



Minutes of Hanborough Parish Council
91/2019

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 12th February 2019 in the Pavilion Greenway Room, the following were present:

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

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

Members of the public attending: No members of the public were present.

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

188. Public participation session: Our local PCSO attended the February meeting to explain how the police are dealing with reports of alleged drug use in and around the pit and playground. The activity has been briefed to all police in the area and they are doing extra patrols to gather intelligence which has resulted in vehicle stop checks. It's reported that those checked are not from Hanborough but from surrounding areas. There is no evidence of county lines activity in Hanborough. Visitors are encouraged to record and report number plates of suspicious vehicles either online, by WoodstockNHPT@thamesvalley.pnn.police.uk or through the 101 number.

189. To receive apologies for absence: Apologies were received from County Councillor Liam Walker.

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

191. To sign, as a correct record, the minutes of the meetings held on 8th January 2019

RESOLVED: That minutes of the meeting of 8th January 2019 be approved and signed as a correct record.

192. Councillor Michael Rogers: Parish Council noted that Councillor Rogers passed away in January. This was a great shock to councillors and he will be sadly missed. He was a long term member of the Parish Council and served the local community with passion, enthusiasm and absolute commitment. He worked hard on local issues and always put himself forward for any task required. Cllr Marcus circulated an obituary written for the next Hanborough Herald.

193. Matters of report arising from the previous minutes:

193.1 (173.1) Dumped furniture: The clerk confirmed that the settee had been removed from The Pit.

193.2 (173.2) Noticeboard at the Coop: Installed and in use. The primary noticeboard remains in Riely Close.

193.3 (173.3) New steps to the playground: The clerk reported that OPFA had provided an information sheet with specification recommendations. He had also met with Trevor Stewart - a local play area designer to discuss options. Councillors were supportive of a surfaced and graded path and confirmed that removal of the old steps and installation of a hand rail on the access from the car park be included. This option also gives a safer access route past the skate park.

Action: Clerk to progress idea presented through to quotes.

193.4 (160.2) Railway bridge bollards: Cllr Brittin met with James Wright at OCC regarding durability of bollards.

Action: Clerk to follow up with OCC on next stage.

194. Report of County and District Councillors:

District Councillor Davies reported on a grant application made to Blenheim on behalf of a local group.

District Councillor Al-Yousuf reported on WODC activities.

195. To consider process for publishing information through print or online media

The clerk reminded councillors that the officers have corporate responsibility for communications made by council and the requirement that reports and notices made online, through social media or in the Hanborough Herald need to be approved. This is similar to how any business would operate. It was agreed that the ability for people to reply to posts on Facebook would be disabled as we don't have the capacity to moderate comments. It was also agreed that reports for working group activities would be approved by group leaders and the clerk. Reports on other matters would be agreed by the clerk and if there is doubt about reports, the clerk will discuss with the chair and vice chair.

196. To consider requesting the newly installed plastic gates should be replaced by white wooden gates, with the associated insurance and maintenance costs being adopted by the Parish Council

RESOLVED: That Council will ask for the fences to be replaced with wood and that associated insurance and maintenance costs will be adopted by the Parish Council.

196. To consider underwriting costs for the next two Hanborough Films

RESOLVED: That Council will underwrite the next two films up to a maximum of £250.

197. To receive an update on the children's play area drainage

The play area is better drained than last year but residents still report problems at times. Councillors agreed to continue to suspend the resolution made to complete drainage works as the supplier has not been able to start the works. The clerk had met with a playground installer who had proposed extending the rubber matting that currently covers the mound into the area around the entrance from the skate park.

RESOLVED: To install rubber matting at a cost of £283.50.

Action: Clerk to place order.

198. To consider responding to the Oxfordshire Together survey

This survey is open to councillors to respond to. It will also be publicised in the Hanborough Herald.

199. To consider booking new councillor training on either 19th June and 6th July

The clerk invited all councillors to attend the training.

RESOLVED: To fund the training as required.

Action: Clerk to book any places requested by councillors.

200. To consider a draft piece for the Hanborough Herald, concerning an Invitation to Bid for/Comment on use of Section 106 Funding

Councillors discussed the document which is an invitation to the wider community to bid and be involved in how the funding is used. It was agreed to hold a public meeting to capture views and councillors will discuss the format and agenda for this further.

Action: Chair to update the document based on the discussions.

201. RESOLVED: To suspend Standing Orders so that remaining important business could be concluded.

202. Financial Matters

202.1. The Finance Working Group had met and made recommendations on the points 202.4 to 202.7.

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

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

Receipts:

08/02/2019	S & R Childs	Cemetery Fees	440.00
25/01/2019	CoOperative	Grant	2,000.00
05/02/2019	Bloor Homes	Grant for Notice Board	1,978.73
Yet to be Credited		HMRC VAT Refund	1,841.96

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

Payments:

12/02/2019	103329, 103330, 103331	Salary & Expenses	
12/02/2019	103324 Lucy Tritton	Plants for Planters	56.23
12/02/2019	103325 S & C Slatter Limited	MUGA Maintenance	420.00
12/02/2019	103326 Oxfordshire County Council	Salt bin	300.00
12/02/2019	103327 Greenbarnes Limited	Notice Board	2,374.47
12/02/2019	103328 West Oxfordshire District Council	Grass Cutting	869.81
12/02/2019	103332 H M Revenue & Customs	PAYE	223.00
12/02/2019	103333 Oxfordshire County Council	Pension Fund	408.31
12/02/2019	103334 Arrow Accounting	Internal Audit	480.00
12/02/2019	103335 Long Hanborough Playgroup	Grant	500.00

202.4. To receive the Internal Audit Report for 2018/19

The report noted that overall, the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions. It made one minor recommendation relating to deed and title number being added to the asset register.

202.5. To review Allotment Rents and Tenancy agreements

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

202.6. To review Financial Regulations

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

202.7. To review Insurance Cover

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

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

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

203.2. The planning application report was circulated as follows.

Application Number	Address	Details	Parish Council Response	Decision
18/03223/FUL	High Thatch, Park Lane, Long Hanborough	Demolition of existing dwelling and erection of a new dwelling and buildings	No Comments	
18/03464/FUL	10 Lodge Road, Hanborough Business Park, Long	Erection of first floor extension.	No Comments	Approved
18/03403/FUL	Olivers Garage	Erection of 25 dwellings	Parish Council is in favour of a good quality housing development on the site.	
18/03634/HHD	16 Abelwood Road, Long Hanborough	Demolition of Garage. Erection	No comments. Did ask officers to ensure 45 degree rule observed.	
18/03616/HHD	Peartree Cottage, Church Road, Church Hanborough	Erection of Car Port	No Comments	
19/00088/HHD	Maple House, 9 Witney Road, Long Hanborough	Erection of single storey front and rear extensions	No Comments	
19/00378/HHD	4 Burleigh Court, 158 Main Road, Long Hanborough	Alterations to existing utility elevations.		
19/00406/HHD	10 Isis Close, Long Hanborough	First floor extension		

203.3. To receive an update on planning applications for large scale developments: No report presented due to time.

204. Report from Community & Leisure Group (CLG): Cllr Tritton circulated a report ahead of the meeting.

205. Reports from Community Groups & Organisations

No reports presented due to time.

206. Report of Clerk: The clerk noted the request to move the dog waste bin from outside the school and a request for basket ball nets.

207. AOB: Councillors noted a village walk at the weekend.

The next meeting will be held on Tuesday 12th March in The Greenway Room. The meeting was closed at 9:45pm

The Chairman. 12th March 2019