



Minutes of Hanborough Parish Council

96/2019

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 10th September 2019 in the Pavilion Greenway Room, the following were present:

Ms Ellen Armitage, Mr Niels Chapman (chair), Mr Jeff Borer, Mr Peter Brittin, Dr Michael Franklin, Mr Rich Fuller, Miss Penelope Marcus, Mr Steve Page, Ms Kerry Scarlett and Ms Lucy Tritton.

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

Members of the public attending: 3 members of the public were present.

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

76. Public participation session: Frank Collingwood, Oxford Bus Museum presented an interesting talk about this fascinating local museum which tells the story of over one hundred years of travel in the region and the life of William Morris. It was noted that most visitors are from outside the area and they are keen to raise the profile locally. They also have opportunities for volunteers and will run local bus rides on December 8th and 15th.

77. To receive apologies for absence: Apologies were received from Mr Rod Fraser and District Councillor Merilyn Davies.

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

79. To sign, as a correct record, the minutes of the meetings held on 9th July 2019

RESOLVED: That minutes of the meeting of 9th July 2019 be approved and signed as a correct record.

80. Matters of report arising from the previous minutes: None

81. Report of County and District Councillors:

81.1. County Councillor Liam Walker presented an update on road resurfacing around the Bloor development and the abandoned car in Swan Lane. In answer to a question from the chair, he also confirmed that Highways safety check trees on OCC land.

81.2. District Councillor Merilyn Davies submitted a written report ahead of the meeting.

81.3. District Councillor Al-Yousuf presented a survey about a Community Transport Team at Oxfordshire County Council (OCC) pilot bus service. Councillors were supportive of the initiative and were minded to support a feasibility/desirability investigation.

82. To consider allocating up to £2000 for additional signage for Church Road pedestrian crossing

Councillors discussed suggestions to improve safety at the crossing. It was agreed that our County Councillor will ask the County to do a safety audit as soon as possible so that the best course of action is taken and money spent is on improvements that are supported by expert guidance. Councillors agreed that funding would be made available if needed to speed up proceedings.

Action: County Councillor to request a safety audit to advise on what improvements are likely to be most effective.

83. To consider next stages after the meeting with WODC about parish consultation process

Councillors met informally with the WODC Garden Village Programme Manager to set a process for agreeing s106 projects based on community involvement. This builds on the work already done by Councillors.

It was agreed to:

Explain to residents what s106 is, and how and why we have it. Also explain what sort of projects qualify.

Ask for views at the Hanborough Show, keeping questions as open as possible (and avoiding helping residents to complete any questionnaires). It is recommended that records should be kept of all consultation.

Action: Clerk to book Greenway Room for a follow up meeting on 7th October.

84. To receive a Hanborough Herald update

Item covered in the Community & Leisure Group report.

85. To consider reintroducing a HPFA general support and maintenance grant

Councillors discussed current support and it was agreed that the most significant maintenance projects were likely to be covered by s106 applications.

86. To agree which councillors will attend the 21/11 OALC planning training

Councillors Mr Jeff Borer, Dr Michael Franklin and Mr Rich Fuller confirmed an interest in the training to be held on 21st November. Councillors Ms Kerry Scarlett and Ms Lucy Tritton expressed an interest in the training to be confirmed.

Action: Clerk to confirm attendance and make booking.

87. To consider WODC offer for Winter Salt or Salt Bins

The clerk reported that WODC offer salt bins for £250 and a free pallet of salt for use in the parish. The Recreation Hall secretary has agreed that it can go in the usual place in the carpark.

RESOLVED: To place an order for a free palette of salt.

Action: Clerk to submit order to OCC.

88. To agree Christmas tree and lighting arrangements

The clerk reported that he had obtained the network connection certificate for the Christmas tree lights. It was agreed to approach Sportif Suzuki to ask if they would like to sponsor the tree again this year.

