



## Minutes of Hanborough Parish Council

82/2018

At the Ordinary Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 10<sup>th</sup> April 2018 in the Pavilion Greenway Room, the following were present:

Mr Peter Brittin Mr Niels Chapman (Chair) Dr Michael Franklin Mr Michael Rogers Ms Lucy Tritton

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

**Members of the public attending:** One member of the public was present.

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

**246. Public participation session:** None.

**247. To receive apologies for absence:** Apologies were received from Ms Ellen Armitage, Mr Rod Fraser, Miss Penelope Marcus, Mr Steve Page and Mr Thomas Pringle.

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

**249. To sign, as a correct record, the minutes of the meetings held on 13th March 2018**

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

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

250.1 (226) Emergency Plan: Meeting between Cllr Franklin and clerk delayed.

ACTION: Clerk to make arrangements for meeting.

250.2 (222.2) Webmaster: ACTION: Clerk to make arrangements for meeting with candidate and chair.

250.3 (233) School expansion and land swap: The chair is meeting with OCC & HPFA on 19<sup>th</sup> April.

250.4 (237) Feasibility study for pedestrian cycle bridge on A4095: A meeting was held at WODC and the project is supported by Robert Courts MP, Blenheim who offered land & Oxford Brookes who offered engineering design support.

250.5. (238) Riely Close noticeboard: Plan to be reconsidered after discussions with the land owners.

ACTION: Clerk to add agenda item for May to consider grant towards costs to refurbish the bench.

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

District Councillor Dingwall reported on the Local Plan which is getting closer to adoption and on the Growth Board Deal which will help to provide affordable housing.

**252. To discuss and agree plans for the Annual Parish Meeting**

The clerk reported that invites and agenda had been sent out in March and again in the last week. Notices were also posted on the noticeboard and on the web site. Copies of the agenda and minutes from the last meeting will be printed for the meeting. Network Rail may be attending to present plans for station improvements. The Hanborough Welfare Trust and HPFA are also reported to be attending or sending reports.

**253. To consider funding a speed camera and insurance for a Community Speedwatch group**

It was reported that the group continues to take shape with a number of volunteers involved.

ACTION: Clerk to defer to the May agenda.

**254. To agree budget for maintaining the planters**

RESOLVED: To allocate £400 (up £100 from last years £300) to the Gardening Club.

**255. To choose a fourth HPC-nominated trustee for Hanborough Welfare Trust**

Following advertising, Parish Council received 3 expressions of interest in being nominated as Trustee to fill a vacancy. Two candidates withdrew when they understood the role better. The remaining candidate is well qualified for the role.

RESOLVED: To nominate Paul Linden as Trustee to the Hanborough Welfare Trust

ACTION: Clerk to notify Trust and chair to notify Paul Linden.

**256. To review final accounts for year ended 31<sup>st</sup> March 2018**

RESOLVED: To accept the final accounts for the year as presented.

**257. To review bank reconciliation at 31st March 2018**

RESOLVED: To accept the bank reconciliation as presented.

**258. Financial Matters**

258.1. The Finance Working Group had not met.

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

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

**Receipts:**

13/03/2018	VAT	Refund	379.24
21/03/2018	S & R Childs	Cemetery Fees	200.00
21/03/2018	E A Taylor	Cemetery Fees	400.00

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

**Payments:**

10/04/2018	103537, 103542, 103539	Salary & Expenses	
10/04/2018	103533 Community First Oxfordshire	Subscription	70.00
10/04/2018	103534 Oxfordshire Playing Fields Association	Subscription	53.00
10/04/2018	103535 Ubico Limited	Dog Bins	181.60
10/04/2018	103536 West Oxfordshire District Council	Bins	499.61
10/04/2018	103538 Cancelled	-	
10/04/2018	103540 H M Revenue & Customs	PAYE	206.20
10/04/2018	103541 Oxfordshire County Council	Pension Fund	390.11
30/04/2018	DDR Public Works Loan Board		12,001.59

258.4. To receive an update on the section 106 time line and fund availability: Martin Holland at WODC will send an update. ACTION: RFO to chase if required.

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

259.1. Cllr Marcus circulated a report ahead of the meeting.

259.2 Planning application report

Application Number	Address	Details	Parish Council Response	Decision
17/01082/OUT	Land North of Witney Road, Long Hanborough	Erection of up to 170 Dwellings	Detailed response objecting to plans	
18/00038/FUL	Willow View, Swan Lane, Long Hanborough	Erection of Barn	Detailed response objecting to the application.	Approved
18/00010/LBC	Old Farm House, 194 Main Road, Long Hanborough	Internal and External works including changes to internal layout and rear porch.	No Comments	Approved
18/00426/FUL	Elmwood, 174 Main Road, Long Hanborough	Conversion of garage to home studio and annex and extension and conversion of loft on existing dwelling.	No Comments	
18/00241/HHD	32 Main Road, Long Hanborough	Single storey side and rear extension, conversion of loft and front entrance porch.	No Comments	
18/00589/HHD	40 Witney Road, Long Hanborough	First Floor rear extension	No Comments	
18/00612/HHD	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of Boundary Wall	Detailed response objecting to the application.	
18/00613/LBC	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of Boundary Wall	Detailed response objecting to the application.	
18/00688/HHD	51 Abelwood Road, Long Hanborough	Erection of single storey side extension	No Comments	
18/00400/FUL	Churchill Court, Main Road, Long Hanborough	Alterations to include holiday lets.	No Comments	
18/00678/HHD	33 Hurdeswell, Long Hanborough	Two storey rear extension, first floor side extension and part conversion of existing garage.	No Comments	
18/00926/HHD	23 Millwood Vale, Long Hanborough	Conversion of existing garage to living space, including replacing roof.		

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

The chair reported that Cantay inspectors decision is expected soon. He also reported that Pye have invited him to view their revised plans for the Witney Road north site affected by Grim's Ditch.

**260. Report from Community & Leisure Group (CLG):** Cllr Tritton circulated a report ahead of the meeting and noted that they will meet again at the end of April. On going activities include the outdoor gym, a spring walk, contributing to the parish welcome pack and ideas for a repeat of the Great Get Together.

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

261.1. HPFA: Beer and Gin Festival plans taking shape.

261.2. Allotments: The Association is seeking clarification on insurance arrangements.

261.3. Dementia & Loneliness Support Group: Cllr Franklin reported that the group continues to meet and have a tea afternoon planned for later in the month.

**262. Report of Clerk:**

262.1. The clerk reminded councillors of the need to update their Register of Members Interests periodically.

262.2. There are 2 vacancies for councillors.

ACTION: Clerk to organise interview with one candidate.

**263. AOB:** The chair sent apologies for the next meeting. He also noted that he would be willing to stand for chair again if proposed.

The next meeting will be held on Tuesday 8<sup>th</sup> May in The Greenway Room. The meeting was closed at 9:20pm.

The Chairman. 8<sup>th</sup> May 2018