



Minutes of Hanborough Parish Council

80/2018

At the Ordinary Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 13th February 2018 in the Pavilion Greenway Room, the following were present:

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|-------------------|----------------------|--------------------------|---------------------|
| 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 |

In attendance: Mr Jon Gammage (Clerk) and Mr Adrian Edwards, Responsible Financial Officer (RFO). Also attending were District Councillor Colin Dingwall and County Councillor Liam Walker.

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

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

189. Public participation session:

189.1. Hanborough Welfare Trust: A resident attended to ask for an update on the Trusts activities. The clerk was informed today that the Charity Commission have ceased their registration as no accounts had been submitted for many years. It needs income over £5000 per annum to reregister or it must now either merge with another charity, or dispose of the land and share the funds with worthy causes locally.

ACTION: Clerk to request that the Trust meets and council representatives will attend.

190. To receive apologies for absence: Apologies were received from Ms Lucy Tritton and Mr Thomas Pringle. District Councillor Carol Reynolds sent apologies.

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

192. To sign, as a correct record, the minutes of the meetings held on 9th January 2018

RESOLVED: That minutes of the meeting of 9th January 2018 be approved and signed as a correct record.

193. Matters of report arising from the previous minutes:

193.1 (180) Location for new bins in the new playground: It was agreed to put these at the entrances.

ACTION: Clerk to place order with WODC.

193.2 (183.2) Planning application 17/04092: After consultation with WODC, Parish Council did not object but instead requested conditions. Councillors noted, as a point of order, that they were not given the opportunity to accept this change.

194. Report of County and District Councillors:

County Councillor Walker reported on OCC budget plans, the recycling consultation, litter pick event, school expansion proposals and meeting date, station improvements and reports on the playground mud.

District Councillor Dingwall proposed a parish requirements list to guide s106, appointment of a new WODC Community Planning Officer, broadband rollout in Church Hanborough & consideration of the Housing & Growth Deal.

195. To consider GDPR training for the clerk.

There is still some debate about if the clerk of parish councils can take on responsibility for GDPR, but councillors agreed the training would be worthwhile in any case.

RESOLVED: That the clerk can book on this webinar course at £30.

196. To consider any councillor OALC training requirements.

RESOLVED: That the vice chair can attend the Chairmans course on 18th July at £80.

ACTION: Clerk to make arrangements.

197. To consider appointing a new volunteer web master

Councillors and officers welcomed the offer of support with the website and would like to meet the volunteer.

ACTION: Clerk to make arrangements.

198. To consider 3 quotes for new noticeboard in Riely Close

Councillors were supportive of the idea to install a new noticeboard similar to one in Freeland and to move the existing one to near the large Coop. Councillors wanted to understand from Freeland any issues with such an installation.

ACTION: Clerk to contact Freeland clerk for further information.

200. To consider 3 quotes for gym equipment and potential location

Cllr Franklin presented costs and outlined the idea using the example of one installed at Cogges. Councillors were supportive of the idea and suggested further discussion with the HPFA as they have also considered this in the past. The facility could be located anywhere in the parish or dispersed around the parish on a fitness trail.

ACTION: Cllr Franklin to discuss with HPFA and consider possible location.

201. To consider underwriting costs of £250 to run a film evening at the Pavilion

Cllr Franklin presented the cost, likely ticket sales and financial risk for underwriting a film evening. Councillors agreed that it would be a good community event and understood that the intention would be for a group of volunteers to take it on if successful. The evening is planned for 9th March.

RESOLVED: That Parish Council will underwrite the cost of the event to a maximum of £250.

202. To consider providing financial support for the Great Get Together on June 23rd.

Councillors, with representatives from HPFA in attendance, discussed a repeat of last years event in June. The HPFA will open the Pavilion and bar and asked for volunteers from parish council to help with organisation.

RESOLVED: That Parish Council will underwrite the £800 cost of the bands subject to understanding the detail of how profits will be distributed.

203. To discuss the Church Road crossing and ideas to make it safer including a community speed watch group

A resident attended to bring councillors up to date with an accident in Church Road and to ask for financial support to setup a speed watch group. Standing Orders do not allow for the request to be considered without advance notice & it was agreed to add it to the next agenda.

ACTION: Clerk to investigate insurance and requirements for such a group. Add as agenda item in March.

