



Minutes of Hanborough Parish Council

109/2020

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 8th September 2020 online, the following were present by remote attendance:

Ms Ellen Armitage, Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rich Fuller, Miss Penelope Marcus, Mr Paul Mowat, Mr Steve Page and Ms Lucy Tritton.

In attendance: Mr Jon Gammage (Clerk), Mr Adrian Edwards, Responsible Financial Officer (RFO), County Councillor Liam Walker and District Councillor Alaa Al-Yousuf.

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

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

92. Public participation session: Remembrance Sunday arrangements: This is viewed as an opportunity for a community event subject to any covid restrictions. It was agreed that Cllr Page would talk to the various interested parties to make a plan.

93. To receive apologies for absence: Apologies were received from Ms Kerry Scarlett and Mr Rod Fraser. Apologies also received from District Councillor Merilyn Davies.

The clerk reported that Mr Peter Brittin is retiring from Council. Councillors noted the enormous contribution he has made to the community over many years as both Councillor and Chair. Councillors recorded thanks to Peter and the Clerk will write to pass on the gratitude of Council.

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

95. To sign, as a correct record, the minutes of the meeting held on 14th July 2020

RESOLVED: That minutes of the meeting of 14th July 2020 be approved and signed as a correct record by the clerk.

96. Matters of report arising from the previous minutes:

96.1 (70) Land swap agreement: The chair reported that signature is awaiting acceptance of the last couple of our proposed amendments.

96.2 (77) White gates painting: The clerk reported that he will order the paint once requirements confirmed by volunteer.

97. Report of County and District Councillors:

County Councillor Liam Walker reported on a new Sunday bus service on a 1 year trial & an initiative where super users report local potholes which should improve local ownership and reduce time to repair.

District Councillor Alaa Al-Yousuf updated councillors on the district covid recovery plans and a new leader elected.

98. To receive an update from the community centre working group

The group presented a proposed questionnaire to go out to the village and an update on volunteers offering to help the working group, some with much needed project management skills.

It was agreed to create a project steering group made up of the chair with Cllrs Franklin and Page. This group will provide project oversight and ensure accountability, adequate lines of communication with council and adherence to council regulations. It will also sign off the proposed questionnaire.

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

The chair reported that the work is due to start shortly.

100. To consider a s106 application from the Football Club

A representative from the club attended the meeting to present the application and answer questions. He talked about efforts to attract new younger team members and coaches. The club offered to save costs by using a volunteer qualified electrician for installation. Club accounts had been forwarded to the RFO.

RESOLVED: To increase the July resolution from £3000 to £3900 for the purchase of goal posts.

RESOLVED: To make a grant of £1120 for the purchase of modern low energy lights.

101. To consider quotes to install and replace blinds in the Pavilion

Council had received the expected request from the HPFA and were happy to support the initiative. Councillors reviewed the three quotes in hand and selected ABL as they were the HPFA preferred option.

RESOLVED: To purchase blinds at a maximum cost of £2750.

102. To review feedback on the proposed Riely Close recycling drop point closure

The clerk reported that he had received 10 emails, 2 for removal and 8 against. 2 suggested alternative locations, both of which council has investigated in the past and were not suitable. There was also a little Facebook chatter. Councillors noted the small number of responses from a village of our size it was agreed that there wasn't a strong enough view on retention, so councillors agreed to request removal.

RESOLVED: To ask WODC to remove their facility from the car park and make good the area.

103. To receive an update on the inclusive play facility

Cllr Franklin reported on investigations into different types of swings available and the clerk presented an option from the playground installers with indicative costs. It was agreed to defer to the next meeting for more research and quotes.

Action: Clerk to add to the October agenda.

104. To receive an update on the website/PC Facebook page and coopt support

Councillors had interviewed a local resident who has volunteered to support us with social media skills.

RESOLVED: To coop Stacey White-Rose to the Community & Leisure Group for social media support.

Councillors welcomed Stacey to the meeting. It was agreed that the chair, working group leads and clerk would meet with Stacey to discuss what we want to achieve and an approval of content process.

Action: Clerk to arrange meeting.

105. To review the Standing Orders

The clerk circulated the Standing Orders ahead of the meeting and noted that they are unchanged from the model Standard Orders circulated by NALC. He recommended approval.

RESOLVED: To approve the Standard Orders unchanged.

106. To consider tree works in Hurdeswell and the playground area

The clerk reported on a request from residents in Hurdeswell to have trees adjacent to their property reduced. A visit had confirmed that they cast a large shadow over the gardens.

Action: Clerk to seek quotes for reduction.

The clerk reported on emergency works organised by OCC to reduce a tree during storms earlier in the year. It had since been shown that this was our responsibility under the lease agreement. OCC had offered to share the cost in this case.

RESOLVED: To pay half of the £4,800 costs incurred by OCC.

The clerk reported that further emergency works were required in the area after the recent storm and it was noted that OCC agreed to do inspections for us last year but we have not been able to get this actioned. Cllr Walker offered to help clarify if OCC can provide this service.

Action: Clerk with Cllr Walker to seek clarification from OCC.

107. Financial Matters

107.1. The Business Working Group had not met. The RFO reported that he has updated records on s106 funds due.

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

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

Receipts:

Allotment	Rent	10.00
Banbury Memorials	Cemetery Fees	220.00
WODC	Interest	49.13
HMRC	VAT Refund	8,913.70
Peter Smith & Son	Cemetery Fees	220.00
CoOperative Funerals	Cemetery Fees	220.00
Greens Funeral Services	Cemetery Fees	200.00
C S Boswell	Cemetery Fees	330.00

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	
H M Revenue & Customs	PAYE	492.67
Oxfordshire County Council Pension Fund	Pension	887.98
Summit Trees Limited	Tree Surgery	840.00
R Hancock	Website Maintenance	200.00
WODC	Grass Cutting - June	881.72
R Atkinson	Cemetery Repairs	232.84
Transfer from Deposit Account	not required	

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

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

Application Number	Address	Details	Parish Council Response	Decision
20/00853/FUL	49 Main Road, Long Hanborough	Demolition of existing property. Erection of 2 semi detached dwellings	Parish Council opposed the application.	Approved
20/01329/HHD	The Limes, 2 Blenheim View, Long Hanborough	Erection of Greenhouse and Shed	No Comments	Approved
OCC Ref: R3.0049/20	Hanborough Manor School	Erection of relocatable classroom	Minor comments	
20/01569/HHD	34 Hurdeswell, Long Hanborough	Conversion of Double Garage to create additional living space.	No Comments	
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	
20/01813/FUL	117 Main Road, Hanborough	Long 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.		
20/01954/FUL	2 Witney Road, Long Hanborough	Erect 10 one bed flats and associated works.		
20/01938/HHD	21 Marlborough Crescent, Long Hanborough	Pitched roof at front of property over lower floor bay window and garage door.		

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

Cllr Tritton reported that the group had not met.

110. Reports from Community Groups & Organisations

HPFA: No report received.

Allotment Association: Councillors were updated on the groups activities and problems with fires and an upcoming BBQ.

110. Report of Clerk: The clerk reported that the annual external play areas safety report will be available soon.

111. Miscellaneous items from Members:

Councillors asked for an agenda item to discuss a dog waste bin in Lower Road and chased the bin ordered for Swan Lane.

Action: Clerk to add dog waste bins to October agenda.

Action: Clerk to chase the Swan Lane bin.

112. AOB: Cllr Tritton noted that there is a new volunteer footpath warden.

The next meeting will be held on Tuesday 13th October at 6:30pm online. The meeting was closed at 8:35pm

The Clerk. 13th October 2020