



Minutes of Hanborough Parish Council

83/2018

At the Annual Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 8th May 2018 in the Pavilion Greenway Room, the following were present:

Mr Peter Brittin, Dr Michael Franklin, Mr Rod Fraser, Miss Penelope Marcus, Mr Michael Rogers and Ms Lucy Tritton.

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

Members of the public attending: One member of the public was present.

1. **To confirm if meeting is being recorded:** There was no indication that the meeting was being recorded.
2. **To elect a Chairperson:** Cllr Chapman was proposed, seconded and elected as chair unopposed.
3. **To elect a Vice-Chairperson:** Cllr Marcus was proposed, seconded and elected as vice chair unopposed. Cllr Marcus chaired the meeting.

4. To receive the Chairperson's declaration of acceptance of office

RESOLVED: That Cllr Chapman can sign the chairman's declaration of acceptance of office at the June meeting.

5. Public participation session: None.

6. To receive apologies for absence: Apologies were received from Ms Ellen Armitage, Mr Niels Chapman and Mr Steve Page. The clerk reported that Mr Thomas Pringle has resigned from council.

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

8. To sign, as a correct record, the minutes of the meetings held on 10th April 2018

RESOLVED: That minutes of the meeting of 10th April 2018 be approved and signed as a correct record.

9. Matters of report arising from the previous minutes:

9.1 (250.1) Emergency Plan: Meeting held with Cllr Franklin and plan updated.

9.2 (262.2) Cooption: The clerk contacted the applicant but he has withdrawn his application.

10. Report of County and District Councillors:

Cllr Marcus welcomed the new District Councillors. District Councillor Davies set out some of her priorities including housing, provision for the elderly, transport and uses for the s106 funds. Cllr Al-Yousuf was keen to hear what our priorities are and how he can help. He suggested these are distilled down into a single page list and it was agreed that councillors would develop this over the next few weeks. Councillors discussed how the community will grow as new housing becomes available.

ACTION: Clerk to invite Giles Hughes and Community First Oxfordshire to the next meeting.

11. To consider awarding a grant to the Methodist Hall to refurbish the bench in Riely Close

Councillors considered a grant request for £240 for materials to refurbish the bench & a request for a litter bin in the area.

RESOLVED: To make a grant of £150 towards the cost of materials.

ACTION: Clerk to notify applicant.

12. To co-opt a second webmaster to help with the PC website

The clerk reported that he had met Rachel Hemingway with the chair and it was agreed that she is very capable and knowledgeable about websites. It was recommended to council that they coopt her as the primary webmaster.

RESOLVED: To coopt Rachel Hemingway as primary webmaster.

ACTION: Clerk to notify and confirm access and data protection policy.

13. To receive an update on works to improve the new playground drainage

The clerk reported that he had further discussions with the WODC engineer about the site. Initial advice was that once the worst affected areas known, he would recommend a course of action and possible contractors. The latest advice was less positive and he suggested that any drainage works would be overwhelmed by ingress from other areas. It was agreed to seek other advice.

ACTION: Clerk to contact Freeland Parish Council and potential contractors.

14. To adopt the revised Standing Orders released by NALC

The clerk presented newly released Standing Orders which have been created by NALC. They are generally the same as the previous orders but include a section on data protection and are reordered to tidy things up. The clerk has added in the changes agreed in the past for councillors spending limit and the job share status of the RFO and clerk.

RESOLVED: To adopt the new Standing Orders as circulated.

15. To receive an update on GDPR progress

The clerk reported that it now looks likely that the government will revise the GDPR so that a clerk can be Data Protection Officer.

RESOLVED: To appoint the clerk as Data Protection Officer subject to GDPR revision.

The clerk circulated Privacy Notices for staff/councillors and for public dealing with council.

RESOLVED: To adopt the Privacy Notices, circulate to staff/councillors and place on the website.

The clerk reported that he is starting to work through a data audit based on a process recommended by NALC. An immediate concern is the list of around 100 names and emails collected through the website. Parish Council will need to contact the list and ask for permission to retain after 25th May. The clerk reported that he is unable to contact the list as his email service blocks mass mailings. Councillors discussed other methods to contact residents and agreed that the list can be deleted along with the web registration page.

ACTION: Clerk to delete the list from the website.

16. To consider purchasing a number of new dog waste and rubbish bins with associated emptying costs

Councillors discussed both the shortage and condition of dog waste bins in some areas of the parish along with areas where additional litter bins are needed. Recognising that as the parish population expands there will be more pressure on these facilities, councillors supported a plan to purchase more bins. The Community & Leisure Group will recommend locations as required.