204. To receive a report on the parish Emergency Plan

The clerk reported that the plan was submitted to the OCC Emergency Planning Team for comment and they suggest some reformatting and addition of further volunteers if forthcoming. It was agreed to put a notice in the Hanborough Herald to ask for volunteers.

ACTION: Clerk and Cllr Brittin to review the plan and update contacts list.

205. To consider a request to install a wooden bench at the parish burial ground

This request was approved.

206. To review Allotment Rents and Tenancy Agreements

RESOLVED: To accept the recommendation of the Finance Working group and adopt the agreements.

207. To review the Risk Assessment (RA)

RESOLVED: To accept the recommendation of the Finance Working group and adopt the RA subject to changes to Data Protection and the Emergency Plan.

208. To review the Financial Regulations

RESOLVED: To accept the recommendation of the Finance Working group and adopt the regulations.

209. To review the Insurance Cover

Item deferred.

210. To review bank reconciliations

RESOLVED: To accept the recommendation of the Finance Working group and agree the reconciliations.

211. Financial Matters

211.1. The Finance Working Group met and reported in items 206 to 210.

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

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

Receipts:

| | | |
|------------|----------------------|--------|
| 09/01/2018 | VAT Refund | 628.80 |
| 30/01/2018 | Cooperative Funerals | 400.00 |
| 30/01/2018 | E Taylor & Sons | 200.00 |

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

Payments:

| | | | |
|------------|--|--------------------|----------|
| 13/02/2018 | 103517, 103518, 103519 | Salary & Expenses | |
| 13/02/2018 | 103513 West Oxfordshire District Council | Grass Cutting | 1,615.46 |
| 13/02/2018 | 103514 Cancelled Cheque | - | - |
| 13/02/2018 | 103515 R Atkinson | Repairs | 634.92 |
| 13/02/2018 | 103516 S & C Slatter Limited | Multi Sports Areas | 420.00 |
| 13/02/2018 | 103520 H M Revenue & Customs | PAYE | 208.90 |
| 13/02/2018 | 103521 Oxfordshire County Council | Pension Fund | 390.11 |
| 13/02/2018 | 103522 Norris & Fisher Insurance Brokers | Insurance | 99.06 |

211.4. To receive an update on the section 106 time line and fund availability: No update reported.

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

212.1. Cllr Marcus circulated a report ahead of the meeting outlining recent activity.

212.2 Planning application report

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|------------------|--|--|--|----------|
| 17/01082/OUT | Land North of Witney Road, Long Hanborough | Erection of up to 170 Dwellings | Detailed response objecting to plans | |
| 17/02746/CND | 16 Witney Road, Long Hanborough | Discharge of conditions: 16/01403/RES | Not sufficient information on which to comment | |
| 17/03155/RES | Land South of Pinsley Farm, Long Hanborough | Reserved matters. | Detailed response submitted | Approved |
| 17/03708/HHD | 75 Main Road, Long Hanborough | Construction of detached storage shed | No comments | Refused |
| 17/03990/HHD | 17 Roosevelt Road, Long Hanborough | First Floor rear extension | Unable to comment due to sketchiness of the plans. | Approved |
| MW.0095/17 (OCC) | City Farm, Eysnham | Vary conditions of application MW.0122/14 | | Approved |
| 17/04092/FUL | 70 Main Road, Long Hanborough | Change of use from Hairdresser to Dentist | After consultation with WODC the Parish Council did not object but requested certain conditions. | |
| 18/00038/FUL | Willow View, Swan Lane, Long Hanborough | Erection of Barn | Detailed response objecting to the application. | |
| 18/00010/LBC | Old Farm House, 194 Main Road, Long Hanborough | Internal and External works including changes to internal layout and rear porch. | No Comments | |

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

The chair reported that Cantay will be heard on the 13th March and that Bloor Homes have been receptive to our landscaping suggestions.

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

214. Reports from Community Groups & Organisations

214.1. HPFA: Cllr Rogers reported that they meet on the 19th.

214.2. Allotments: Nothing further to report.

214.3. Dementia & Loneliness Support Group: Cllr Franklin reported that the group met at the end of January.

215. Report of Clerk: Councillors agreed that providing it is inspected and kept litter free, the old playground could be unlocked so that the grass can be kept cut.

216. AOB: None

The next meeting will be held on Tuesday 13th March in The Greenway Room. The meeting was closed at 9:30pm.

The Chairman. 13th March 2018