



Minutes of Hanborough Parish Council

84/2018

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 12th June 2018 in the Pavilion Greenway Room, the following were present:

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 was County Councillor Liam Walker and District Councillors Marilyn Davies and Alaa Al-Yousuf.

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

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

24. Public participation session: None.

25. To receive the Chairperson's Declaration of Acceptance of Office

Cllr Chapman signed the Chairperson's Declaration of Acceptance of Office.

26. To receive apologies for absence: Apologies were received from Mr Rod Fraser and Ms Ellen Armitage.

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

28. To sign, as a correct record, the minutes of the meetings held on 8th May 2018

RESOLVED: That minutes of the meeting of 8th May 2018 be approved and signed as a correct record.

29. Matters of report arising from the previous minutes:

29.1 (16) Dog waste and rubbish bins: District Councillor Davies reported that WODC will provide dog waste bins free of charge with Parish Council paying emptying fees only. The clerk reported that he had chased the 2 bins ordered for the new playground and District Councillor Davies agreed to try and progress these.

30. Report of County and District Councillors:

County Councillor Walker reported on a number of highways issues and the recent school expansion meeting.

District Councillor Davies reported on local issues including parking on verges, "No cold calling" stickers, surfaced paths on the playing fields and support for a music event for elderly residents.

District Councillor Al-Yousuf reported on District Council committees.

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

The clerk reported that he had met a contractor on site recommended by WODC. He was not convinced that he could improve the drainage and did not submit a quote.

ACTION: Clerk to contact other suppliers.

32. To discuss supporting an initiative for a shared use path Hanborough to Bladon

Councillors fully supported this initiative.

ACTION: Clerk to confirm our support to Woodstock Parish Council.

33. To consider purchasing a grant making organisations directory

Councillors noted that copies of this may be available in local libraries but agreed that it would be a useful publication to have in hand as grants frequently are a significant contributor to local projects.

RESOLVED: To purchase a copy of the directory at £125.

ACTION: RFO to place the order.

34. To consider use of a Vehicle Activation Device by Community Speed Watch

The clerk reported that the Police no longer support the use of hand held radar speed guns and recommend portable Vehicle Activated Devices to show speed. The group remains interested in the idea.

ACTION: Clerk to contact neighbouring parishes to see if they would be interested in a joint purchase.

35. To consider the proposed land swap, as detailed in Chairmans email of 26th May 2018

The chair summarised the current proposal for a freehold land swap to enable school expansion on the current site.

RESOLVED: That Parish Council is minded to support the freehold swap but awaits input from the HPFA and OCC.

36. To consider options for community-owned recreational buildings in Hanborough

The chair presented 2 options to help set a direction for developing this idea. Option 1 is to work towards developing a single facility for the community, option 2 is to work towards developing a youth centre and upgrading works to existing facilities. **It was agreed** to develop along the lines of option 2 in the short term with option 1 being the long term goal.

37. To consider broad principles for the distribution of Section 106 funding, particularly the proportions for building new facilities and upgrading existing facilities

The Chairman reported that the following broad principles for the distribution of Section 106 funding had been suggested: up to £450K towards a youth-oriented building and £100K to be split between other new projects and upgrades for existing facilities (including those managed by HPFA). Councillors agreed that these principles were an appropriate guide, pending detailed costings and the assessment of bids for funding.

38. To consider seed funding and a contribution to the proposed outdoor gym

Councillor Franklin reported on progress with a grant application and asked for council to seed fund the project. It is anticipated the project would be funded by £3,100 from Parish Council and £17,000 by Sport England if the grant application is successful. The cost includes a 4 year maintenance plan.

RESOLVED: To underwrite a balance of up to £3,100.

