



Minutes of Hanborough Parish Council
85/2018

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 10th July 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 District Councillors Marilyn Davies and Alaa Al-Yousuf.

Members of the public attending: One member of the public was present.

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

47. Public participation session: None.

48. To receive apologies for absence: Apologies were received from Mr Rod Fraser & County Councillor Liam Walker.

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

50. To sign, as a correct record, the minutes of the meetings held on 12th June 2018

RESOLVED: That minutes of the meeting of 12th June 2018 be approved and signed as a correct record.

51. Matters of report arising from the previous minutes:

51.1 (34) Vehicle Speed Activation Device: The clerk reported that all neighbouring parishes had been contacted and there were some initial expressions of interest in sharing a device subject to further discussion at each council.

52. Report of County and District Councillors:

District Councillor Al-Yousuf had nothing to report.

District Councillor Marilyn Davies updated council on bins, the grass cutting contract, drug use in The Pit area and access to the former St John Ambulance youth club building.

53. To consider options and funding of a music event for older residents

Councillors considered a request from District Councillor Marilyn Davies for funding to help with start up costs for a over 65's event. It is hoped that it will be a regular event if successful.

RESOLVED: To make a grant of £100 towards start up costs.

54. Review of Risk Assessments for churchyards and cemeteries

Reverend David Tyler attended to present draft Risk Assessments for the churchyards and to thank council for ongoing support and in particular recent tree works. It was confirmed that insurance is with the Parish Council for the facilities.

ACTION: RFO to work with David to ensure that our Risk Assessments are compatible.

55. To receive an update on works to improve the new playground drainage

The clerk presented a quote from a supplier recommended by WODC for £120 per metre for drainage channels. It was proposed to install 2 channels, one from each of the two wettest areas. Further works such as drilling will be considered as it is uncertain how successful the channels will be. It has proved difficult to get quotes for this and Councillors wanted to move this on during the summer and not delay it while further quotes were obtained. For this reason Councillors resolved to suspend financial regulations and considered the risk low as the supplier was recommended by WODC as being suitably qualified for the work.

RESOLVED: To suspend Financial Regulation 11.1h requiring 3 quotes.

RESOLVED: To place an order with ACS Bower Ltd to a maximum of £4000.

ACTION: Clerk to make arrangements.

56. To consider quote for new picnic tables in the playground

The clerk presented a quote from Eynsham Sawmill for 2 picnic tables at £200 each. Installation/ground securing was quoted at £500. Councillors accepted the quote for picnic tables but asked for an additional quote for installation.

RESOLVED: To place an order for two tables and for installation.

ACTION: Clerk to place order for 2 tables and obtain another quote for installation and if lower than the Eynsham quote place an order for installation.

57. To discuss recent noisy parties in the parish

Councillors discussed recent events in the parish and agreed to put a note in the next Hanborough Herald asking for consideration to neighbours.

ACTION: Cllr Tritton to write note for the Herald.

58. To consider proposal for CFO support to appraise community buildings and organisations

Cllr Marcus presented an overview of the support available and likely costs. Councillors asked to see examples of other reports and for assurances that a senior CommunityFirst Oxfordshire (CFO) consultant would be involved.

ACTION: Cllr Marcus to request reference reports completed for similar parishes.

59. To discuss the Coffin Path between the allotments and Church Hanborough which requires repairs

This is reported as damaged and overgrown in places.

ACTION: Cllr Chapman to report to Blenheim.

60. To receive a report from our S106 working group meeting and consider a letter arising from it for publication in the Hanborough Herald

Councillors discussed the proposed letter and agreed for its inclusion subject to some changes arising from the debate. Representatives from the HPFA noted that they will be applying for funding from the s106 pot and asked that reinstatement of their annual PC grant is discussed at the next meeting.

ACTION: Cllr Chapman to modify, circulate and submit to the Herald.

61. Financial Matters

61.1. The Finance Working Group had nothing to report

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

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

Receipts:

12/6/2018	Oxfordshire County Council	Grass Cutting Grant	2,369.17
21/6/2018	Allotment Rents	Cemetery Fees	20.00

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

Payments:

10/7/2018	103561, 103562, 103563	Salary & Expenses	
10/7/2018	103559 West Oxfordshire District Council	Grass Cutting	1,739.62
10/7/2018	103560 Boward Tree Management	Tree Cutting - Cemetery	600.00
10/7/2018	103564 H M Revenue & Customs	PAYE	223.00
10/7/2018	103565 Oxfordshire County Council	Pension Fund	408.31

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

14/8/2018	103566, 103567, 103568	Salary & Expenses	
14/8/2018	103569 H M Revenue & Customs	PAYE	223.00
14/8/2018	103570 Oxfordshire County Council	Pension Fund	408.31

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

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

62.2 The planning application report was circulated as follows.

Hanborough Parish Council				10th July 2018
Planning Report				
Application Number	Address	Details	Parish Council Response	Decision
18/01142/HHD	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of existing Eastern boundary wall.	See below	Approved
18/01143/LBC	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of existing Eastern boundary wall.	Comments were made opposing the application.	Approved
18/01106/HHD	Pelican House, Lower Road, Church Hanborough	Alterations to include single storey and first floor extensions and material changes to existing outbuildings	No Comments	Approved
18/01341/HHD	The Old Police House, Witney Road, Long Hanborough	Alterations and erection of single and two storey extensions	No Comments	
18/01403/FUL	Land South of Fenlock Road, Long Hanborough	Erection of office building	No Comments	
18/01492/HHD	Tivoli, Church Road, Church Hanborough	Single storey extension	No Comments	
17/01704/HHD	The Old Rectory, Church Road, Church Hanborough	Single storey extension and alterations to windows and doors.	No Comments	
18/01719/HHD	Highfield, Pigeon House Lane, Church Hanborough	Removal of single storey extension. Erection of two storey and single storey extension		
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		

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

The chair reported that the revised Pye application for Witney Road north side appeal will be heard in February 2019. Parish Council will submit a statement of case by the end of July.

63. Report from Community & Leisure Group (CLG): Cllr Tritton circulated a report ahead of the meeting and reported on updates to the website, .org email addresses and pictures of councillors.

64. Reports from Community Groups & Organisations

64.1. Councillors presented short reports on activities of the HPFA, the Allotment Association and the Dementia & Loneliness Support Group.

65. Report of Clerk: Nothing further to report.

66. AOB: Another Parish Walk is planned for 6:30pm on Tuesday 17th July starting at Millwood End.

The next meeting will be held on Tuesday 11th September in The Greenway Room. The meeting was closed at 9:30pm

The Chairman. 11th September 2018