



Minutes of Hanborough Parish Council

101/2020

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 11th February 2020 in the Pavilion Greenway Room, the following were present:

Mr Peter Brittin, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rod Fraser, Miss Penelope Marcus, 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 Councillors Alaa Al-Yousuf and Merilyn Davies.

Members of the public attending: 14 members of the public were present.

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

202. Public participation session:

202.1. Planning application 20/00177/FUL: A resident presented objections to this application which were in line with and supported by the Parish Council objection submitted.

202.2. Isis Close street lighting: Residents requested support for keeping these street lights on at night. The chair reported that OCC have a programme to replace lights with LED which are low powered and can remain on.

202.3. Planning applications: A resident requested that planning applications are published in the Herald. The chair noted that they would largely be out of date by the time the Herald is circulated and suggested residents register for the WODC email notification service. Action: Clerk to include details of this in the Herald report.

202.4. Garden Village update: Andrea Clenton presented layers of information influencing a proposed three centre design which included topology, wildlife corridors, drainage, infrastructure etc. This is broadly similar to the Eynsham layout and is based around 5 to 10 minutes walk times between the centres and will include a mix of low, medium and high density housing to meet the 2,200 dwellings target along with industrial areas.

203. To receive apologies for absence: Apologies were received from Ms Ellen Armitage, Mr Jeff Borer, Ms Kerry Scarlett and Mr Rich Fuller.

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

205. To sign, as a correct record, the minutes of the meetings held on 14th January 2020

RESOLVED: That minutes of the meeting of 14th January 2020 be approved and signed as a correct record.

206. Matters of report arising from the previous minutes:

206.1 (183.2) Playground access ramp: Pye have provided a draft route for the ramp, and are looking at materials and construction methods. Councillors were pleased with the plans circulated.

Action: Cllr Marcus to confirm if Pye will be willing to fund installation.

206.2 (183.3) Tree safety survey: The clerk has again contacted the OCC Arboriculture (Trees) Officer to chase confirmation as to who is responsible for trees in the playground area and if they will quote for the Hurdeswell inspections. HPFA have confirmed that they have few trees but the two most obvious ones are by the main gates and are in fine fettle. The only one they know has any issue is the one Cala Homes wrongly claimed was infected with ash dieback that is by the new preschool. That was assessed by an expert who recommended removal of dead wood and ivy.

Action: Clerk to follow up with OCC.

206.3 (183.6) Outdoor gym matting: The clerk report that this has been installed.

206.4 (188) Dog waste bins in new developments: Bloor Homes have confirmed that a single waste bin will be installed when the development is complete. The clerk reported that he has asked for a dog waste bin also to be installed and for these to be done sooner.

Action: Clerk to circulate response and follow up with Bloor.

207. Report of County and District Councillors: County Councillor Liam Walker reported that he has been made cabinet member for highways & that the OCC budget has been set. He reported on a issue raised to him about a possible link path across the playing fields to service the new estate. HPFA have agreed a route for the path and specifications.

Action: Clerk to include an agenda item to discuss in the next meeting.

District Councillor Merilyn Davies reported that she is currently focusing on planning compliance issues.

District Councillor Alaa Al-Yousuf reported on WODC climate change initiatives and a strategy for reducing carbon.

208. To receive an update on the s106 presentation day on 14th March

A draft of the s106 consultation presentation was circulated and it was agreed to meet informally again to discuss further.

209. To receive a report on the progress of the Feasibility Study for the Pedestrian/Cyclist Bridge by Hanborough Railway Bridge

Cllr Marcus reported that the planned site meeting had taken place.

210. To discuss use of the Riely Close recycling drop point and frequency of collections

Cllr Marcus reported that the site was proving popular and would be getting twice weekly collections going forward.

211. To consider quotes to plant a permanent Christmas tree

Item deferred to the next meeting.

212. To agree where to put the defibrillator after the surgery move

Item deferred to the next meeting.

213. To consider underwriting the LH Film Nights for February and March at £200

It was noted that this provision has never been required.

RESOLVED: To underwrite costs of up to £200 for the film nights.

214. To receive a report on progress with the recreation land swap

The chair circulated a draft Heads of Agreement and councillors were supportive of the arrangements.

