



Minutes of Hanborough Parish Council

114/2021

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 9th February 2021 online, the following were present by remote attendance:

Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rod Fraser, Mr Rich Fuller, Miss Penelope Marcus, Mr Paul Mowat, Ms Kerry Scarlett, 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: One member of the public attended.

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

216. Public participation session: None.

217. To receive apologies for absence: Apologies were received from Ms Ellen Armitage. Apologies also received from District Councillor Merilyn Davies.

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

219. To sign, as a correct record, the minutes of the meeting held on 12th January 2021

RESOLVED: That minutes of the meeting of 12th January be approved and signed as a correct record by the clerk.

220. Matters of report arising from the previous minutes:

220.1 (202.2) Pye playground transfer: The RFO reported that progress had been slow with our solicitors. The facility has been added to our insurance and options to open the site ahead of formal transfer are being explored.

Action: Chair and RFO to discuss progress with our solicitors.

220.2 (201) Broadband contractors: Council received mixed reports on contractors working on the broadband install.

Action: Clerk to discuss issues raised with contractors.

220.3 (205) Common land in Church Hanborough: The clerk reported that the pub landlords had kindly offered to make a small donation should the work go ahead. The church is considering the request. Councillors noted that the area seems to be in reasonable condition and questioned the need for extra gravel.

220.4 (149.7) Increasing the number of allotments: The RFO had contacted the church as landowners. The clerk offered to raise the idea when talking to the church about the Church Hanborough common land.

221. Report of County and District Councillors:

County Councillor Liam Walker reported on numbers of covid cases in the county and the vaccine rollout, the approved OCC budget and speed awareness initiatives.

District Councillor Alaa Al-Yousuf reported on WODC budget plans with a proposed band D increase of £5 meaning that we remain the second lowest in the country. He also reported on a review tasked with improving access to the station car park and the Garden Village outline planning application which is not currently in line with the Area Action Plan.

222. To receive an update from the community centre project steering group

The group reported that they have circulated documents and are engaged with two architects, one advising and one preparing a pro bono report on what's possible.

223. To consider quote to repaint the tennis courts

The clerk reported that the quote accepted last month was not for the full scope of painting tennis lines, tennis court fill and net ball lines. Two new quotes were presented for £2,300 and £2,385.

RESOLVED: To accept the quote for our maintenance contractor at £2,385.

Councillors noted that this was a higher price but the contractor has provided a consistently good service.

Action: Clerk to notify contractors.

224. To appoint the Internal Auditor and sign letter of engagement

The Finance Working Group considered two auditors from a short list provided by the OALC. The group recommended IAC Audit & Consultancy Ltd as they are sufficiently large to provide continuity of service.

RESOLVED: To appoint IAC Audit & Consultancy Ltd as internal auditors.

Action: RFO to notify auditors.

225. To review allotment rents

The Finance Working Group recommended an increase of £5 for each allotment noting that there has not been an increase for many years. The administration cost is the same be it a half or full plot so the recommendation was to increase both by the same amount. Councillors with a pecuniary interest as allotment holders did not vote.

RESOLVED: To increase full plot costs from £20 to £25 and half plot from £10 to £15 from 2022.

Action: RFO to notify allotment holders.

226. To review allotment tenancy agreements and rules

The Finance Working Group reviewed the allotment tenancy agreements and rules and recommended no change. It was agreed to circulate to allotment holders and highlight key points in a covering letter.

Action: RFO to notify allotment holders.

227. To review the Financial Regulations

The RFO circulated a copy of the Financial Regulations adopted in 2019. The clerk reported that no changes to the standard template have been made by NALC.

RESOLVED: To retain the model Financial Regulations adopted in 2019.

228. To review the Code of Conduct

The clerk reminded councillors of the Code of Conduct and circulated a copy for reference.

229. To review Parish Council Insurance Cover

The Finance Working Group reviewed the insurance cover and made no recommendations for change.

230. To receive an update on the 20's plenty and other speed awareness initiatives

Cllr Marcus presented an update on discussions with Freeland and Eynsham groups with some indicative costs to implement schemes. There may be value in engaging a consultant to advise and support.

231. To consider arranging for a number of OCC speed surveys in the parish

Average speeds will dictate what sort of schemes are possible along with design considerations. OCC are able to provide devices to record speeds which would be supporting evidence for any schemes. Councillors proposed going out to the village to get views on what locations are regarded as trouble spots ahead of working with OCC to agree locations for speed survey devices. It was agreed to review after current widespread road works are complete and lockdown is lifted.

232. To discuss the WODC Coronavirus Help page

The chair circulated information from WODC and links to online resources for councillors to review and share.

233. To agree measures to restrict access to the MUGA during lockdown

The clerk reported that the MUGA has been unlocked since repairs were completed last week due to concerns that the newly repaired fence may be damaged in order to gain entry. There are signs stating that the facility is closed and the clerk has asked for additional Police patrols. The clerk recommends that it be locked. Councillors agreed to lock the gates as per current government guidelines.

Action: Clerk to lock both gates.

234. To consider social media training

Councillors thanked Stacey White-Rose for her offer to do some basic Facebook training for councillors. It was agreed to complete this at the end of the meeting.

