



Minutes of Hanborough Parish Council

108/2020

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 14th July 2020 online, the following were present by remote attendance:

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

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

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

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

62. Public participation session: An idea for an inclusive swing, suitable for use by children with a range of disabilities, was brought to council by a number of residents. Councillors were very supportive of the idea and would like to gather views from residents who would be interested in discussing ideas and requirements.

Action: Clerk to include in the Hanborough Herald report and seek budgetary costs.

63. To receive apologies for absence: Apologies were received from Mr Peter Brittin.

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

65. To sign the declaration of acceptance of office for Paul Mowat

The declaration was signed and witnessed by the clerk.

Action: Clerk to forward declaration to WODC & send copies of Standing Orders & Financial Regs. to Cllr Mowat.

66. To sign, as a correct record, the minutes of the meeting held on 9th June 2020

RESOLVED: That minutes of the meeting of 9th June 2020 be approved and signed as a correct record by the clerk.

67. Matters of report arising from the previous minutes:

67.1 (44) Reregistering the Hand and Shears as a Asset of Community Value

The clerk reported that an updated application has been submitted.

67.2 (45) Adopting responsibility for the Pavilion defibrillator

The clerk reported that he is now registered with SCAS as guardian of this device.

67.2 (53) Zoom online conferencing

The clerk now has an account which is shared between Hanborough and Ramsden Parish Councils.

68. Report of County and District Councillors:

County Councillor Liam Walker presented an update on Active Travel Measures for Oxfordshire and that the Unitary Authority idea has resurfaced.

District Councillor Merilyn Davies reported that the covid group is easing back activities.

District Councillor Alaa Al-Yousuf updated councillors on the budget and the Area Action Plan.

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

A report from the Presentation Day on 14th March was circulated to councillors. Feedback from 60 questionnaires was analysed & the results are 58% in favour of a longer term, larger, higher cost community centre for a wider section of the community, 21% in favour of an immediate, small, lower cost hall for use mainly by youth groups & 17% in favour of neither. Councillors have established a working group to move idea on with a meeting planned this week.

70. To authorise the chair to sign the land swap agreement on behalf of council

The chair presented an update on the agreement which had been circulated ahead of the meeting.

RESOLVED: That the chair may sign on behalf of council subject to circulating the final document and legal advice that it is agreeable.

71. To give consent for the Hanborough Manor - alternative path to discharge onto the car park

The chair reported that council needed to approve the rerouted paths connection point with the car park.

RESOLVED: That the path may discharge onto the Pavilion car park.

72. To agree a contractor for the ramped access to the Pit area

The clerk presented 3 quotes and designs from contractors. These ranged in costs between £6,500 and £32,000 each with slightly different design options. Councillors selected the middle value quote on the basis of value and design.

RESOLVED: To award the work to Pye at a maximum budget of £12,000.

Action: Chair to notify Pye.

73. To receive a report on the Network Rail feasibility study meeting

Cllr Marcus presented an update on a meeting to discuss the feasibility report. The stakeholders in the meeting seemed positive about the project and the next stage will be for a geo-structural report.

74. To consider a s106 application from the Football Club for posts and lighting

The detailed application was not available in the meeting but it was understood that the posts and lights could be moved if the club moved. Councillors were keen to support the project in good time for the next football season. It was agreed that Cllr Fuller would discuss the detailed requirements with the club so that posts could be purchased.

RESOLVED: To award up to £3000 for posts subject to further discussions.

Action: Cllr Fuller to make contact with the club.

75. To complete an Internal Audit Effectiveness Review

Councillors had sight of the Internal Audit and were satisfied that it had been effective.

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

Cllr Franklin presented 3 quotes for replacement blinds for the windows and blinds for the sky lights. These would allow the film evenings to be extended. Councillors were minded to support the idea but agreed to defer decision until a request is made by the HPFA.

77. To agree a budget to purchase white paint for the gates on the A4095

Council has been approached with an offer to paint the white village entrance gates by a volunteer.

RESOLVED: To purchase paint and related items up to a maximum of £100.

Action: Clerk to make arrangements with the volunteer.

78. To discuss conditions at, and location of, the Riely Close recycling drop point

Cllr Marcus presented an update on the WODC facility which is frequently over loaded and messy. She has worked closely with WODC to get clearance visits increased to 3 a week. The site is still quickly overwhelmed with materials, some of which appears to originate from outside the parish or from business. It was agreed that the location is not suitable being close to the school and residential properties. Councillors agreed to request it is removed by WODC from the WODC owned car park and agreed to notify the parish and give opportunity for comment ahead of making the formal request. Provision of disabled parking, cycle racks and marked parking spaces would be made.

