



Minutes of Hanborough Parish Council
86/2018

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 11th September 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 County Councillor Liam Walker and District Councillor Alaa Al-Yousuf.

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

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

68. Public participation session

68.1. Commercial dog walking: Residents reported commercial dog walking in the parish. Councillors asked the HPFA to consider ways to manage this on the playing fields.

68.2. Hanborough Herald: Representatives presented a summary of the financial issues faced as the publication serves a growing community. Additional print costs of £1800 for an extra 400 copies cannot be met by advertising revenue. Councillors supported the principle of increasing the grant as the numbers printed increases.

ACTION: Clerk to add to October agenda.

69. To receive apologies for absence: Apologies were received from Mr Rod Fraser & District Councillor Merilyn Davies.

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

71. To sign, as a correct record, the minutes of the meetings held on 10th July 2018

RESOLVED: That minutes of the meeting of 10th July 2018 be approved and signed as a correct record.

72. Matters of report arising from the previous minutes:

72.1 (51.1) Vehicle Speed Activation Device: No further responses were received from neighbouring parishes.

ACTION: Clerk to contact to see if there was any interest in sharing a device.

ACTION: Clerk to add to October agenda.

72.2 (54) RA for churchyards and cemeteries: ACTION: RFO to complete compatibility checks.

72.3 (55) Playground drainage: The clerk reported that the order was placed and the contractor is waiting for the ground to soften before works can begin. ACTION: Clerk to track progress.

72.4 (56) Playground picnic tables: The clerk reported that Eynsham Sawmills had failed to deliver the order and were unresponsive to communications.

RESOLVED: To change supplier subject to one final attempt to make contact.

ACTION: Clerk to contact and make other arrangements.

72.5 (59) Coffin Path: The chair reported that Blenheim Estates have agreed to do this. It was also reported that one of our picnic tables has been moved to this area. ACTION: Clerk to arrange for removal.

73. Report of County and District Councillors:

County Councillor Liam Walker reported on highways projects and issues with the school bus service.

District Councillor Al-Yousuf reported on local planning issues and a Water Day at WODC.

74. To consider reinstating the annual £2000 grant to the HPFA

Councillors representing the HPFA presented a request for reinstating the annual grant to help fund an extension to the car park, to fund regular maintenance and for routine running of the facility. The car park request was considered by councillors to be a capital project not suitable for annual grant provision. The item was deferred for further information.

75. To consider underwriting initial costs for the Hanborough Films

Councillors noted that the last event broke even and agreed to fund to underwrite the new evenings.

RESOLVED: To underwrite the first two events up to a maximum of £250

76. To discuss an outdoor gym and fitness initiatives in the parish

Councillor Franklin presented an update on his work to develop a outdoor gym and for local 1km and 5km walking/running courses in line with the “Couch to 5k” initiative. He also thanked our County Councillor for awarding a £2000 grant. Councillors were supportive of the idea and suggested some publicity in the Hanborough Herald.

77. To approve the engagement letter for the internal audit 2018/19

RESOLVED: To to appoint Arrow Accounting as internal auditors.

78. To bring councillors up to date with the current youth club arrangements

Item deferred to the next meeting.

79. To agree arrangements for the Christmas Tree and lighting

Councillors agreed to asking Sportif Suzuki to sponsor the tree again.

ACTION: Clerk to contact Sportif Suzuki and make licensing arrangement for lighting.

80. To report on bids for Section 106 funding resulting from the Hanborough Herald publicity

The chair circulated a list of applicants resulting from the Hanborough Herald. These were mostly small. Councillors also discussed the previously agreed desire to provide a youth orientated building for the parish.

ACTION: Working Group to complete the grant application form as soon as possible.

81. To consider a tree maintenance strategy for Hurdeswell

Councillors agreed to the clerks suggestion that he discusses a maintenance strategy for the area with local contractors.

ACTION: Clerk to meet contractors on site and report back.

82. Financial Matters

82.1. The Finance Working Group had nothing to report

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

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

Receipts:

17/07/2018	E A Taylor	Cemetery Fees	100.00
17/07/2018	Allotment	Rents	40.00
18/07/2018	West Oxfordshire District Council	Interest	10.00
14/08/2018		Cemetery Fees	220.00
14/08/2018	Greens Funeral Services	Cemetery Fees	880.00

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

Payments:

11/09/2018	103578, 103579, 103581	Salary & Expenses	
11/09/2018	103572 S & C Slatter Limited	MUGA Maintenance	420.00
11/09/2018	103573 Playsafety Limited	Playground Inspection	264.60
11/09/2018	103574 Long Hanborough Methodist Church	Seat Refurbishment	98.06
11/09/2018	103575 West Oxfordshire District Council	Grass Cutting (to July)	2,575.61
11/09/2018	103576 Ubico Limited	Litter Bins	1,424.19
11/09/2018	103577 Reeves Memorials	Memorial Repairs	324.00
11/09/2018	103579 Cancelled Cheque - -		
11/09/2018	103582 H M Revenue & Customs	PAYE	223.00
11/09/2018	103583 Oxfordshire County Council	Pension Fund	408.31

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

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

83.2 The planning application report was circulated as follows.

Application Number	Address	Details	Parish Council Response	Decision
18/01341/HHD	The Old Police House, Witney Road, Long Hanborough	Alterations and erection of single and two storey extensions	No Comments	Approved
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	Approved
18/01704/HHD	The Old Rectory, Church Road, Church Hanborough	Single storey extension and alterations to windows and doors.	No Comments	Approved
18/01719/HHD	Highfield, Pigeon House Lane, Church Hanborough	Removal of single storey extension. Erection of two storey and single storey extension	No Comments	Approved
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		
18/02420/HHD	12 Evenlode Drive, Long Hanborough	Single storey side and rear extension.	No Comments	
18/02626/HHD	105-107 Main Road, Long Hanborough	First floor extension and balcony.		
18/02527/HHD	50 Church Road, Long Hanborough	Single and two storey extension		

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

The chair reported that the Olivers appeal was the next day, an update on the Pye north field and that the Local Plan has been accepted by the Inspectorate subject to the modifications set out in the Inspector's report.

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

85. Reports from Community Groups & Organisations

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

86. Report of Clerk: The clerk reported on two candidates for cooption.

ACTION: Clerk to arrange interviews.

The clerk also reported on discussions with someone who has offered to do maintenance activities.

ACTION: Clerk to ask for references.

87. AOB: Councillors recorded thanks to the volunteers at the Methodist Chapel who had restored the bench in Riely Close. It was also agreed to invite Tom Pringle to represent the RAF to the Remembrance Sunday event to stand alongside Councillor Rogers. Cllr Tritton is arranging the wreath.

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

The Chairman. 9th October 2018