Minutes of Hanborough Parish Council
105/2020

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 12th May 2020 online, the following were present by remote attendance:

Ms Ellen Armitage, Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rod Fraser, Mr Rich Fuller, Miss Penelope Marcus, 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 Councillor Alaa Al-Yousuf.

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

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

2. Public participation session: None requested.

3. To receive apologies for absence: Apologies were received from Mr Peter Brittin. District Councillor Merilyn Davies also sent apologies.

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

5. To sign, as a correct record, the minutes of the meeting held on 10th March 2020
RESOLVED: That minutes of the meeting of 10th March 2020 be approved and signed as a correct record by the Clerk.

6. To sign, as a correct record, the minutes of the EGM held on 26th March 2020
RESOLVED: That minutes of the meeting of 26th March 2020 be approved and signed as a correct record by the Clerk.

7. Matters of report arising from the previous minutes:
   7.1 (232.1) Playground access ramp: The Chair circulated a cost and design prepared by Pye.
   Action: Clerk to seek a third quote and add to the June agenda.

   7.2 (232.2) Tree safety survey: The Clerk reminded Councillors that he was trying to establish who was responsible for trees in the Pit and if OCC were able to provide a inspection service. He reported that it had been impossible to get a response from the OCC contact earlier in the year and no further attempts had been made since March due to the virus.
   Action: Clerk to try again to get a response.

   7.3 (236) Permanent Christmas tree: Action on hold due to pandemic.

   7.4 (238.1) Pump Track: Action on hold due to pandemic.

   7.5 (239) Annual Parish Meeting: Cancelled due to pandemic.

   7.6 (240) The Pit Asset of Community Value (ACV): The clerk reported that a application has been submitted to renew.

8. Report of County and District Councillors:
   County Councillor Liam Walker reported that OCC is operating business as usual as much as possible and taking the opportunity of quiet roads to do a lot of road repairs. Unsafe cycling routes including Lower Road were discussed in the light of funds being made available for infrastructure improvements.
   District Councillor Merilyn Davies circulated a report ahead of the meeting.

9. To receive an update on the March s106 presentation day and ongoing actions
   No update on this item.

10. To receive a report on the land swap arrangements
    The chair reported that a Heads of Agreement is close to being ready for circulation.
11. To agree that PC organise the Pavilion sewage disposal project
RESOLVED: That Parish Council will manage the sewage disposal project.
Action: Cllr Franklin to manage the project and work with HPFA, the contractor and any other stakeholders.

12. To consider quotes for the Pavilion sewage disposal project
Councillors considered three quotes for the contract and selected the lowest cost option. The selected supplier had provided references for similar works. Costs for Thames Water (TW) approvals was also allowed for in the budget.
RESOLVED: To award the contract to Stow Groundworks with a budget of £13,000 to include associated costs.

13. To allocate funds to Hanborough Welfare Trust for grant giving during the current crisis to a max. of £5000
RESOLVED: To grant a maximum £5000 to the Welfare Trust.

14. To empower the Business Working Group to draw down on the Welfare Trust grant and transfer as required
RESOLVED: To empower the Business Working Group to allocate the £5000 grant as required.

15. To consider insurance renewal invitation
The RFO confirmed that the quote from the current provider is on the basis of a 3 year deal and recommended renewal.
RESOLVED: To renew the insurance with a 3 year agreement.

16. To consider supporting the voluntary group with PC insurance
Councillors considered an insurance proposal to provide cover for registered volunteers and Council has asked for clarification on a number of points including cover for handling controlled drugs.
RESOLVED: To take the insurance cover if all elements requested are covered and on clarification about handling controlled drugs at a maximum cost of £200.

17. To consider promoting a parish-wide Neighbourhood Watch scheme
Councillors discussed building on the current community spirit by facilitating a Neighbourhood Watch or similar scheme. It was agreed to explore level of interest and options initially.

18. To consider financial support to the Hanborough Herald during the pandemic
Councillors reported that a drop in advertising revenue meant that the next edition was unlikely to go ahead. It was agreed that the publication is important as it reaches all residents. It was also agreed to ask for a short delay in the cut off date for articles so that Councillors could prepare reports.
RESOLVED: To make a grant of £200 towards costs of this months edition.

19. Financial Matters
19.2. The monthly financial summary & bank reconciliation was circulated before the meeting.
19.3. To approve the monthly payment schedule & any necessary transfers between council accounts.

