



Minutes of Hanborough Parish Council

81/2018

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

Ms Ellen Armitage	Mr Niels Chapman (Chair)	Dr Michael Franklin	Miss Penelope Marcus
Mr Steve Page	Mr Michael Rogers	Ms Lucy Tritton	

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

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

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

218. Public participation session: None.

219. To receive apologies for absence: Apologies were received from Mr Peter Brittin, Mr Rod Fraser and Mr Thomas Pringle. County Councillor Liam Walker also sent apologies. District Councillor Dingwall reported that Carol Reynolds has resigned from WODC. Councillors recorded their thanks for all her efforts on our behalf.

ACTION: Clerk to write to Carol Reynolds.

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

221. To sign, as a correct record, the minutes of the meetings held on 13th February 2018

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

222. Matters of report arising from the previous minutes:

222.1 (193.1) Location for new bins in the new playground: The clerk reported that these have been ordered.

222.2 (197) Webmaster: The clerk reported that the candidate in mind would not be available for interview for 6 months. Our current webmaster is still available to support on request. Councillors agreed that the website needs work to keep it current and up to date.

222.3 (181) Annual Parish Meeting: The chair asked the clerk to invite the usual local groups, prepare a list of achievements for the year and publicise in the Herald.

ACTION: Clerk to make arrangements for the APM.

223. Report of County and District Councillors:

District Councillor Dingwall reported that WODC had the budget approved. He also reported that Pye are considering development areas in Freeland. Pye may also be able to fund improvements to the Church Road crossing.

224. To clarify financial support of the Great Get Together on June 23rd.

Cllr Tritton reported that the Great Get Together had evolved into a gin and beer event. Councillors recognised that this would likely be a successful fund raiser for the HPFA but agreed that it had divergent aims from the community family get together anticipated by council. Councillors proposed a separate parish event later in the year, perhaps September.

RESOLVED: To rescind the February resolution to underwrite the cost of the bands.

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

Councillors understood that a group is beginning to form and will consider this item when it is registered and trained.

ACTION: Clerk to defer to the April agenda.

226. To receive a report on the parish Emergency Plan.

The clerk reported on progress. The contacts list has been updated and a flow diagram prepared for possible scenarios. Cllr Franklin has experience of emergency planning and offered to help develop the plan.

ACTION: Clerk to arrange to meet and discuss.

227. To review the insurance cover.

The Finance Working Group recommended accepting the insurance and councillors agreed.

228. To complete an Internal Audit effectiveness review.

The Finance Working Group completed a audit review and considered it acceptable.

229. To review the cemetery fees.

The Finance Working Group recommended no change to the fees and councillors agreed.

230. To review the Multi Sports Area maintenance contract.

The Finance Working Group recommended continuing with the current maintenance contract and councillors agreed.

231. To receive an update from and nominate Trustees to the Hanborough Welfare Trust.

The clerk reported that the Trust had recently met and is actively pursuing a merge with another local charity. They are also making efforts to bring their finances up to date and in particular chasing rent arrears. Parish Council is able to nominate four nominative trustees. One nominative vacancy currently exists and councillors agreed that council should follow Charity Commission guidelines to ensure that this is place is properly allocated. The clerk reported that there were three candidates although two withdrew their application at this point in the meeting.

ACTION: Clerk to publicise vacancy and obtain Charity Commission guidelines.

232. To consider suggesting road names for the new development on land off of Main Road.

Councillors did not have any suggestions.

233. To consider school expansion and land swap implications.

The chair reported on a number of options currently being considered by OCC. Some appeared to be incompatible with either grant agreements for the MUGA or the rules of the HPFA in relation to disposal of land. Councillors went on to discuss different ideas for village halls as the parish grows. Cllr Dingwall noted that WODC can support parishes experiencing rapid growth and will arrange for an office o support us.

234. To discuss concerns about the pedestrian crossing in Church Road.

Councillors are pressing the various stakeholders to agree safety improvements.

235. To consider ongoing membership of the OALC

Councillors agreed that membership also provides useful information and support to council.

RESOLVED: To continue with membership of the OALC.

236. To consider a grant to the Long Hanborough Playgroup towards the costs of moving to their new premises

Councillors agreed to support the group in their move.

RESOLVED: To award a grant of £500.

237. To consider costs for a meeting at WODC to discuss a feasibility study for pedestrian cycle bridge on A4095.

Councillors agreed to support a meeting being arranged by Cllr Marcus to bring together interested parties to discuss opportunities to improve safety on the railway bridge.

RESOLVED: To spend up to £50 to facilitate the meeting on 6th April.

238. To consider quotes for a new noticeboard to replace the bench in Riely Close

Councillors supported the proposal to replace the old bench and crumbling concrete base with a new integrated bench and noticeboard subject to approval by the Methodist Hall land owners.

RESOLVED: To fund the new board and bench, subject to necessary agreements, at a maximum of £2600.

239. Financial Matters

239.1. The Finance Working Group had met and considered the items presented above.

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

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

Receipts:

23/02/2018	Reeves Memorials	Cemetery Fees	300.00
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RESOLVED: To make payment of the following Schedule of Accounts.

Payments:

13/03/2018	103526, 103527, 103528	Salary & Expenses
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13/03/2018	103523 OALC	Annual Subscription	432.28
13/03/2018	103524 Information Commissioner	Data Protection	35.00
13/03/2018	103525 OALC	Training	96.00
13/03/2018	103529 H M Revenue & Customs	PAYE	208.70
13/03/2018	103530 Oxfordshire County Council	Pension Fund	390.11
13/03/2018	103531 Clerks expenses	Printer ink	27.40
13/03/2018	103532 Oxfordshire Association of Local Councils	Annual Subscription	518.74

239.4. To receive an update on the section 106 time line and fund availability: No update reported.

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

240.1. Cllr Marcus circulated a report ahead of the meeting. The group is seeking a review of the Riely Close recycling point as the additional parking places are needed, and are considering air quality along the A4095.

240.2 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	
17/02746/CND	16 Witney Road, Long Hanborough	Discharge of conditions: 16/01403/RES	Not sufficient information on which to comment	Approved
17/04092/FUL	70 Main Road, Long Hanborough	Change of use from Hairdresser to Dentist	After consultation with WODC the Parish Council did not object but requested certain conditions.	Approved
18/00038/FUL	Willow View, Swan Lane, Long Hanborough	Erection of Barn	Detailed response objecting to the application.	
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	
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	
18/00612/HHD	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of Boundary Wall		
18/00613/LBC	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of Boundary Wall		
18/00688/HHD	51 Abelwood Road, Long Hnaborough	Erection of single storey side extension		

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

The chair reported that Cantay hearing was today and it will be around 5 weeks before a decision is published. He also reported that the Pye north development will need to be revised as part of Grim's Ditch crosses the site. Councillors agreed to oppose the application when submitted.

241. RESOLVED: To suspend standing orders to allow the remaining items on the agenda be considered.

242. Report from Community & Leisure Group (CLG): Cllr Tritton circulated a report ahead of the meeting and reported on the recent film evening, the spring walk and ways to keep the website up to date.

243. Reports from Community Groups & Organisations

243.1. HPFA: Nothing further to report.

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

243.3. Dementia & Loneliness Support Group: Cllr Franklin reported that the group continues to meet.

244. Report of Clerk: The clerk reported a request that council request a reduced speed limit on Lower Road. Councillors agreed to forward the request to Cllr Walker.

244. AOB: None

The next meeting will be held on Tuesday 10th April in The Greenway Room. The meeting was closed at 9:45pm.

The Chairman. 10th April 2018