Action: Clerk to contact Sportif Suzuki, get a quote for installing the lights and complete licensing arrangements.

89. To consider quote for a survey of the playground steps area

The clerk reported that he had obtained a quote of £370 for a survey needed by Pye for them to assist with a design. He had contacted Pye to see what support they could provide. Council has a quote of £6416 in hand from another supplier.

RESOLVED: To place an order for the survey subject to Pye agreeing to take the project on.

Action: Cllr Marcus to contact Pye to confirm what support they can provide.

90. To approve councillors to sign updates to bank account address and signatories

RESOLVED: That new councillors can sign the update and cheques.

91. To consider purchasing anti virus software for the clerk and RFO

Following advice from the OALC, the clerk requested anti virus software for computers used by officers.

RESOLVED: To purchase and install virus software not exceeding £100 with annual renewal approved.

92. To review the new model Financial Regulations

The Business Working Group reviewed the updated regulations and recommended approval.

RESOLVED: To adopt the new model Financial Regulations.

Action: Clerk and RFO to publish and circulate regulations to councillors.

93. To consider accepting a donated round metal memorial bench just outside the children's playground

Councillors were happy with the proposal subject to final approval of exact location.

94. To agree to sign the letter of engagement with our internal auditor

RESOLVED: To appoint Philip Hood as internal auditor again this year.

95. To receive and consider recommendations from the annual playground inspection

The clerk summarised the suggested tasks and associated risks from the report. These are all considered low but should be completed where possible. Some were completed before the meeting. The clerk had also discussed the suggested zip wire maintenance with the installer who had confirmed that the seat could be reinstalled using new bolts subject to regular inspection and replacement at 40% wear. An indicative cost of £600 was presented by the clerk for installing rubber matting around the chin up bars. The installers have offered to clear the area under the trampoline FOC.

RESOLVED: To install rubber matting and replace parts in the playground to a maximum of £750.

Action: Clerk to make arrangements for both items.

96. To consider potential ways to support The Recreation Hall

The Recreation Hall committee had provided a list of costs for repairs which could not be met by current funding arrangements. It was agreed that Council will financially support and help to arrange works.

RESOLVED: To advance 5 years of planned grants and to release funds set aside from previous years.

97. To agree course of action with WODC after they have charged us for cutting verges when we did not request it

The RFO reported that discussions about the grass cutting are ongoing. We had agreed 3 cuts a year for the verges with more regular cuts for other areas. It appears that the timetables for these two contracts were merged when new management were engaged at Ubico. The clerk reported that something similar happened in Ramsden and a credit note was raised.

98. To discuss a 6 December Welcome Evening for new residents

Cllr Tritton presented an overview of plans for the event aimed at both new and current residents.

RESOLVED: To support costs up to a maximum of £100.

99. To update council on the community website

Item covered in the Community & Leisure Group report and councillors welcomed the progress.

100. To consider moving at least two of the picnic tables from now obsolete children's play area to another area

Councillors agreed that some furniture still has years of serviceable life and should not be wasted. The clerk reported that it cost £285 for ground securing the two new tables. There would be additional costs to detach the furniture from the current mountings and make these safe. It was noted that no further furniture would be placed inside the play area fence.

RESOLVED: To support costs up to a maximum of £300 for moving furniture.

Action: Cllr Franklin to select the most viable furniture and suggest where they should be placed for council approval.

Action: Clerk to make arrangements when all agreed.

101. To agree a provisional formal response to OCC's plan 6C land swap proposal, subject to the conditions set out in the HPC Chairman's email of 20th August being met and subsequent legal advice

Councillors discussed the email proposal from Joan Halligan, OCC's Senior Estates Surveyor on 5th September.

RESOLVED: To accept the land swap proposals as outlined in the of 5th September with a request that a credit for costs associated with clearing the area are passed to Parish Council so that Council can decide when to complete this work.

