



Minutes of Hanborough Parish Council
110/2020

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 13th October 2020 online, the following were present by remote attendance:

Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rod Fraser, Mr Rich Fuller, Mr Paul Mowat, 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 Councillors Alaa Al-Yousuf and Merylyn Davies.

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

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

114. Public participation session: None

115. To receive apologies for absence: Apologies were received from Ms Ellen Armitage and Miss Penelope Marcus. It was noted that Cllr Armitage will be absent from meetings for the remainder of this year.

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

117. To sign, as a correct record, the minutes of the meeting held on 8th September 2020

RESOLVED: That minutes of the meeting of 8th September be approved and signed as a correct record by the clerk.

118. Matters of report arising from the previous minutes:

118.1 (96.1) Land swap agreement: The chair reported that the process has been completed and funds transferred.

118.2 (96.2) White gates painting: The clerk reported that the paint is ordered.

118.3 (102) Riely Close car park: Councillors asked WODC if a 3 hour limit was possible. WODC do not support this for this site and it was noted that there seems not to be a problem with capacity other than at school drop times.

118.4 (106) Tree survey: The clerk had not had a reply from OCC and it is now assumed that they are not interested in supporting this. Action: Clerk to investigate commercial providers and talk to the HPFA.

118.5 (110) Playground report: The clerk summarised the annual inspection report which had been circulated. There were no high risks other than the steps which are due to be replaced. Some parts need to be replaced in the playground and a panel in the MUGA has been damaged. It was also noted that the BMX area is showing signs of its age.

Action: Clerk to include notices in the Herald about the steps and MUGA fence.

118.6 (111) Swan Lane bin: The clerk has chased this and awaits confirmation that it is installed.

118.7 (92) Remembrance Sunday event: Councillors considered a risk assessment completed for a possible event and considered the latest government advice available at the time. It was agreed that due to Covid-19 restrictions, our communal remembrance on 8th November will be pared down to a minimal amount of ceremony, performed by a handful of representatives. A wreath laying service at the war memorial in Long Hanborough will go ahead, but residents will be encouraged not gather to watch, as social distancing could be compromised. This is not Parish Council event and there will not be the usual parade of scouts and guides.

Action: Clerk to include notice in the Herald.

119. Report of County and District Councillors:

County Councillor Liam Walker apologised as he had to leave the meeting.

District Councillor Merylyn Davies reported on plans to redeploy local support in case of new lockdown, thoughts about future use of the Doctors surgery and a innovative recycling scheme.

District Councillor Alaa Al-Yousuf updated councillors on WODC activities including funding, the carbon action plan and work with Thames Water to improve service and environmental impact.

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

The chair reported that the steering group had met with a local resident who has volunteered to manage the community centre project. The group recommended to council that Rob Belsher is coopted to project manage the community centre project. It was agreed that all volunteers would be interviewed to ensure impartiality & involvement on a pro bono basis. RESOLVED: To coopt Rob Belsher as Project Manager reporting to the steering group.

121. To receive an update on the ramped access to the Pit area

The chair reported that Pye, who are providing expert support for this project, are making arrangements with a contractor to complete the work.

122. To consider quotes for an inclusive swing

The clerk reported that we are reviewing three different types of equipment and are in discussions with two suppliers about compatibility with the existing A frame. It was agreed to defer this item for further investigation.

123. To consider quotes for tree works in Hurdeswell

The clerk presented two quotes which were both the same cost.

RESOLVED: To award the work to Trees and Gardens at £550.

Action: Clerk to notify contractor.

124. To review the tennis courts (MUGA) maintenance

The RFO summarised the maintenance done by the contractors.

RESOLVED: To continue with the current maintenance provider.

Action: RFO to notify contractor.

125. To review the Risk Assessment

Councillors reviewed the Risk Assessment which had been updated based on covid guidelines.

RESOLVED: To adopt the updated Risk Assessment.

126. To review the Cemetery Fees

The RFO proposed a 10% increase in fees which would be used to fund a path extension over 10 years.

RESOLVED: To adopt the increased cemetery fees table.

127. To complete a salary review

The finance working group had discussed the officers roles and responsibilities which are increasing as the parish grows and recommended an increase of one point to SCP30.

RESOLVED: To increase the clerk and RFO salaries by one point to SCP30.

128. To review the Statement of Internal Controls

The RFO circulated the statement ahead of the meeting and the finance working group recommended approval.

RESOLVED: To approve the Statement of Internal Controls.

129. To review the annual Grass Cutting Contract

The finance working group reviewed the current contractors performance and considered the service was acceptable and recommended approval.

RESOLVED: To appoint Ubico for another year.

Action: RFO to notify contractor.

Councillors queried the timing and areas cut in recent days.

Action: Clerk to query with contractor and circulate maps of areas to be cut to councillors.

130. To consider the Budget for 2021/22

The RFO circulated a draft budget and detailed consideration was deferred until final details are in place.

Action: Councillors agreed to review ahead of further discussions.

131. To consider changing banks to Unity Trust Bank

The current bank has some limitations with online banking and it was agreed to change bank.

RESOLVED: To change to the Unity Bank.

Action: RFO to make arrangements.

132. To agree locations for additional dog waste and rubbish bins

The following locations were discussed.

