



Minutes of Hanborough Parish Council

103/2020

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 10th March 2020 in the Pavilion Greenway Room, the following were present:

Ms Ellen Armitage, Mr Jeff Borer, Mr Peter Brittin, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rod Fraser, Mr Rich Fuller, Mr Steve Page, Ms Kerry Scarlett and Ms Lucy Tritton.

In attendance: Mr Jon Gammage (Clerk), Mr Adrian Edwards, Responsible Financial Officer (RFO) and District Councillor Merilyn Davies.

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

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

227. Public participation session: None.

228. To receive apologies for absence: Apologies were received from Miss Penelope Marcus. County Councillor Liam Walker and District Councillor Alaa Al-Yousuf also sent apologies.

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

230. To sign, as a correct record, the minutes of the meeting held on 11th February 2020

RESOLVED: That minutes of the meeting of 11th February 2020 be approved and signed as a correct record.

231. To sign, as a correct record, the minutes of the EGM held on 25th February 2020

RESOLVED: That minutes of the meeting of 25th February 2020 be approved and signed as a correct record.

232. Matters of report arising from the previous minutes:

232.1 (206.1) Playground access ramp: Cllr Marcus has asked if Pye will be willing to fund installation and awaits a response.

232.2 (206.2) Tree safety survey: The clerk has again contacted the OCC Arboriculture (Trees) Officer to chase confirmation as to who is responsible for trees in the playground area and if they will quote for the Hurdeswell inspections. Action: Clerk to follow up again.

233. Covid-19: Councillors discussed community measures to support residents during the virus outbreak. It was agreed to source a phone number as a central point of contact, to work with and support local initiatives as they develop and to print communication material. Advice to be sought from WODC and OCC emergency planning officers and from the Doctors surgery.

Councillors also discussed future meetings of council. The clerk noted that we are obliged to continue with quorate meetings until government advice changes. It was agreed that there is an opportunity to work more effectively by online discussion and reporting ahead of meeting.

234. Report of County and District Councillors: District Councillor Merilyn Davies summarised her recent activity.

235. To receive an update on the s106 presentation day on 14th March

Cllr Tritton updated councillors on arrangements for the day with posters, questionnaires and a rota agreed.

236. To consider quotes to plant a permanent Christmas tree

Councillors considered three options from contractors and agreed that the preference was for the biggest tree available and viable for replanting. Cllr Fraser kindly offered to sponsor the tree and councillors recorded their thanks.

Action: Clerk to discuss options with suppliers and agree with Cllr Fraser.

237. To agree where to put the defibrillator after the surgery move

Councillors agreed to leave where it is for now until future plans for the building are fully known.

238. To consider progressing a number of path and track requests

238.1. Pump Track: Councillors were supportive of the idea to develop a track for children to cycle around the new playground area. It was agreed that the Community & Leisure Group should be involved in scoping and design.

Action: Clerk to source some indicative costs.

238.2. Path across playing field: Councillors could see the merits of this path but noted that the land on the other side of the hedge is not yet owned and that this project is not compatible with s106 recreation rules. It was agreed to review when the land swap is complete.

238.3. Coffin Path: Blenheim have improved a section of the path at the Hanborough end.

Action: Chair to contact Blenheim to ask for the improvements to be extended.

239. To agree date and agenda for the Annual Parish Meeting

It was agreed to hold the Annual Parish Meeting on 19th May subject to government advice on gatherings.

240. To consider potential local Assets of Community Value (ACV)

Five years ago council registered The Pit area as an ACV. This has now expired.

RESOLVED: To submit a new application for this area.

241. To consider renewing membership of the OALC, OPFA and Community First Oxford

It was agreed that the Oxford Association of Local Councils and the Oxfordshire Playing Fields Association provide a source of useful information and reference.

RESOLVED: To renew membership of the OALC and OPFA.