102. To consider commissioning a safety survey of all trees on HPC owned or leased land

The clerk noted that the Hurdeswell area was inspected last year with some works completed as a result. The Pit area was informally inspected earlier this year with a recommendation to remove ivy for many of the trees. The clerk also noted that formal written reports are costly with one example in another parish being £240 for a single tree.

Action: Cllr Marcus to discuss what strategy Blenheim have for their land and if they can recommend someone impartial to provide this service.

103. Financial Matters

103.1. The Business Working Group had not met.

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

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

Receipts:

23/07/2019	Cemetery	Income	220.00
24/07/2019	HMRC	VAT Refund	1,509.99
30/07/2019	Greens Funeral Directors	Cemetery	220.00
05/08/2019	Peter Smith	Cemetery	110.00
27/08/2019	Greens Funeral Directors	Cemetery	1,760.00
27/08/2019	Banbury Memorials	Cemetery	220.00

Payments:

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

103701	Playsafety Limited	Inspection	362.40
103702	Sutcliffe Play South West Limited	Maintenance	18.00
103703	S & C Slatter Limited	Maintenance	576.00
103704	West Oxfordshire District Council	Grass Cutting	2,278.82
103705	A Edwards	Salary & Expenses	
103706	J Gammage	Salary & Expenses	
103707	T Skelly	Salary & Expenses	
103708	H M Revenue & Customs	PAYE	248.78
103709	OCC Pension Fund	Pension	410.14
	Transfer from Deposit Account		1,434.58

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

104.1. Cllr Marcus presented a verbal report of the groups activities.

104.2. 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	
19/00927/HHD	Pinsley Farmhouse, 170 Main Road	Erection of two storey extension and single storey rear extension	No Comments	Approved
19/01077/FUL	39 Witney Road	Convert existing dwelling into 3 one bed flats. Erection of 4 one bed	Parish Council objected to this application.	Approved
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	Approved
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	Approved
19/01471/HHD	63 Marlborough Crescent, Long Hanborough	First floor extension		Approved
19/01485/HHD	16 Millwood End, Long Hanborough	Single storey extension, link walkway	No Comments	Approved
19/01539/HHD	136 Main Road, Long Hanborough	Single storey extension	No Comments	Approved
19/01729/CND	Land South of Fenlock Road, Long Hanborough	Gas Monitoring Report	No Comments	Approved
19/01817/HHD	8 New Road, Long Hanborough	Conversion of garage to living space	Asked officers to check on impact of pitched roof on neighbours	Approved
19/02044/LBC	Slaters Farm, Church Road, Church Hanborough	Formation of opening in dry stone walling	No Comments	
19/02124/FUL	6 Fenlock Court, Long Hanborough	Installation of 36 Solar Panels	No Comments	
19/02148/FUL	Land South East of Pinsley Farm, Long Hanborough	Erection of Eight dwellings		
19/02293/HHD	19 Witney Road, Long Hanborough	Erection of single storey rear extension, two storey side extension and loft conversion.	Asked officers to ensure 45 degree rule is applied.	
19/02452/HHD	1 Swan Lane, Long Hanborough	Construction of replacement porch.		

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

104.4 To agree a response to Bloor Homes' planning application 19-02148-FUL, in the light of any mitigation (as yet unspecified) offered by the applicant.

The chair circulated a draft response ahead of the meeting.

RESOLVED: To submit the response as drafted.

105. RESOLVED: To suspend Standing Orders to allow remaining business to be completed.

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

Cllr Tritton had circulated a report ahead of the meeting.

107. Reports from Community Groups & Organisations

HPFA: Cllr Brittin had nothing to report but noted the Party at the Pavilion event in December.

Allotment Association: Nothing to report.

108. Report of Clerk: The clerk reminded councillors about the WODC town and parish forum on 10th October.

109. AOB: None

The next meeting will be held on Tuesday 8th October in The Greenway Room. The meeting was closed at 9:35pm

The Chairman. 8th October 2019