79. To receive a report on a playground and outdoor gym risk assessment for opening

The clerk reported that he had completed a risk assessment ahead of opening the playground. Signs had been displayed at entrances explaining the government guidelines. These will be replaced with simpler more graphic signs in the next days.

80. To discuss how we can advise and support the parish on use of the outdoor play equipment

Councillors discussed the guidelines for use and cleaning by users.

81. To discuss a suggested disability play facility

Item covered in the public session.

82. To gather any councillor training requests

Councillors expressed an interest in social media training if available and the clerk has requested from OALC.

83. To receive an update on the website/PC Facebook page

Cllr Tritton updated councillors & it was agreed to sound out a local resident, who it's understood, has offered to support. The clerk noted that a volunteer would need to be coopted to a working group for this.

Action: Cllr Tritton to make contact and report back to council.

84. Financial Matters

84.1. The Business Working Group had not met.

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

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

Receipts:

Oxfordshire County Council	Grass Cutting Grant	2,369.17
Fergus Wessel	Cemetery Fees	110.00
S & R Childs	Cemetery Fees	220.00
Reeves Memorials	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	
Hanborough Herald	Grant	177.62
Stow Groundworks	Groundwork	14,988.25
West Oxfordshire District Council	Grass Cutting April/May	4,141.51
Ramsden Parish Council	Zoom	55.00
OALC	Training	42.00
Arrow Accounting	Internal Audit	495.00
Network Rail Infrastructure	Feasibility Study	31,001.40
R Hancock	Website	50.00
R Hancock	Planting	36.80
H M Revenue & Customs	PAYE	222.33
Oxfordshire County Council	Pension	410.14
Lucy Tritton	Freeland Nurseries	30.37
Transfer from Deposit Account		45,195.99
Transfer from Deposit Account		30.37

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

85.1. Cllr Marcus circulated a report ahead of the meeting. Concerns about Thames Water infrastructure around Hurdeswell and Hanborough Gate are being investigated.

85.2. Climate change initiatives: Process has been made on reviewing road side verges to inform a future request to leave some uncut.

85.3. 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.	Approved
20/00235/FUL	Post Office, 72 Main Road, Long Hanborough	Change of use to Coffee Shop	Parish Council opposed the application.	Approved
19/02902/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 9 flats	Parish Council opposed the application.	Approved
20/00560/S73	Old Station Yard, Main Road, Long Hanborough	Removal of condition 2 of planning application 07/0271/P/FP	No Comments	Approved
20/00805/FUL	12 Abelwood Road, Long Hanborough	Conversion of existing garage to create self contained unit.	No Comments	Approved
20/00853/FUL	49 Main Road, Long Hanborough	Demolition of existing property. Erection of 2 semi detached dwellings	Parish Council opposed the application.	
20/00913/HHD	Thresher Barn, 6 Millwood Farm Barns, Abelwood Road	New Glazed Door to North Elevation	Parish Council opposed the application in part.	Withdrawn
20/00914/LBC	Thresher Barn, 6 Millwood Farm Barns, Abelwood Road	New Glazed Door to North Elevation	Parish Council opposed the application in part.	Withdrawn
20/01163/FUL	Churchill Court, Main Road, Long Hanborough	Alterations to include conversion to holiday lets plus two storey extension.	No Comments	Approved
20/01329/HHD	The Limes, 2 Blenheim View, Long Hanborough	Erection of Greenhouse and Shed	No Comments	
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.		

85.4. To receive an update on planning applications for large scale developments: Councillors discussed possible changes to Rural Exception Sites contained in the Affordable Housing Supplementary Planning document 202.

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

Cllr Tritton circulated a report ahead of the meeting which included details of the community centre & social media use.

87. Reports from Community Groups & Organisations

HPFA: No report received.

Allotment Association: Considering an allotment award after a productive year.

88. Report of Clerk: Nothing further to report.

89. Miscellaneous items from Members: Councillors discussed the covid helpline and agreed to retain the infrastructure in case it was needed again in the future. It was noted that some associated cost have been funded personally by councillors and it was agreed that council should fund these.

90. AOB: None.

There is no ordinary meeting in August. The next meeting will be held on Tuesday 8th September at 6:30pm online. The meeting was closed at 8:45pm

The Clerk. 8th September 2020