



## Minutes of Hanborough Parish Council

77/2017

At the Ordinary Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 14<sup>th</sup> November 2017 in the Pavilion Greenway Room, the following were present:

Ms Ellen Armitage      Mr Peter Brittin      Mr Niels Chapman (Chair)      Dr Michael Franklin  
Mr Rod Fraser      Miss Penelope Marcus      Mr Steve Page      Mr Michael Rogers      Ms Lucy Tritton

**In attendance:** Mr Adrian Edwards, Responsible Financial Officer (RFO) and County Councillor Liam Walker.

**Members of the public attending:** 12 members of the public were present.

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

**136. Public participation session:** Dom Hare and Roger File from Blenheim Palace presented their new strategy goals. They are aiming to ensure that Blenheim is still in existence in 300 years and are in a unique position to invest in the long term future of local infrastructure. A brochure was handed out setting out ten goals for the Estate. A brief discussion followed about the conflict between providing affordable homes & the impact this has on the local community.

**137. To receive apologies for absence:** Apologies were received from Mr Thomas Pringle and the clerk.

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

**139. To sign, as a correct record, the minutes of the meetings held on 10th, 17th & 25th October 2017**

RESOLVED: That minutes of the meetings of 10th, 17th & 25th October be approved and signed as a correct record.

**140. Matters of report arising from the previous minutes:**

140.1 (104) New playground actions: The turfing was installed at the end on October. Pye have installed the promised path.

140.2 (107) The Hut: Cottsway were notified by the chair that the site is unsuitable for use.

140.3 (108) Hurdeswell tree pruning: Work completed.

140.4 (109) The chair thanked Cllrs Pringle and Rogers for their part in the Remembrance Day Service.

140.5 (111) The Pit maintenance: Work completed.

**141. Report of County and District Councillors:** County Councillor Walker reported that new bollards have been installed on the railway bridge to protect pedestrians. He also drew councillors attention to a new consultation on proposed changes to the speed limit on the A4095 between Hanborough and the Freeland turn.

**142. To consider any closing off actions and costs relating to the new playground**

The playground passed its post installation inspection with some snagging issues raised. The contractor is resolving these. The old playground was removed on the 9<sup>th</sup> of November and the temporary fencing on the 10<sup>th</sup>. HAPI arranged to formally open it on 13<sup>th</sup> November.

**143. To consider quotes for new signs for the playground.**

The clerk has contacted suppliers but has not got firm quotes yet. It was agreed to defer to the next meeting.

**144. To approve quote of £635 for anti slip treatment of the steps.**

In the October meeting councillors were minded to order anti slip strips for the steps into The Pit.

RESOLVED: To accept the quote of £635 to install anti slip strips.

**145. To receive an update from the s106 project feasibility working group.**

Cllr Marcus reported that she is going to meet with Martin Holland (WODC Sport and Leisure officer) to discuss potential projects. One project being considered so far for the s106 money is for a youth centre that will appeal to a lot of different youth groups and ideally be sited centrally in the village.

## 146. Financial Matters

146.1. The Finance Working Group reported that it met on 30th October 2017. The results of the meeting are set out in sections 146.5 to 146.12 below.

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

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

### Receipts:

12/10/2017	West Oxfordshire District Council	Precept	38,110.00
13/10/2017	Mrs T Walston	Cemetery Fees	200.00
03/11/2017	Greens Funeral Services	Cemetery Fees	600.00
30/10/2017	Groundwork UK	HAPI Grant	2,500.00
01/11/2017	GreenSquare Group	HAPI Grant	500.00
10/11/2017	HMRC	VAT Refund	20,555.90

