



## Minutes of Hanborough Parish Council

115/2021

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

Ms Ellen Armitage, Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rich Fuller, Miss Penelope Marcus, 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 Merilyn Davies.

**Members of the public attending:** No members of the public attended.

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

**243. Public participation session:** None.

**244. To receive apologies for absence:** Apologies were received from Mr Rod Fraser and Mr Paul Mowat. Apologies also received from District Councillor Alaa Al-Yousuf.

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

**246. To sign, as a correct record, the minutes of the meeting held on 9th February 2021**

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

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

247.1 (220.1) Pye playground transfer: The chair reported that our side has done all it can and it is with Pye solicitors. The RFO reported that our insurance is not valid until we own the land.

247.2 (225) Allotment rent review: The RFO reported that concerns have been raised about the increase. It was noted that funds raised for the allotments cover admin costs and there may be additional outlay to fund an extension. There is no requirement for allotment fees to be ring fenced for allotment activities.

247.3 (238) Facebook photo competition: This has been concluded.

Action: Cllr Tritton to confirm that the facility to post messages is turned off.

Councillors noted that Stacey White-Rose is stepping back from her Facebook work due to other commitments. Thanks were recorded for her work to raise the profile of the PC in the parish.

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

County Councillor Liam Walker reported on the vaccine rollout, extending the pavement through Bladon, A4095 roadworks due 8 to 12th April and high recycling rates in the county.

District Councillor Merilyn Davies reported on plans for the old Hanborough Surgery to include a cafe and office space, the little library initiative and a healthy spaces project.

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

The group reported that they have circulated a report from the architects with a number of options. The group had not reached a collective view on these. The chair noted that there are a number of ideas circulating at the moment including a community orchard, garden, BMX update, pump track and new or improved paths. It was agreed to scope out a benefits case for each with indicative costs and timings so that they could be considered in context and in relation to available funds.

Action: Councillors to prepare a high level summary for each.

**250. To agree next stages in the proposed allotment extension**

The RFO reported that the church is receptive to extending the allotments and that the current tenant is also OK with this. Parish Council will have to pay any legal costs.

Action: RFO to prepare a proposal for the next meeting to include legal and infrastructure costs and plans for offering full or half plots.

**251. To agree date and format for the Annual Parish Meeting April 20th online**

It was agreed to hold the Annual Parish Meeting on the 20th April online.

Action: Clerk to publicise date and plan the agenda and contents.

**252. To resolve to delay the May meeting by one week to allow for local elections**

RESOLVED: To hold the May Annual Meeting of the Council on the 18th.

**253. To discuss the playing field path idea**

Councillors discussed an idea for a path around the playing fields to connect the Pavilion car park to the opening at the Meadows Preschool car park. The idea was put on hold last year pending outcome of the land swap. It was agreed to obtain indicative costs for a 250 x 1.5 metre concrete path so that it could be considered with other ideas for funding.

Action: Clerk to source costs.

**254. To agree regime for cutting of highways verges**

Cllr Marcus presented an idea to “re-wild” our verges and cut many areas twice only, in April and September. Areas identified for visibility at junctions, recreation or accessibility reasons will continue to be cut monthly. Councillors were receptive to the idea which is being adopted by councils across the country.

Action: Clerk and Cllr Marcus to circulate maps of the cutting plans to councillor before sending to our contractors.

**255. To consider purchase of a number of benches for Hurdeswell and recreation areas**

Cllrs discussed installing more benches in the parish to encourage outdoor meeting. The possibility that these might be sponsored by local businesses or residents was suggested.

RESOLVED: To fund up to £5000 for benches and installation.

Action: Cllr Fuller to identify costs and locations with final approval from the Finance Working Group.

**256. To consider costs to finish and tidy the new ramp area**

Cllr Marcus noted that some wood had been left by contractors and it was understood that this would be removed shortly. The clerk is seeking quotes to prepare and grass seed the surrounding area disturbed by the works.

**257. To consider provision of dog waste bags in the parish**

Councillors agreed that supplying dog waste bag dispensers in some areas may help.

Action: Cllr Scarlett to obtain quotes for consideration at the next meeting.

**258. To discuss coordinating a Nature Recovery Network for Hanborough – ideas and proposals**

Cllr Tritton presented an overview of a proposal to build a network of interested parties to help progress initiatives in the parish. Councillors were enthusiastic and agreed to proceed with the idea.

**259. To agree ongoing membership of the OALC**

RESOLVED: To renew membership to the Oxfordshire Association of Local Councils.

**260. To agree to add a name to the war memorial**

It was agreed to add a name to the memorial. The RFO had approached around 20 suppliers, but due to the specialist nature of engraving the memorial, only received one quote.

RESOLVED: To accept the quote to add a name subject to planning permission being granted.

**261. To receive an update on the Pit area improvements project (pump track/BMX park/paths)**

Cllr Fuller presented ideas for the Pit area developed with a contractor. These were also circulated to councillors.

It was agreed to include this with other ideas being considered for funding.

RESOLVED: To suspend Standing Orders and allow remaining business to be concluded.

**262. Financial Matters**

262.1. The Business Working Group had not met.

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

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

**Receipts:**

Banbury Memorials	240.00
Greens Funeral Services	960.00
Greens Funeral Services	240.00
E Taylor & Sons	240.00
S & R Childs	240.00

**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	10,773.60
M and J Evans Construction Ltd	Skate Park Ramp	12,000.00
G L Jones Playgrounds Ltd	New swing for playground	1,590.00
Trees & Gardens Ltd	Tree work	660.00
OALC Membership	Subscription	664.15
Oxfordshire Playing Fields Assoc.	Subscription	53.00
R Hancock	Website	100.00
H M Revenue & Customs	PAYE	238.87
Oxfordshire County Council Pension Fund	Pension	432.08
Hanborough Herald	Support	162.87

From Coop Bank to Unity Trust Bank

Transfer to Unity Trust Bank	Held over from December	10,000.00
Transfer to Unity Trust Bank		10,000.00
Transfer to Unity Trust Bank		20,000.00

From Coop Deposit Account to Coop Current Account

To Cover March Payments		10,000.00
To Cover March Payments		20,000.00
Transfer to cover PWLB payment in April		10,000.00

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

263.1. Cllr Marcus circulated a report ahead of the meeting.

263.2. 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		
20/02635/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	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	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	Approved
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.	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	Approved
20/03514/FUL	26 Abelwood Road, Long Hanborough	Demolition of garage, construction of single storey extension.	No Comments	Approved
21/00182/HHD	20 Isis Close, Long Hanborough	Recetion of single storey extension	No Comments	Approved
21/00183/HHD	9 Isis Close, Long Hanborough	Erection of first floor side extension	No Comments	Approved
21/00233/HHD	9 Regent Drive, Long Hanborough	Conversion of Garage to habitable space	No Comments	
21/00341/FUL	St Johns Brigade HQ, Pinsley Road, Long Hnaborough	Erection of two semi detached dwellings and associated parking		

263.3. No significant developments to report on.

**264. Report from Community & Leisure Group (CLG)**

Cllr Tritton circulated a report ahead of the meeting.

**265. Reports from Community Groups & Organisations**

HPFA: Nothing further to report.

Allotment Association: Nothing further to report.

**266. Report of Clerk:**

266.1. Local elections: The clerk noted that nomination papers for the May elections are available.

**267. Miscellaneous items from Members: None.**

The next meeting will be held on Tuesday 13th April at 6:30pm online. The meeting was closed at 8:55pm.

The Clerk. 13th April 2021