Receipts:
GWR Grant Feasibility Study 17,000.00
Banbury Memorials Cemetery 220.00
Tony James Memorials Cemetery 110.00
HMRC VAT Refund 4,041.79
Coop Bank Interest 269.48
Various Allotment Rent 410.00
WODC Precept 46,737.00
Various Allotment Rent 140.00
WODC Covid 19 Grant 10,000.00
Greens Funeral Services Cemetery 880.00

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

April
Direct A Edwards Salary & Expenses
Direct J Gammage Salary & Expenses
Direct T Skelly Salary & Expenses
Direct H M Revenue & Customs PAYE 236.13
Direct OCC Pension Fund Pension 410.14
Direct R Hancock Website 309.77
Direct Ubico Bins 929.45
Direct WODC Bins 132.21
Direct HPFA Youth Club Rent 180.00
Direct Hanborough Herald Grant 201.44
DDR Public Works Loan Board Loan repayment 12,001.59

May
Direct WODC        Bins                327.49
Direct Norris & Fisher Insurance  1,517.93
Direct A Edwards  Salary & Expenses
Direct J Gammage  Salary & Expenses
Direct T Skelly   Salary & Expenses
Direct H M Revenue & Customs PAYE   208.33
Direct R Hancock  Website   50.00
Direct OCC Pension Fund  Pension   410.14
Direct Hanborough Welfare Trust Grant
Individual Tranches of £500 up to a maximum of: 5,000.00

Transfer to Deposit Account 50,899.47


20.1. Cllr Marcus circulated a working group report ahead of the meeting including climate change initiatives.

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

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Address</th>
<th>Details</th>
<th>Parish Council Response</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/03403/FUL</td>
<td>Olivers Garage</td>
<td>Erection of 25 dwellings</td>
<td>Parish Council is in favour of a good</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>quality housing development on the site.</td>
<td></td>
</tr>
<tr>
<td>20/00235/FUL</td>
<td>Post Office, 72 Main Road, Long</td>
<td>Change of use to Coffee Shop</td>
<td>Parish Council opposed the application.</td>
<td></td>
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<tr>
<td></td>
<td>Hanborough</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20/00566/TLD</td>
<td>Pelican House, Lower Road, Church</td>
<td>Erection of Porch and Detached Garage</td>
<td>No Comments</td>
<td>Refused</td>
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<tr>
<td></td>
<td>Hanborough</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19/02902/FUL</td>
<td>2 Witney Road, Long Hanborough</td>
<td>Remove existing dwellings. Construction of 9</td>
<td>Parish Council opposed the application.</td>
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<td></td>
<td></td>
<td>flats</td>
<td></td>
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<tr>
<td>20/00440/FUL</td>
<td>Hanborough Lodge, Main Road,</td>
<td>Erection of two single storey annexe</td>
<td>No Comments</td>
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<td></td>
<td>Long Hanborough</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>20/00560/S73</td>
<td>Old Station Yard, Main Road,</td>
<td>Removal of condition 2 of planning</td>
<td>No Comments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long Hanborough</td>
<td>application 07/0271/R/F/P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20/00805/FUL</td>
<td>12 Abelowood Road, Long</td>
<td>Conversion of existing garage to create</td>
<td>No Comments</td>
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<td></td>
<td>Hanborough</td>
<td>self contained unit.</td>
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</tr>
<tr>
<td>20/00844/TLD</td>
<td>1 Park Lane, Long Hanborough</td>
<td>Alterations and erection of front and</td>
<td>No Comments</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>side extension.</td>
<td></td>
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<tr>
<td>20/00853/FUL</td>
<td>49 Main Road, Long Hanborough</td>
<td>Demolition of existing property. Erection</td>
<td>Parish Council opposed the application.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>of 2 semi detached dwellings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20/00913/TLD</td>
<td>Thresher Barn, 6 Millwood Farm</td>
<td>New Glazed Door to North Elevation</td>
<td>Parish Council opposed the application in</td>
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<tr>
<td></td>
<td>Barns, Abelowood Road</td>
<td></td>
<td>part.</td>
<td></td>
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<tr>
<td>20/00914/TLD</td>
<td>Thresher Barn, 6 Millwood Farm</td>
<td>New Glazed Door to North Elevation</td>
<td>Parish Council opposed the application in</td>
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</tr>
<tr>
<td></td>
<td>Barns, Abelowood Road</td>
<td></td>
<td>part.</td>
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</tr>
</tbody>
</table>

20.3. To receive an update on planning applications for large scale developments: Cllr Marcus reported on local developers moves towards restarting building works as the lockdown rules are relaxed.


Councillors discussed at length the pros, cons and risks of the MUGA opening, voicing concerns about adherence to social distancing. They urged users to follow the latest government distancing rules. The playground and outdoor gym remain closed until further notice.

Action: Clerk to reopen MUGA and display government advice notices.

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

The clerk reported that the HPFA had asked if Council would adopt their defibrillator. The device is currently away for a new battery and pads.

Action: Clerk to add to June agenda.

Allotment Association: Nothing to report.

**23. Report of Clerk:** The RFO reported that funds set aside for the Recreation Hall may be requested soon.

**24. Miscellaneous items from Members:** None.

**25. AOB:** None.

The next meeting will be held on Tuesday 9th June at 6:30pm online. The meeting was closed at 8:10pm.

The Clerk. 9th June 2020