



## Minutes of Hanborough Parish Council

99/2019

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

Ms Ellen Armitage, Mr Jeff Borer, Dr Michael Franklin, Mr Rich Fuller, Miss Penelope Marcus (Chair), Ms Kerry Scarlett and Ms Lucy Tritton.

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

**Members of the public attending:** 8 members of the public were present.

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

### **154. Public participation session:**

154.1. Ken Williams, Hanborough Bowls Club presented an overview of how the club encourages new members from the community, accessibility & details about the equipment requested & reasons for the choice. Councillors asked that 3 quotes be obtained to comply with Financial Regulations & that the club confirmed reserves after expected expenditure related to sewage connection works in conjunction with the HPFA.

154.2. Graham Soame presented supporting documents relating to planning application 19/02902/FUL for 2/4 Witney Road. He confirmed that there are already 2 expressions of interest in buying and that they will not be sold as a block.

154.3 Two residents spoke objecting to planning application 19/02902/FUL for 2/4 Witney Road on the basis that neighbours are overlooked and over shadowed by the development. Speakers noted that recent changes have resulted in a lower but larger development closer to neighbouring properties.

**155. To receive apologies for absence:** Apologies were received from Mr Peter Brittin, Mr Niels Chapman, Mr Steve Page and Mr Rod Fraser. Apologies were also received from County Councillor Liam Walker.

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

### **157. To sign, as a correct record, the minutes of the meetings held on 12th November 2019**

RESOLVED: That minutes of the meeting of 12th November 2019 be approved and signed as a correct record.

### **158. Matters of report arising from the previous minutes:**

158.1 (100) picnic tables: Councillors agreed that the two tables being moved should be located near the existing table just outside the main entrance to the new playground.

Action: Clerk to notify contractor.

158.2 (133.2) OALC planning training: The course is confirmed on 24th February and Councillors Franklin and Borer confirmed availability to attend.

Action: Clerk to book places.

158.3 (133.3) Playground access ramp: Survey completed and with Pye for design works expected to be ready in January.

158.4 (133.5) Tree safety survey: The clerk and Cllr Marcus met an OCC Arboriculture (Trees) Officer who agreed to review responsibility for the trees in the Pit area. He recommended 2 yearly inspection for this area and 4 yearly for Hurdeswell. OCC would be willing to quote for this work and the Risk Assessment was updated accordingly.

158.5 (135) Christmas tree: The clerk reported that Blenheim kindly reduced the price of the tree but the electrician recommended did not wish to quote. We were not able to get a quote in time. It was agreed to review options next year.

158.6 (138) Swan Lane bin: The clerk confirmed that this has been ordered.

**159. Report of County and District Councillors:** District Councillor Alaa Al-Yousuf reported on WODC climate change initiatives and plans to eliminate single use plastics. District Councillor Merilyn Davies reported on her work with local developers.

**160. To receive an update on the Hanborough Herald**

Cllr Borer updated councillors on moves to put a colour version online.

**161. To consider making an additional grant to the Hanborough Herald**

RESOLVED: That a grant of £120 be made to the Herald to cover colour printing costs.

Action: RFO to include a cheque for signature in January.

**162. To receive an update on the post of Clerk to the Parish Council**

The clerk reported that his request to withdraw his resignation had been accepted by the chair and vice chair.

**163. To receive and accept the External Auditor's Report**

The report was circulated ahead of the meeting and no significant issues were reported.

RESOLVED: To accept the External Auditor's Report.

**164. Financial Matters**

164.1. The Business Working Group had met and made recommendations on the following.

164.1.1. That the statement of internal controls was considered acceptable.

RESOLVED: To accept the statement of internal controls.

164.1.2. That the current grass cutting contractor Ubico did an acceptable job and should be contracted for another year.

RESOLVED: To use Ubico for both Parish Council and highways grass cutting.

Action: Clerk to notify contractor of decision.

