements of our own rules for S106 applications, i.e. they should offer the prospect of increased recreational capacity and broader reach to a wider range of residents, along with evidence of need, deliverability in a reasonable timescale, practicability (versus availability and accessibility elsewhere) and sustainability (financial / environmental).

284. To consider commissioning the tree care package following the Duty of Care report

The clerk shared the report which identified works recommended within a 3 month period and one that was within 1 month.

RESOLVED: To suspend Financial Regulations that council should strive to obtain 3 quotes for this level of expenditure as the works are time sensitive and obtaining further quotes would take us outside recommended complete by date.

RESOLVED: To place an order with Boward to complete all 3 month or less works at a cost of £2645.

Action: Clerk to place order.

285. To discuss anti social behaviour in the Pavilion area

Action: Clerk to report to our PCSO and ask for additional patrols in the area.

286. To discuss sharing of draft minutes before approval

The clerk summarised the current process for sharing reports and publication of draft minutes.

287. To consider ongoing membership and/or financial contribution to Wychwood Project

The RFO noted that we currently have one membership. It was agreed to take additional membership for the working group leaders as they are making use of Project expertise on parish projects.

RESOLVED: To take additional memberships.

288. Financial Matters

288.1. The Business Working Group had not met.

288.2. The monthly financial summary & bank reconciliation was circulated before the meeting. The year end accounts show a £2K surplus.

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

Receipts:

HMRC VAT Refund	1,409.25
Banbury Memorials	720.00
S & R Childs	120.00
Allotment Rent	10.00
Greens Funeral Services	120.00
Greens Funeral Services	480.00
Allotment Rent - received up to 09/04/2021	290.00

Payments:

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

A Edwards	Salary & Expenses	
J Gammage	Salary & Expenses	
T Skelly	Salary & Expenses	
H M Revenue & Customs		294.48
Oxfordshire County Council Pension Fund		468.46
Ubico - Bins		952.69
WODC - Bins		467.89
PWLB Loan - DDR		12,001.59

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

289.1. Cllr Marcus circulated a report ahead of the meeting. A proposal that Parish Council registered an interest in 20mph zones in the parish with OCC received unanimous support.

289.2. 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		
20/01954/FUL	2 Witney Road, Long Hanborough	Erection 10 One Bed Flats	Objected. No further comments to be made from those objecting to the application.	Refused
20/03362/FUL	Churchill Court, Main Road, Long Hanborough	Alterations including change of use to Holiday Lets	No Comments	
21/00233/HHD	9 Regent Drive, Long Hanborough	Conversion of Garage to habitable space	No Comments	Approved
21/00341/FUL	St Johns Brigade HQ, Pinsley Road, Long Hanborough	Erection of two semi detached dwellings and associated parking	No Comments	
21/00359/HHD	Goose Eye Farm, Eynsham	Alterations and Refurbishment including various extensions and installation of a swimming pool.	No Comments	
21/00422/HHD	117 Church Road, Long Hanborough	Conversion of loft space	No Comments	
21/00464/HHD 21/00465/LBC	Thresher Barn, 6 Millwood Farm Barns, Abelwood Road	New Glazed Door to North Elevation	No Comments	
21/00538/HHD	10 Churchill Way, Long Hanborough	Erection of two storey side and single storey rear extensions		
21/01045/HHD	23 Witney Road, Long Hanborough	Single storey link extension		
21/00678/HHD	44 Church Road, Long Hanborough	Erection of single storey detached outbuilding to provide ancillary accommodation.		
21/00777/HHD	121 Main Road, Long Hanborough	Erection of an extension to outhouse to create self contained annex		
21/00778/HHD	8 Slatters Court, Long Hanborough	Erection of retaining boundary wall and new gate.		

289.3. No significant developments to report on.

290. Report from Community & Leisure Group (CLG)

Cllr Tritton circulated a report ahead of the meeting and commented on progress on the pump track proposal and the growing popularity of the walking group.

291. Reports from Community Groups & Organisations

HPFA: Nothing further to report.

Allotment Association: Nothing further to report.

292. Report of Clerk: The clerk reported his use of emergency powers to get a bin emptied on Hanborough Park. We understand it is the responsibility of the developer Bloor but has not been emptied. The proximity to the children's play area makes it a health hazard. It was agreed to install a dog waste bin in the area.

293. Miscellaneous items from Members: Councillors recorded thanks to the outgoing councillors and most notably to our chair.

The next meeting will be held on Tuesday 18th May at 7:00pm in the Pavilion. The meeting was closed at 8:30pm.

The Chair. 18th May 2021