215. Financial Matters

215.1. The Business Working Group had met and made recommendations in relation to items 215.4 to 215.8 below.

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

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

Receipts:

Cooperative Funeral Directors	Cemetery	20.00
Abingdon Stone & Marble	Cemetery	220.00
Peter Smith & Son	Cemetery	880.00
Reeves Memorials	Cemetery	220.00
Edd Frost & Daughters	Cemetery	440.00
Banbury Memorials	Cemetery	220.00
Transfer to be made from Deposit Account		1,596.98

Payments:

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

103683	Cancelled		0.00
103684	Wychwood Project (Oxfordshire) Ltd	Subscription	36.00
103685	Hanborough Herald	Grant	426.75
103686	A Edwards	Salary & Expenses	
103687	J Gammage	Salary & Expenses	
103688	T Skelly	Salary & Expenses	
103689	H M Revenue & Customs	PAYE	248.78
103690	Oxfordshire County Council Pension Fund	Pension	410.14
103691	S & C Slatter Ltd	MUGA Maintenance	420.00
103692	Trevor Stewart Play Equipment	Matting	324.00

215.4. To review appointment of internal auditors

The Finance Working Group reviewed the current service provided and recommended reappointment.

RESOLVED: To reappoint the internal auditors.

215.5. To review Allotment Rents and Tenancy Agreements

Council agreed with the Finance Working Group recommendation for no change.

215.6. To review Financial Regulations

Council noted the Finance Working Group review and recommendation for no change.

215.7. To review Insurance Cover

RESOLVED: To renew the insurance cover as recommended by the Finance Working Group.

215.8. To consider two s106 applications:

215.8.1. Bowls Club: Councillors were satisfied that the application complied with Parish Council criteria and had sight of three quotes provided to the club.

RESOLVED: To make a grant of £7,000 towards lawn mower costs.

215.8.2. Football Club: Councillors were impressed with the application and asked for more information about club accounts and for three quotes.

Action: RFO to request further information.

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

216.1. Cllr Marcus presented a report at the meeting.

216.2. The group is considering re-wilding Main Road.

216.3. 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.	
19/02148/FUL	Land South East of Pinslev	Erection of Eight dwellings	No Comments	Approved subject
19/02499/FUL	68 Main Road, Long Hanborough	Single Storey rear extension for storage (retrospective)	Parish Council raised concerns about the use of the extension	Approved
19/02902/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 10 flats	Parish Council objected to this application.	
19/02928/FUL	117 Main Road, Long Hanborough	Replacement Two Storey Detached dwelling	Parish Council objected to this application.	Withdrawn
19/03029/S73	Land South of Fenlock Road, Long Hanborough	Variation on planning 18/01403/FUL	No Comments	Approved
19/03067/CND	39 Witney Road, Long Hanborough	Discharge of conditions	No Comments	
19/03107/ADV	The Wolfram Centre Lower Road Long Hanborough	Erection of Sign	Parish Council opposed the application.	Approved
19/03327/HHD	51 Main Road, Long Hanborough	Erection of summerhouse/ cabin	No Comments	Approved
19/03502/FUL	Churchill Court, Main Road, Long Hanborough	Alterations to include conversion to holiday lets plus two storey extension.	No Comments	
19/03548/FUL	49 Main Road, Long Hanborough	Demolition of existing building and construction of two semi detached dwellings.	Parish Council opposed the application.	
20/00177/FUL	Land South East of Hillside, Swan Lane, Long Hanborough	Erection of new dwelling and associated works.	Parish Council opposed the application.	
20/00235/FUL	Post Office, 72 Main Road, Long Hanborough	Change of use to Coffee Shop		
20/00237/HHD	52 Church Road, Long Hanborough	Alterations and erection of rear extension with new roof lights		

216.4. To receive an update on planning applications for large scale developments: The chair reported on plans being considered for a change of use relating to the former Post Office and small Coop.

217. Report from Community & Leisure Group (CLG):

Cllr Tritton had circulated a report ahead of the meeting.

218. Reports from Community Groups & Organisations

The HPFA had circulated a monthly written report.

Allotment Association: Nothing to report.

219. Report of Clerk: The clerk noted the key dates relating to Parish Council elections to be held in May and a optional 'enhanced' email service available.

220. Miscellaneous items from Members: Councillors noted that the new community website will be launched soon.

221. AOB: None.

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

The Chairman. 10th March 2020