



## Minutes of Hanborough Parish Council

95/2019

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 9th July 2019 in the Pavilion Greenway Room, the following were present:

Mr Jeff Borer, Mr Peter Brittin, Dr Michael Franklin, Mr Rich Fuller, Miss Penelope Marcus, Mr Steve Page and Ms Kerry Scarlett.

**In attendance:** Mr Jon Gammage (Clerk), Mr Adrian Edwards, Responsible Financial Officer (RFO). Also attending was District Councillors Alaa Al-Yousuf and Merilyn Davies.

**Members of the public attending:** No members of the public were present.

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

**50. Public participation session:** None

**51. To receive apologies for absence:** Apologies were received from Ms Ellen Armitage, Mr Niels Chapman (chair), Mr Rod Fraser, Ms Lucy Tritton and County Councillor Liam Walker. The meeting was chaired by Councillor Marcus.

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

**54. To sign, as a correct record, the minutes of the meetings held on 11th June 2019**

RESOLVED: That minutes of the meeting of 11th June 2019 be approved and signed as a correct record.

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

55.1 (31.1) New steps/ramp to the playground: The clerk met Pye on site on 22nd May. Pye have reported that they don't have a resource able to do a survey required so that the ramp can be designed. The clerk has asked if they can recommend someone.

Action: Clerk to pursue.

55.2 (31.3) MUGA fence: The clerk confirmed that the replacement panel will be installed next week. The contractor has also quoted £2975 to install another entrance and it was noted that this would be considered in conjunction with a new path and ramp access to the playground.

**56. Report of County and District Councillors:**

56.1. District Councillor Merilyn Davies reminded Council of the need to complete the new path from the new housing across HPFA land.

56.2. District Councillor Al-Yousuf presented an update on the Climate Action Plan, a Garden Village Area Action Plan and the Good Neighbours initiative.

**57. To report on request for additional signage for Church Road pedestrian crossing**

Cllr Marcus reported that OCC are investigating installing school warning signs with warning lights.

Action: Clerk to add next meeting agenda item to consider granting £2000 for warning lights if necessary.

**58. To consider making a grant to the Hanborough Show organisers to build a database for entries**

Item deferred until we have further information.

Action: Cllrs Page and Fuller to contact the show organiser.

**59. To receive a Business Working Group report on the MUGA maintenance agreement, cemetery fees review, the application process for s106 funds and the application process for our Community Fund**

The RFO reported that the group had met and recommended the following to Council.

59.1. That Council continued with the current MUGA maintenance programme and contractor

RESOLVED: To accept the Working Group recommendation.

59.2. That Council made no increase to the current cemetery fees.

RESOLVED: To accept the Working Group recommendation.

59.3. That the RFO will review all s106 funding applications and summarise ahead of review.

59.4. That Council should try to make the Community Fund more sustainable.

**60. To consider a trial of the S106 monies questionnaire to villagers**

A questionnaire had been trialed ahead of the meeting and the results were circulated. Councillors discussed ways of consulting with residents and agreed that PC should take up the offer from Andrea Clenton (WODC) to advise on a 'best practice' process that would stand up to future scrutiny.

Action: Cllr Marcus to make arrangements.

**61. To receive a Hanborough Herald update**

Cllr Fuller reported that there will be a new editor shortly and a refreshed design is being discussed.

**62. To consider three quotes for website design/set up/maintenance of a community website**

Cllr Fuller presented 2 quotes which were considered high. It was agreed that further work needs to be done to scope out the task required and better understand where this site would sit in relation to other community sites and social media.

Action: Cllr Fuller to define the project with consideration to existing communication & discussion channels.

**63. To discuss a site for a Community Orchard**

Cllr Marcus reported that a number of sites are being considered to be presented in a future meeting.

**64. To receive a report on WODC workshop on Hanborough Station as Transport Hub**

Item deferred to the next meeting.

Action: Clerk to add to next meeting agenda.