It was noted that Council may wish to leave some areas uncut or have more flexible cutting arrangements in the future.

164.2. The monthly financial summary & bank reconciliation was circulated before the meeting. The RFO noted that Council is on budget for the year end.

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

**Receipts:**

13/11/19	Greens Funeral Services Cemetery	440.00
13/11/19	VAT Refund	2,196.80
15/11/19	GWR Grant Feasibility Study	20,000.00

**Payments:**

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

103663	West Oxfordshire District Council	Grass Cutting	675.16
103664	Ubico	Bin	60.14
103665	R Hancock	Planting	37.80
103666	Hanborough & District Day Centre	Grant	1,000.00
103667	Volunteer Link Up	Grant	100.00
103668	West Oxfordshire Citizens Advice Bureau	Grant	200.00
103669	A Edwards	Salary & Expenses	
103670	J Gammage	Salary & Expenses	
103671	T Skelly	Salary & Expenses	
103672	H M Revenue & Customs	PAYE	248.58
103673	Oxfordshire County Council	Pension	410.14
	Transfer to Deposit Account		16,099.12

**165. To consider provision of £1000 in budget for possible Comet support**

The RFO confirmed that funds would be available if Councillors agreed to support the service once usage statistics are available in March. Councillors recorded their thanks to Cllr Al-Yousuf for his work on this.

**166. To receive an update on climate change awareness initiatives**

Cllr Marcus reported that the WODC Climate Officer has agreed to attend either the January or February meeting to discuss how Parish Council might support initiatives. It was agreed to set up an informal working group made up of councillors and residents to report to Council.

**167. To consider quotes for banners to be put at village entrances to publicise the Presentation Day on 8 February**

Councillors considered three quotes for banners to publicise the s106 presentation day.

RESOLVED: To spend no more than £100 on the two banners.

**168. To receive an update on the community website and consider setup and running costs**

Cllr Tritton reported that the website is planned to go live in January and will link in with the Hanborough Herald. The current .gov website will then be able to have content reduced down to official Parish Council information only. The clerk noted that he does not have the expertise to do this and will need assistance. Councillors agreed to allocate funds for hosting, £200 setup and a monthly contribution of £50. The clerk noted that the service provider will need to either invoice Council or become an employee so that he can be paid.

RESOLVED: To fund hosting, £200 setup and a monthly contribution of £50.

Action: Cllr Tritton to discuss options with the service provider.

Action: Cllr Borer to let the clerk know hosting arrangements so that this can be setup.

**169. To review and adopt the updated Risk Assessment**

The Risk Assessment was reviewed by councillors. The clerk noted changes to include inspection of the zip wire fittings every 2 years and trees on Parish Council land every 2 to 4 years depending on proximity to paths.

RESOLVED: To adopt the updated Risk Assessment.

**170. To consider a quote for safety matting around the outdoor gym pull up bars**

RESOLVED: To accept a quote for £270 to install safety matting as recommended by the annual inspection.

Action: Clerk to place order with contractor.

**171. To receive an update on the presentation day**

Cllr Tritton presented the draft presentation to Councillors outlining background information, ideas and options for the consultation day. Options were discussed for how it would be delivered and it was agreed that the full version, a short executive summary type version and posters could deliver the same message to different visitors depending on the level of detail they wished to see.

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

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

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

173.2. The planning application report was circulated before the meeting as follows.

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

**174. Report from Community & Leisure Group (CLG):**

Cllr Tritton had circulated a report ahead of the meeting.

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

HPFA and Allotment Association items deferred.

**176. Report of Clerk:** Nothing further to report.

**177. AOB:** Councillors noted the carol singing evening at 6.30pm on December 20th at the Three Horse Shoes.

Councillors also recorded thanks to the HPFA and Pye for supporting the Welcome Evening.

The next meeting will be held on Tuesday 14th January in The Greenway Room. The meeting was closed at 9:40pm

The Chairman. 14th January 2020