RESOLVED: To spend up to £4000 on 4 new dog waste and 4 new litter bins with associated emptying costs.

District Councillor Davies agreed to check with Ubico that parish bins are emptied regularly.

17. Financial Matters

17.1. The Finance Working Group will meet in June.

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

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

Receipts:

09/04/2018	Allotment	Rents	100.00
09/04/2018	Peter Smith & Son	Cemetery Fees	200.00
09/04/2018	Greens Funeral Services	Cemetery Fees	400.00
24/04/2018	Allotment	Rents	80.00
24/04/2018	Banbury Memorials	Cemetery Fees	100.00
24/04/2018	Coopeartive Funeral Services	Cemetery Fees	400.00
BACS	Allotment Rents Total paid by BACS		350.00

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

Payments:

08/05/2018	103545, 103546, 103547	Salary & Expenses	
08/05/2018	103543 Cancelled	-	-
08/05/2018	103544 Norris & Fisher Insurance	1,481.13	
08/05/2018	103548 H M Revenue & Customs	PAYE	243.19
08/05/2018	103549 Oxfordshire County Council	Pension Fund	426.48

17.4. To receive an update on the section 106 time line and fund availability: A list was circulated by the RFO.

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

18.1. Cllr Marcus circulated a report that the group hadn't met but were working on projects previously outlined.

18.2 Planning application report

17/01082/OUT	Land North of Witney Road, Long Hanborough	Erection of up to 170 Dwellings	Detailed response objecting to plans	
18/00426/FUL	Elmwood, 174 Main Road, Long Hanborough	Conversion of garage to home studio and annex and extension and conversion of loft on existing dwelling.	No Comments	
18/00241/HHD	32 Main Road, Long Hanborough	Single storey side and rear extension, conversion of loft and front entrance porch.	No Comments	Approved
18/00589/HHD	40 Witney Road, Long Hanborough	First Floor rear extension	No Comments	Approved
18/00612/HHD	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of Boundary Wall	Detailed response objecting to the application.	Withdrawn
18/00613/LBC	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of Boundary Wall	Detailed response objecting to the application.	Withdrawn
18/00688/HHD	51 Abelwood Road, Long Hanborough	Erection of single storey side extension	No Comments	Approved
18/00400/FUL	Churchill Court, Main Road, Long Hanborough	Alterations to include holiday lets.	No Comments	
18/00678/HHD	33 Hurdeswell, Long Hanborough	Two storey rear extension, first floor side extension and part conversion of existing garage.	No Comments	
18/00926/HHD	23 Millwood Vale, Long Hanborough	Conversion of existing garage to living space, including replacing roof.	No Comments	
18/01142/HHD	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of existing Eastern boundary wall.		
18/01143/LBC	The Rectory Farmhouse, Pigeon House Lane, Church Hanborough	Replacement of existing Eastern boundary wall.		
18/01106/HHD	Pelican House, Lower Road, Church Hanborough	Alterations to include single storey and first floor extensions and material changes to existing outbuildings		
18/01341/HHD	The Old Police House, Witney Road, Long Hanborough	Alterations and erection of single and two storey extensions		

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

The chair reported that the Cantay appeal was dismissed and WODC had refused the revised Pye application for Witney Road north.

19. Report from Community & Leisure Group (CLG): Cllr Tritton reported on noticeboards, grant applications for the outdoor gym, another parish walk and the ongoing club liaison.

20. Reports from Community Groups & Organisations

20.1. HPFA: Cllr Rogers reported on plans to paint the building and a new booking clerk.

20.2. Allotments: The Allotment Association have put forward a tentative idea that if a plot came up near the centre of the allotments next to the track, could it be considered by the PC that this area (it need only be a third or half a plot) become a communal area where the association could pay for and construct a poly tunnel for communal use. There are lots of ifs and buts in this proposal and it is only a proposal at this stage.

20.3. Dementia & Loneliness Support Group: Cllr Franklin reported that the last event was a success.

21. Report of Clerk:

21.1. The clerk reminded councillors of the need to have a separate email address for council business.

21.2. There are now 3 vacancies for councillors. The clerk suggested each councillor identified one person for cooption.

21.3. Correspondence: A resident had written to ask that council considered picnic tables in the new playground and an improved ramp to access from the playing field. Drug use in the area was also reported to the Police.

22. AOB: The CountryFile residents free ticket offer will be repeated in June Hanborough Herald.

The next meeting will be held on Tuesday 12th June in The Greenway Room. The meeting was closed at 9:15pm.

The Chairman. 12th June 2018