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

### Payments:

14/11/2017	103489, 103490, 10391	Salary & Expenses	
12/09/2017	103478 Post Office (re HMRC)	Cancelled - see 103492	0.00
25/10/2017	103480 Sutcliffe Play (South West) Ltd	Play Ground	70,000.00
25/11/2017	103481 Sutcliffe Play (South West) Ltd	Cancelled	0.00
25/11/2017	103482 Sutcliffe Play (South West) Ltd	Play Ground	43,775.60
14/11/2017	103483 Boward Tree Management	Tree cutting	84.00
14/11/2017	103484 Bendcrete Leisure Limited	Skate Board repairs	480.00
14/11/2017	103485 Lucy Tritton	Planting	70.72
14/11/2017	103486 Leisure Developments (Ilmer) Ltd	Turfing	4,488.00
14/11/2017	103487 Soldiers of Oxfordshire Museum	Donations	100.00
14/11/2017	103488 S & C Slatter Limited	Multi Sports Area	420.00
14/11/2017	103492 H M Revenue & Customs	PAYE	417.80
14/11/2017	103493 Oxfordshire County Council	Pension Fund	390.11

146.4. To receive an update on the section 106 time line and fund availability.

No update reported.

146.5. To consider paying Castle Water by Direct Debit (DDR).

Council currently has a direct debit set up for the PWLB loan so the Finance Group agreed that an additional DDR is acceptable.

RESOLVED: That two members of Council can sign the direct debit mandate on behalf of the Parish Council.

146.6. To consider awarding a grant to Soldiers of Oxfordshire Museum.

The Finance Group recommends a grant of £100.

RESOLVED: That Parish Council awards a grant of £100 to the Soldiers of Oxfordshire Museum.

146.7. To consider awarding a grant to Citizens Advice.

Council supports Citizens Advice every year and has included £200 in the budget for this year, the Finance Group recommends making a grant.

RESOLVED: That Parish Council awards a grant of £200 to Citizens Advice.

146.8. To appoint the Internal Auditor for 2017-18.

The RFO and Parish Council were happy with the Internal Auditor last year so the Finance Group recommend appointing Arrow Accounting again for the current year.

RESOLVED: That Parish Council appoints Arrow Accounting as Internal Auditors and authorises the Chairman and RFO to sign the Letter of Engagement.

146.9. To complete a salary review for officers

The salaries for the RFO and clerk were reviewed by former Parish Councillor Field in April 2015 and subsequently Parish Council recommended that the clerk and RFO go up one pay scale per annum until they reach level 34. The clerk and RFO are currently on level 33 so will reach the maximum next year (in April 2018). The Finance Group considered whether they feel the clerk and RFO have performed their roles properly and whether they should be put on to level 34 in April 2018. The Finance Group recommended moving the clerk and RFO to level 34 in April 2018.

RESOLVED: That Parish Council increase the salaries of the clerk and RFO to level 34 in April 2018.

146.10. To review the grass cutting contractors performance and renewal of contract  
The Finance Group considered the service received from WODC and were happy with their performance. The Finance Group recommended renewing contract with WODC in Spring 2018.  
RESOLVED: That Parish Council agreed to renew the grass cutting contract with WODC in spring 2018.

146.11. To review the external auditors report  
The External Audit Report was presented to Parish Council. One minor issue was raised in that box 11 had not been completed. "No" should have been entered in the box.  
The Finance Group recommended acceptance of the External Audit Report.  
RESOLVED: To accept the External Auditors Report

146.12. To consider and set the 2018/19 budget  
The RFO presented the 2018/19 budget which had been distributed to Councillors before the meeting. The expenses have been reviewed by the Finance Group. The precept and Parish Grant will not be known until we receive notification of the tax base in mid November. A deficit budget has been set although the RFO reported that he anticipates a surplus in the current year, apart from the HAPI expenses.  
The Finance Group recommended adoption of the budget as presented. The Finance Group also recommended setting the precept to show no increase in the band D average.  
RESOLVED: To agree the budget as presented subject to adjustments for changes in the tax base.

### **147. Report from the Environment Maintenance and Improvement Group (EMIG):**

147.1. Cllr Marcus confirmed that the bollards been put up on the railway bridge and that the CCIF fund has been approached to help fund a feasibility study for a separate pedestrian/cyclist bridge next to the road bridge. £45,000 has been applied for.