235. To discuss reports of fly tipping in the parish

Councillors had received a number of reports of fly tipping in the parish. It was agreed to include the note on this from last months Herald again in March.

236. Financial Matters

236.1. The Business Working Group had met and items were covered above.

236.2. The monthly financial summary & bank reconciliation was circulated before the meeting. The RFO reported a surplus was likely at the year end.

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

Receipts:

Greens Funeral Services 960.00

Payments:RESOLVED: To make bank transfer payments of the following Schedule of Accounts.

From Unity Trust Bank:

A Edwards	Salary & Expenses	
J Gammage	Salary & Expenses	
T Skelly	Salary & Expenses	
S & C Slatter	MUGA maintenance	420.00
H M Revenue & Customs	PAYE	238.67
Oxfordshire County Council Pension Fund	Pension	432.08
Sutcliffe Play South West	Playground Repairs	267.09
R Hancock	Website	150.00

Held over from December

From Coop Bank to Unity Trust Bank	10,000.00
From Coop Deposit Account to Coop Current Account	10,000.00

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

237.1. Cllr Marcus provided a verbal update.

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

Application Number	Address	Details	Parish Council Response	Decision
20/01734/OUT	Eynsham Garden Village	Garden Village		
20/02599/HHD	9 Regent Drive, Long Hanborough	Conversion of Garage to habitable space	No Comments	Withdrawn
20/02635/S73	High Thatch, Park Lane, Long Hanborough	Variation of condition 2 of planning permissions 01189/FUL and 19/02821/S73	Parish Council objected to the application	
20/03115/HHD	The Beeches, Church Hanborough	Erection of single storey rear and side extension	No Comments	Approved
20/03519/HHD	31 Churchill Way, Long Hanborough	Removal of existing conservatory and single storey extension.	No Comments	Approved
20/01954/FUL	2 Witney Road, Long Hanborough	Erection 10 One Bed Flats	Objected. No further comments to be made from those objecting to the application.	Refused
20/03362/FUL	Churchill Court, Main Road, Long Hanborough	Alterations including change of use to Holiday Lets	No Comments	
20/03357/HHD	24 Evenlode Drive, Long Hanborough	Erection of first floor extension above existing garage	No Comments	
20/00040/APPEAL	2 Witney Road, Long Hanborough	Erection of 10 one bed flats.	Objected. No further comments to be made from those objecting to the application.	
20/03362/FUL	Churchill Court, Main Road, Long Hanborough	Alterations including change of use to Holiday lets	No Comments	
20/03357/HHD	24 Evenlode Drive, Long Hanborough	Erection of first floor extension above existing garage	No Comments	
20/03514/FUL	26 Abelwood Road, Long Hanborough	Demolition of garage, construction of single storey extension.		
21/00182/HHD	20 Isis Close, Long Hanborough	Reception of single storey extension	No Comments	
21/00183/HHD	9 Isis Close, Long Hanborough	Reception of first floor side extension		

237.3. No significant developments to report on.

238. Report from Community & Leisure Group (CLG)

Cllr Tritton circulated a report ahead of the meeting. Councillors were asked for ideas for a community quiz and local walks. The successful daily photograph competition was noted and it was recorded that this required temporarily allowing posting to the PC Facebook page. These postings are moderated by Cllr Tritton and at the end of February the posting facility will be switched off again.

Action: Cllr Tritton to confirm at the end of February.

The idea for a pump track is back on the groups agenda after the hiatus caused by covid lockdowns. A wider plan for the area to include new paths, an updated skate/BMX park and the pump track was briefly discussed.

239. Reports from Community Groups & Organisations

HPFA: Cllr Franklin reported on damage to the roof had been repaired.

Allotment Association: Nothing further to report.

240. Report of Clerk:

240.1. Local elections: The clerk noted that local elections, including for Hanborough parish councillors, were postponed last year for 12 months due to covid. These are now due on 6th May this year. The government remains committed to these going ahead subject to infection levels and we are planning accordingly. This is a great opportunity for any residents wishing to get involved to put themselves forward. For Parish Council roles please contact either the clerk or WODC for nomination papers. To accommodate vote counting the clerk gave notice that the May meeting will be pushed back one week to the 18th May.

240.2. Annual Parish Meeting: Council was forced to cancel this last year due to the first lockdown. The clerk proposed to hold this online on 20th April.

Action: Clerk to add to March agenda to agree date and content.

240.3. Online meetings: The clerk reported that legislation allowing for online meetings ends in May so the May 18th meeting will have to be face to face unless the government extends or changes the rules. Local government representatives are pressing for an extension.

241. Miscellaneous items from Members:

GDPR: Councillors asked what Council had in place for data protection. A resolution (May 2018) appointed clerk as Data Protection Officer (DPO) subject to a change in the Act which did not happen, therefore we do not have a DPO. However, we do not need one as the Data Protection Act 2018 exempted parish councils from the need to have a statutory DPO. The clerk is a named individual who will deal with queries from the public about their personal data and who will manage the records of the authority. We have notice of this on our website, we completed a data audit in 2018 and we maintain the minimum of personal data following data retention guidelines.

The next meeting will be held on Tuesday 9th March at 6:30pm online. The meeting was closed at 8:35pm with a Facebook training session.

The Clerk. 9th March 2021