Hanborough Park: Action: Clerk to contact Bloor Homes as it is understood that they plan to install bins.

Football pitch dugouts and Pinsley Wood entrance: These are too far from the road to be available for emptying.

Millwood Barns: Damaged bin reported. Action: Cllr Tritton to confirm location.

133. To accept £71,916 for HPC to manage the Hanborough Gate recreation area

Pye have installed new playground equipment and offers this area to Parish Council. It was agreed in principle to take this area on.

RESOLVED: To adopt the Hanborough Gate playground area.

Action: RFO to inform WODC and arrange for transfer of lump sum and a contract with Pye.

RESOLVED: To pay the clerk for an additional location to inspect weekly and complete small repairs for this site.

134. To reconsider quotes for blinds in the Pavilion

The quote agreed last month was incorrect and had been withdrawn by the supplier. Council reviewed three updated quotes and selected the mid priced one based on the quality of the offering.

RESOLVED: To award the contract to ABL at £3713.

135. To agree next steps with coopting to fill councillor vacancy

Action: Clerk to advertise in the next Hanborough Herald and include a closing date before the next meeting.

136. To consider the possibility of increasing number of allotments

It was agreed to explore increasing the number of allotments either by splitting pitches or by sourcing extra land.

137. Financial Matters

137.1. The Business Working Group had met and recommendations were discussed earlier in the meeting.

137.2. The monthly financial summary & bank reconciliation was circulated before the meeting.

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

Receipts:

Reeves Memorials	Cemetery Fees	110.00
Allotment Fees		10.00
WODC	Precept	46,737.00
Greens Funeral Services	Cemetery Fees	440.00
Greens Funeral Services	Cemetery Fees	20.00
OCC - Grant for Railway	Bridge Feasibility Study	5,000.00
Freeths Solicitors	Land Swap	23,166.40
Reeves Memorials	Cemetery Fees	110.00
Allotment Fees		10.00
Coop	Interest	118.48

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	
Hanborough Herald		266.25
Oxfordshire County Council	Tree Surgery	2,400.00
R Fuller re Ring Central UK		173.95
S & C Slatter Limited	MUGA Maintenance	420.00
West Oxfordshire District Council	Grass and Bins	2,423.09
Ubico	Bins	752.49
Hanborough Football Club	Grant - s106	5,020.00
H M Revenue & Customs	PAYE	228.91
Oxfordshire County Council Pension Fund	Pension	421.40
Public Works Loan Board	Loan repayment	12,001.59
Transfer to Deposit Account		53,011.94

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

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

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

Application Number	Address	Details	Parish Council Response	Decision
OCC Ref: R3.0049/20	Hanborough Manor School	Erection of relocatable classroom	Minor comments	Approved
20/01569/HHD	34 Hurdeswell, Long Hanborough	Conversion of Double Garage to create additional living space.	No Comments	Approved
20/01734/OUT	Eynsham Garden Village	Garden Village		
20/01602/FUL	Land South East of Hillside, Swan Lane, Long Hanborough	Erection of new dwelling and associated works.	Parish Council opposed the application.	
20/01689/HHD	121 Main Road, Long Hanborough	Erection of two storey extension and first floor rear extension	No Comments	Approved
20/01813/FUL	117 Main Road, Long Hanborough	Replacement of existing bungalow with two semi detached dwellings	No Comments	
20/01937/FUL	Park House, Park Lane, Long Hanborough	Demolition of existing dwelling. Erection of dwelling and detached garage building.	No Comments	
20/01954/FUL	2 Witney Road, Long Hanborough	Erect 10 one bed flats and associated works.	No further comments from previous applications	
20/01938/HHD	21 Marlborough Crescent, Long Hanborough	Pitched roof at front of property over lower floor bay window and garage door.	No Comments	
20/01920/S73	Land South of Witney Road, Long Hanborough	Variation of Condition 2 of Planning Permission 18/02633/S73	No Comments	
20/02316/FUL	6 Lodge Road, Hanborough Business Par, Long Hanborough	Alterations		
20/02401/HHD	6 Isis Close, Long Hanborough	Erection of two storey side extension and porch		
20/02635/S73	High Thatch, Park Lane, Long Hanborough	Variation of condition 2 of planning permissions 01189/FUL and 19/02821/S73		

138.3. To receive an update on planning applications for large scale developments: Councillors discussed an application for the old PO to be changed to a take away outlet.

139. Report from Community & Leisure Group (CLG):

Cllr Tritton circulated a report ahead of the meeting. Councillors noted the efforts made to make the Pavilion covid safe, and while it is still not recommended to meet face to face they look forward to when it will be possible again.

Action: Clerk to add a Facebook training session to the next meeting agenda.

140. Reports from Community Groups & Organisations

HPFA: Nothing significant to report.

Allotment Association: Nothing further to report.

141. Report of Clerk: Nothing further to report.

142. Miscellaneous items from Members:

Blenheim will attend the next meeting to present their plans for the future.

Action: Clerk to add to the next meeting agenda.

143. AOB: None.

The next meeting will be held on Tuesday 10th November at 6:30pm online. The meeting was closed at 8:35pm

The Clerk. 10th November 2020