



Minutes of Hanborough Parish Council
88/2018

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 13th November 2018 in the Pavilion Greenway Room, the following were present:

Ms Ellen Armitage, 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 were County Councillor Liam Walker and District Councillor Alaa Al-Yousuf and Merilyn Davies.

Members of the public attending: 10 members of the public were present.

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

116. Public participation session:

116.1 Chelsie Bickford, Customer Community Advisor (SSE) for power resilience presented a overview of how they respond to power outages. It was agreed to include information about registering for priority services in the next Herald. It was noted that applications will be considered in March from the Resilience Fund.

116.2 Steve Nicholls presented HPFA proposals to extend the Pavilion so that it could better provide for a youth orientated facility. Plans included extending the Greenway Room, kitchen & storage areas along with visual improvements. Costs are estimated at £250-300k. HPFA asked to be formally included in the group steering the project.

117. To receive apologies for absence: Apologies were received from Mr Rod Fraser.

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

120. To sign, as a correct record, the minutes of the meetings held on 9th October 2018

RESOLVED: That minutes of the meeting of 9th October 2018 be approved and signed as a correct record.

120. Matters of report arising from the previous minutes:

120.1 (93.2) Playground drainage: The clerk reported that he chased the contractor but he is on holiday until 13th November. ACTION: Clerk to track progress.

120.2 (93.4) Coffin Path: The clerk reported that he was trying to find out who to speak to at WODC so that clear instructions about the location of the furniture can be given. ACTION: Clerk to arrange for removal.

120.3 (97) Christmas Tree: The clerk reported that the tree will be delivered on 29 Nov & lights installed that weekend.

120.4 (113.1) The chair reported that a new land swap offer was received which is incompatible with the last version.

121. Report of County and District Councillors:

County Councillor Walker again reported on highways issues around building sites including poor performance of the traffic lights and the upcoming resurfacing works in Church Road.

District Councillor Davies thanked those involved in Remembrance Sunday arrangements and presented an idea for a phone box library similar to the successful one in Freeland.

District Councillor Al-Yousuf had nothing further to report.

122. To coopt councillors as recommended by the interviewing panel

The panel recommended cooption of Jeff Borer to council. It was agreed to invite another candidate for interview.

RESOLVED: To coopt Jeff Borer to council.

Action: Clerk to notify Mr Borer and make arrangements with WODC.

123. To consider quotes for the outdoor gym (MF)

Cllr Franklin presented three quotes for outdoor gym equipment and an agreement from the HPFA on location. It was agreed to accept the middle value quote as this supplier was recommended by local sports coaches.

Cllr Page declared that a neighbour was involved in quoting. There is no pecuniary interest.

RESOLVED: To accept the quote from The Great Outdoor Gym Company at £4600.

Action: Clerk to place order for work.

124. To consider quotes for tree maintenance in Hurdeswell

The clerk presented three quotes to remove one tree, trim back trees along the fence line and complete a check of trees in the area. This would save in future piecemeal works along the fence line following residents requests. A second option presented was to simply remove the tree where roots are reported to be undermining a fence in one of the gardens.

RESOLVED: To accept the lowest quote from Trees and Gardens at £645 to include stump grinding.

Action: Clerk to place order for work.

125. To agree extra costs for additional email accounts for councillors

Our webmaster has reported that our current package allows for a maximum of 10 email addresses.

RESOLVED: To purchase sufficient email addresses for all councillors and officers.

Action: Clerk to upgrade web hosting account.

126. To agree mail redirection costs for the RFO

The RFO will be moving house later in the year and requested a mail redirection service for council correspondence.

RESOLVED: To purchase mail redirection for 6 months at £46.99.

Action: RFO to place order.

127. To discuss use of the playground area by children and young people

Concerns were raised about alleged use of drugs in The Pit area. The police have been informed and will do extra patrols. It was agreed to report on this in the Hanborough Herald.

Action: Cllr Davies agreed to contact Eynsham to see if a joined up approach would be beneficial.

128. To agree cost to install a new grit bin near the school

Councillors agreed to order a new grit bin and our County Councillor kindly offered to provide a grant to cover costs.

RESOLVED: To purchase a new grit bin to be located at the entrance to the school in Riely Close.