The Parade: The clerk has written to the dentist to find out who the freeholder is for the land in front of the dentist. Intention is to provide disabled parking spaces.

The Coop: A meeting held with the Facilities Manager from Coop and a hump crossing close to the entrance was proposed by councillors. Coop are not be willing to pay for the crossing. Road markings on the Coop roundabout have almost disappeared. Cllr Walker reported that they will hopefully be renewed by OCC in the Spring.

The Suzuki garage has been asked to remove a sign that hinders sight lines.

Station Waiting Room: Cllr Marcus wrote to Network Rail to request a waiting room on the platform and was informed that there is one to be moved from another station.

#### 147.2. Applications received, PC response pending (circulated at the meeting)

17/03230/HHD 5 Mansell Close, Church Hanborough  
Alterations and erection of single and two storey extensions.

#### 147.3. Applications received and PC response made (circulated at the meeting)

17/03230/HHD 5 Mansell Close, Church Hanborough  
Alterations and erection of single and two storey extensions.  
No comments

17/00095/APPEAL The Old Police House, Witney Road, Long Hanborough  
Erection of side and rear extension.

17/03155/RES Land South East of Pinsley Farm, Main Road, Long Hanborough  
Reserved matters application – Appearance, landscape, layout and scale.  
Detailed response submitted with large number of recommendations for changes to the plans.

MW.0095/17 City Farm, Eysnham (OCC application)  
Application to vary conditions of 14/01988/CM

#### 147.4. Planning application decisions notified by WODC (circulated at the meeting)

W17/00338/PRMV The Coop Store, 23 Main Road, Long Hanborough - Approved  
17/01607/HHD 145 Main Road, Long Hanborough - Approved  
17/01786/RES Land South of Witney Road, Long Hanborough (new Doctors surgery) - Approved  
17/02345/FUL Willow View, Swan Lane, Long Hanborough - Approved  
17/02431/HHD 10 Millwood Vale, Long Hanborough - Approved  
17/03230/HHD 5 Mansell Close, Church Hanborough - Approved

#### 147.5. Planning applications pending decision (circulated at the meeting)

17/00309/FUL Olivers Garage, Long Hanborough Oxfordshire  
17/01082/OUT Land north of Witney Road, Long Hanborough  
17/02746/CND 16 Witney Road, Long Hanborough  
17/00095/APPEAL The Old Police House, Witney Road, Long Hanborough

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

The chair reported on the following applications going before the WODC planning committee in December. Olivers Garage have been discussing details of the plan with WODC and councillors understand that progress has been made. The application is going before the committee in December. Cantay (west side of Church Road) have appealed against the refusal. Councillors discussed planning applications in Hanborough and surrounding areas.

**148. Report from Community & Leisure Group (CLG):**

Cllr Tritton reported that members of the group have changed to better share the work load. The team priorities are to improve communications through better notice boards in the village, by developing the website and by improving links with parish clubs and groups. The group will support ad hoc village events but will look to encourage other people to organise events. There is also a project to get all the footpaths are marked and signposted.

**149. Reports from Community Groups & Organisations**

149.1. HPFA: Cllr Rogers reported that the lighting has been replaced in the Greenway Room and that there has been no progress on the land swap.

149.2. Allotments: Cllr Tritton reported that there was nothing of note to report.

149.3. Dementia & Loneliness Support Group:

The group is chaired by Judy Haynes and has been in touch with a similar group in Carterton which is attended by people from Hanborough. The support group are will meet in January.

**150. Report of Clerk:** The clerk reported that the Christmas tree will be installed in the last week of November with the lights going up on the 2<sup>nd</sup> December.

**151. AOB:**

The bench on the station in memory of Andrew Wilkins has his name spelt wrong.

ACTION: Clerk write to Network Rail to request that the spelling is corrected.

The next meeting will be held on Tuesday 12<sup>th</sup> December in The Greenway Room. The meeting was closed at 8:50pm.

The Chairman. 12<sup>th</sup> December 2017