242. To discuss how to maintain parish utilities

The clerk explained that we do a daily litter pick in the play areas, a weekly and annual inspection of equipment including the outdoor gym along with periodic checks in the cemeteries. The clerk completes minor maintenance tasks and we have a contractor shortlisted for priority tasks. The clerk also has emergency powers to pay for works if needed.

243. To discuss the community website

Cllr Tritton updated councillors on the community website which is now live. The site is attracting some positive and useful feedback. Councillors recorded thanks to Rob Hancock for his work on this.

244. To consider underwriting HPFA's hire of a land swap surveyor, up to £3K, pending reimbursement from OCC

Councillors were supportive of providing this financial support if required.

RESOLVED: To underwrite costs of up to £3,000 for the land swap surveyor.

245. Financial Matters

245.1. The Business Working Group had not met.

245.2. The monthly financial summary & bank reconciliation was circulated before the meeting. The RFO reported that we are likely to end the year with a £10k surplus.

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

Receipts:

VAT Refund Claimed (not cleared)	411.11
Transfer to be made from Deposit Account	26,476.95

Payments:

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

103693 K Scarlett	Banners	33.41
103694 Hudson Fencing & Garden Services	Repairs	285.00
103695 Oxfordshire Association of Local Councils	Subscription	607.92
103696 Oxfordshire Playing Fields Association	Subscription	53.00
103697 A Edwards	Salary & Expenses	
103698 J Gammage	Salary & Expenses	
103699 T Skelly	Salary & Expenses	
103700 H M Revenue & Customs	PAYE	249.00
103751 Oxfordshire County Council Pension Fund	Pension	410.14
103752 Network Rail Infrastructure Limited	Pedestrian Bridge	23,623.80

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

246.1. Cllr Marcus circulated a report ahead of the meeting noting work with local groups on reducing verge grass cutting to allow for re-seeding.

Action: Clerk to add to the next agenda.

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

Application Number	Address	Details	Parish Council Response	Decision
18/03403/FUL	Olivers Garage	Erection of 25 dwellings	Parish Council is in favour of a good quality housing development on the site.	
19/02902/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 10 flats	Parish Council objected to this application.	Resubmitted. See below.
19/03067/CND	39 Witney Road, Long Hanborough	Discharge of conditions	No Comments	Approved
19/03502/FUL	Churchill Court, Main Road, Long Hanborough	Alterations to include conversion to holiday lets plus two storey extension.	No Comments	
19/03548/FUL	49 Main Road, Long Hanborough	Demolition of existing building and construction of two semi detached dwellings.	Parish Council opposed the application.	Withdrawn
20/00177/FUL	Land South East of Hillside, Swan Lane, Long Hanborough	Erection of new dwelling and associated works.	Parish Council opposed the application.	
20/00235/FUL	Post Office, 72 Main Road, Long Hanborough	Change of use to Coffee Shop	Parish Council opposed the application.	
20/00237/HHD	52 Church Road, Long Hanborough	Alterations and erection of rear extension with new roof lights	No Comments	
20/00309/CND	Land South of Fenlock Road, Long Hanborough	Discharge of Condition 11	No comments. Did ask officers to ensure 45 degree rule observed.	
20/00566/HHD	Pelican House, Lower Road, Church Hanborough	Erection of Porch and Detached Garage		
19/02902/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 9 flats		
20/00440/FUL	Hanborough Lodge, Main Road, Long Hanborough	Erection of two single storey annexes.		

246.3. To receive an update on planning applications for large scale developments: The chair reported on

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

Cllr Tritton had circulated a report ahead of the meeting.

248. Reports from Community Groups & Organisations

The HPFA had met and discussed their 5 year plan.

Allotment Association: A new chair has been appointed.

249. Report of Clerk: The clerk circulated nomination forms and noted the key dates relating to Parish Council elections to be held in May.

250. Miscellaneous items from Members: None.

251. AOB: None.

The next meeting will be held on Tuesday 14th April in The Greenway Room. The meeting was closed at 9:10pm

The Clerk. 12th May 2020