



## 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 facilitation 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**

19.1. The Business Working Group had not met.

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

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.

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	No Comments	Withdrawn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

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.

## 21. Report from Community & Leisure Group (CLG):

Nothing of note to report from the group. 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