**65. To receive a report on Parish Transport Representation meeting**

Cllr Borer reported on the meeting and the ambition for a more joined up plan with community involvement.

**66. To receive a report on OCC/ Oxford University Project registering Parish green community spaces**

Cllr Marcus reported that six areas in the parish have been identified to add to the register.

**67. To agree that the £450 grant from OCC is used for cycle projects**

RESOLVED: To ring fence £450 for cycling related projects.

**68. To agree to write to Thames Water about repeated sewerage leaks near the railway bridge**

Cllr Marcus reported on the recurring issues and it was agreed to write to Thames Water to request urgent resolution.

**69. Financial Matters**

69.1. The Business Working Group actions were considered in item 59 above.

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

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

**Receipts:**

None

**Payments:**

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

103635	Trees and Gardens Limited	Maintenance	420.00
103636	Hanborough Herald	Grant	215.40
103637	West Oxfordshire District Council	Grass Cutting	3,351.78
103638	Salary & Expenses		
103639	Salary & Expenses		
103640	Salary & Expenses		
103641	H M Revenue & Customs	PAYE	248.98
103642	Oxfordshire County Council	Pension Fund	410.14
103648	J Gammage	Expenses	40.84
103649	Trevor Stewart	Grass Mats	340.20

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

103643	Salary & Expenses		
103644	Salary & Expenses		
103645	Salary & Expenses		
103646	H M Revenue & Customs	PAYE	248.78
103647	Oxfordshire County Council	Pension Fund	410.14
	Transfer from Deposit Account		8,821.90

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

70.1. Cllr Marcus circulated a report ahead of the meeting and presented highlights of the report.

70.2. 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.	
19/00367/FUL	Goose Eye Farm, Eynsham	Demolition of garage. Construction of garage/workshop/store.	No Comments	
19/00865/HHD	Pelican House, Lower Road, Church Hanborough	Extension to first floor above existing extension	Concerns about impact on neighbours. Asked officers to ensure 45 degree rule applied.	Refused
19/00927/HHD	Pinsley Farmhouse, 170 Main Road	Erection of two storey extension and single storey rear extension	No Comments	
19/01077/FUL	39 Witney Road	Convert existing dwelling into 3 one bed flats. Erection of 4 one bed flats	Parish Council objected to this application.	
19/01081/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 12 flats	Parish Council objected to this application.	
19/01189/FUL	High Thatch, Park Lane, Long Hanborough	Erection of dwelling and garage.	No Comments	
19/01231/FUL	The Studio, 139 Main Road, Long Hanborough	Conversion of Garage to bedsit (retrospective)	No Comments	Approved
19/01358/HHD	220A Main Road, Long Hanborough	Single storey rear extension	No Comments	
19/01471/HHD	63 Marlborough Crescent, Long Hanborough	First floor extension		
19/01485/HHD	16 Millwood End, Long Hanborough	Single storey extension, link wall	No Comments	
19/01539/HHD	136 Main Road, Long Hanborough	Single storey extension	No Comments	
19/01729/CND	Land South of Fenlock Road, Long Hanborough	Gas Monitoring Report	No Comments	

70.3. To receive an update on planning applications for large scale developments.  
None discussed.

#### 71. Report from Community & Leisure Group (CLG):

Cllr Tritton had circulated a report ahead of the meeting. The group had also informally met with some interested residents to discuss forming a climate change working group to advise the CLG and Parish Council.

#### 72. Reports from Community Groups & Organisations

HPFA: Cllr Brittin reported on the recent HPFA meeting where it was asked if PC would consider reintroducing a general support and maintenance grant.

Action: Clerk to add to next meeting agenda.

Allotment Association: The RFO reported on a letter to be sent to allotment holders about bonfires and noise. Concerns were also raised about visibility from the entrance onto the road.

73. Report of Clerk: Nothing further to report.

#### 74. AOB:

Action: Clerk to book OALC planning training.

The next meeting will be held on Tuesday 10th September in The Greenway Room. The meeting was closed at 9:30pm

The Chairman. 10th September 2019