Action: Clerk to place order and claim refund from County Councillor.

129. To consider quote for maintenance of the steps down to The Pit

The clerk reported that we completed emergence repairs to tighten a couple of steps last month. A quote was presented to complete maintenance work on the remaining steps to include replacement of six steps. Councillors agreed that both access routes to the playground need to be reviewed. Wheel chair access will need to be considered.

Action: Clerk to investigate potential suppliers.

130. To consider renewing SLCC membership

The Clerk noted that membership of SLCC provides access to expert advice when needed.

RESOLVED: To continue with membership of the SLCC for the Clerk.

131. To consider costs and location for a OCC speed survey

The clerk reported that OCC can install a speed measuring device for a 1 week survey at £100. After the survey we will be provided with a detailed report. Councillors agreed to defer this until the current road works are completed.

132. To consider quotes, installation costs and confirmation to install a PC noticeboard at the Coop

Cllr Tritton presented 3 quotes for an additional Parish Council noticeboard at the Coop. This will become the primary noticeboard for agendas and minutes. The quote from Greenbarnes was considered to be the most durable option.

RESOLVED: To accept the quote from Greenbarnes at £1450 subject to written confirmation from Coop that the location is acceptable.

Installation costs were not approved.

Action: Cllr Tritton to ask if Bloor Homes will support the community by installing the noticeboard.

133. To consider a draft application form for Section 106 funding of recreation projects

The chair presented a draft application form which has been designed in collaboration with WODC.

RESOLVED: To use the application form as presented.

It was agreed that applications will be considered by the Finance Working Group initially including checks that they are compliant with s106 funding rules. They will be judged against Parish Council criteria. Formal approval will be by Council.

134. Financial Matters

134.1. The Finance Working Group had not met.

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

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

Receipts:

29/10/18	Greens Funeral Services	Cemetery Fees	1,760.00
29/10/18	Taylor & Son	Cemetery Fees	220.00
To be confirmed	HMRC	VAT Refund	503.64

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

Payments:

13/11/2018	103597, 103598, 103599	Salary & Expenses	
13/11/2018	103594	Society of Local Council Clerks	Subscription 117.60
13/11/2018	103595	Ian Hudson	Installing Benches 285.00
13/11/2018	103596	West Oxfordshire District Council	Grass Cutting & Bins 2,200.89
13/11/2018	103600	H M Revenue & Customs	PAYE 223.00
13/11/2018	103301	Oxfordshire County Council	Pension Fund 408.31

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

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

135.2 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		
18/00023/Appeal	Olivers Garage	Erection of 25 dwellings		Appeal Dismissed
18/02626/HHD	105-107 Main Road, Long Hanborough	First floor extension and balcony.	No Comments	Approved
18/02527/HHD	50 Church Road, Long Hanborough	Single and two storey extension	Concerns about overlooking neighbours	
18/02633/S73	Pye South Development	Minor amendments to parking and roads	No Comments	
18/02650/HHD	59 Marlborough Crescent, Long Hanborough	Erection of single and two storey extensions	No comment except to ensure 45 degree rule applied.	
18/02730/FUL	The Studio, 139 Main Road, Long Hanborough	Conversion of Garage to bedsit (retrospective)	No Comments	
18/02874/FUL	Peartree Cottage, Church Road, Church Hanborough	Change of use from agricultural to residential garden	No Comments	
18/03040/FUL	7 Fenlock Court, Fenlock Road, Long Hanborough	Installation of 28 Solar Panels		

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

The chair presented an update on the Pye north field application.

136. RESOLVED: To suspend Standing Orders so that the remaining business could be concluded.

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

138. Reports from Community Groups & Organisations

There was nothing further to report from the HPFA. The Allotment Association has increased its membership and the Dementia & Loneliness Support Group have another meeting in December.

139. Report of Clerk: The clerk reported that he will be on holiday for the June 2019 meeting and the RFO will cover.

140. It was suggested that we remove the fence around Hurdeswell and this will be added to the next agenda. It was also noted that new locations have been agreed for dog bins and the clerk will order these once confirmed.

The next meeting will be held on Tuesday 11th December in The Greenway Room. The meeting was closed at 9:40pm

The Chairman. 11th December 2018