39. Financial Matters

39.1. The Finance Working Group met in early June.

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

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

Receipts:

08/05/2018	HMRC	VAT Refund	182.63
18/05/2018	Allotment	Rents	10.00
29/05/2018	Allotment	Rents	20.00
11/06/2018	Allotment	Rents	20.00
12/06/2018	Greens Funeral Services	Cemetery Fees	400.00

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

Payments:

12/06/2018	103554, 103555, 103556	Salary & Expenses	
12/06/2018	103550 R Hancock	Freeland Nursery	39.81
12/06/2018	103551 Arrow Accounting	Internal Audit	497.84
12/06/2018	103552 S & C Slatter Limited	MUGA Maintenance	420.00
12/06/2018	103553 Hanborough PCC	Allotment Rent	150.00
12/06/2018	103557 H M Revenue & Customs	PAYE	223.00
12/06/2018	103558 Oxfordshire County Council	Pension Fund	408.31

39.4. To receive an update on the section 106 time line and fund availability: A list was circulated by the RFO.

39.5. To review the Annual Governance Statement: The Finance Working Group reviewed the Annual Governance Statement for 2017/18 and recommended approval.

RESOLVED: To approve and sign the Annual Governance Statement for 2017/18.

39.6. To review the Annual Accounting Statement: The Finance Working Group reviewed the Accounting Statement for 2017/18 and recommended approval.

RESOLVED: To approve and sign the Accounting Statement for 2017/18.

39.7. To review the Internal Audit Report: The Finance Working Group reviewed the Internal Audit Report and recommended approval. It was noted that no significant issues were reported.

RESOLVED: To approve the Internal Audit Report for 2017/18.

39.8. To complete a Internal Audit Effectiveness Review: The Finance Working Group considered that the Internal Audit for 2017/18 was comprehensive and effective.

39.9. To review the MUGA Maintenance: The Finance Group were satisfied with the proposed maintenance plan.
RESOLVED: To continue to use S & C Slatter Limited.

39.10. To review the Cemetery Fees: The Finance Group proposed a 10% increase in all fees.
RESOLVED: To increase the fees as proposed.

39.11. Review the Risk Assessment: Council accepted the Finance Group recommendation to adopt the Risk Assessment.

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

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

40.2 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	Refused
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	Approved
18/00400/FUL	Churchill Court, Main Road, Long Hanborough	Alterations to include holiday lets.	No Comments	Approved
18/00678/HHD	33 Hurdeswell, Long Hanborough	Two storey rear extension, first floor side extension and part conversion of existing garage.	No Comments	Approved
18/00926/HHD	23 Millwood Vale, Long Hanborough	Conversion of existing garage to living space, including replacing roof.	No Comments	Approved
18/01142/HHD	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of existing Eastern boundary wall.	See below	
18/01143/LBC	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of existing Eastern boundary wall.	Comments were made opposing the application.	
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	
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		
18/01492/HHD	Tivoli, Church Road, Church Hanborough	Single storey extension		

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

The chair reported that the revised Pye application for Witney Road north side has been appealed. He also presented a overview location map of the proposed location for the Garden Village adjacent to Eynsham.

41. Report from Community & Leisure Group (CLG): Cllr Tritton circulated a report ahead of the meeting.

42. RESOLVED: To suspend Standing Orders to allow time for business to be concluded.

43. Reports from Community Groups & Organisations

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

44. Report of Clerk:

44.1. Correspondence: A resident had written to report long grass on the sides of Lower Road. Other areas of concern included Witney Road, Church Road, the A4095 towards Bladon and parts of the parish burial ground. The clerk reported that he and the RFO along with District Councillor Davies had chased the contractors.

44.2. Cemetery: The clerk reported that he had used emergency powers to order tree works after the Church Warden reported a risk of injury to visitors. It was agreed to review the church Risk Assessment and Public Safeguarding Policy after it came to light that the Church Warden did not report it to Council for 2 weeks after the risk was known.

ACTION: Clerk to add review of Risk Assessments and insurance to the next agenda.

45. AOB: None

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

The Chairman. 10th July 2018