



Minutes of Hanborough Parish Council
90/2019

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 8th January 2019 in the Pavilion Greenway Room, the following were present:

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

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

Members of the public attending: One member of the public was present.

165. The chair sent apologies and Cllr Marcus was proposed and seconded as chair.

RESOLVED: That Cllr Marcus shall chair the meeting.

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

167. To complete the Declaration of Acceptance of Office for new coopted councillors:

Declarations of Acceptance of Office were signed by coopted councillors Jeff Borer, Rich Fuller and Kerry Scarlett. The clerk had circulated copies of the Code of Conduct, Standing Orders and Financial regulations ahead of the meeting. Coopted councillors also provided completed registration of members' interests.

ACTION: Clerk to send members' interests to WODC.

168. Round table introductions for new councillors

Councillors and officers introduced themselves to council.

169. Public participation session: None.

170. To receive apologies for absence: Apologies were received from Mr Peter Brittin, Mr Niels Chapman, Mr Michael Rogers and Mr Steve Page.

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

172. To sign, as a correct record, the minutes of the meetings held on 11th December 2018

RESOLVED: That minutes of the meeting of 11th December 2018 be approved and signed as a correct record.

173. Matters of report arising from the previous minutes:

173.1 (146.2) Dumped furniture: The clerk noted that WODC have reported as removed on 2nd January. It was noted that this may not be the case and a further report may be required.

173.2 (146.3) Noticeboard at the Coop: Cllr Tritton reported that Bloor Homes will fund the install. This will be invoiced to Council and then refunded by Bloor. Councillors recorded their thanks to the developer.

Action: Cllr Tritton to place order for installation.

173.3 (155) New steps to the playground: The clerk reported no progress on contacting Blenheim, OPFA, WODC and the developers currently building in the parish.

Action: Clerk to draft a outline project description and chair and clerk to contact the experts listed above.

173.4 (160.2) Railway bridge bollards: Cllr Brittin met with James Wright at OCC regarding durability of bollards today and council awaits a report on the meeting.

174. Report of County and District Councillors:

County Councillor Walker reported on highways issues including temporary traffic lights on the A4095 which will last 10 weeks and be manned at peak times, on Church Road condition around new developments and mud on Lower Road. District Councillor Al-Yousuf had nothing to report.

District Councillor Davies reported on her efforts to get the new plastic village entrance gates replaced with wooden gates.

175. To adopt the National Joint Council (NJC) for Local Government Services pay scales for 2019-2020.
Councillors adopted the new pay scales as agreed by the NJC.

176. To receive an update on the exercise equipment of the "couch to 5k" program promotion.
Cllr Franklin presented an update on progress. The warm up equipment is installed and a 500m route marked out. He continues to work on obtaining grants for the associated outdoor gym.

177. To receive an update on the children's play area drainage.
The clerk awaits confirmation from the contractor that he can start the work in January. It was noted that the site appears to be less wet now that the area and grass is established. The wettest area is at the Riely Close entrance end.
It was agreed to delay the contractor while alternatives such as drilling holes is investigated. This approach may be less damaging to the area as a mini excavator would not be required.
Councillor Davies agreed to contact Blenheim for advice. The clerk also has contact details for two drainage contractors.

178. To discuss anti-social behaviour in the parish.
Councillors and HPFA representatives expressed concern in the apparent rise of drug use in the pit area. It was noted that this may be related to issues in other parishes and is now more visible as the area has been opened up. Councillors agreed that the HPFA could clear some of the vegetation around the area and that the lights be set to go off earlier.
Councillors also recorded thanks to Councillor Walker for financially supporting a HPFA initiative to install CCTV.
Action: Clerk to invite Police Officers to the next meeting. Councillor Walker will provide a contact name.

179. To receive an update on the Open Oxfordshire: Cycling Infrastructure Evaluation.
Cllr Marcus reported that an audit of size and condition of main parish cycle routes will start in February.

180. To set the date for the Annual Parish Meeting.
RESOLVED: That the annual meeting be held on 21st May.
Action: Clerk to book the hall.

181. Financial Matters

- 181.1. The Finance Working Group had not met.
- 181.2. The monthly financial summary was circulated at the meeting.
- 181.3. To approve the monthly payment schedule & any necessary transfers between council accounts.

Receipts:

12/12/2018	Greens Funeral Services	Cemetery Fees	440.00
12/12/2018	Jerrams Britehr	Cemetery Fees	440.00
20/12/2018	Greens Funeral Services	Cemetery Fees	440.00
06/01/2019	Greens Funeral Services	Cemetery Fees	440.00
	Bank Transfer	-	7,610.27

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

Payments:

08/01/2019	103317, 103318, 103319	Salary & Expenses	
08/01/2019	103313 The Great Outdoor Gym Company Ltd	Couch to 5K	5,520.00
08/01/2019	103314 Cancelled		0.00
08/01/2019	103315 M Franklin	Couch to 5K	39.69
08/01/2019	103316 Ubico Limited	Dog Bins	805.79
08/01/2019	103320 H M Revenue & Customs	PAYE	223.00
08/01/2019	103321 Oxfordshire County Council	Pension Fund	408.31
08/01/2019	103322 Andrew Booth	Christmas Tree Lights	240.00
08/01/2019	103323 Oxfordshire County Council	Pension Fund	408.31
-	(This replaces cheque 103308 written in December)		

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

- 182.1. Cllr Marcus circulated a report ahead of the meeting and summarised the main points of interest.
- 182.2. The planning application report was circulated as follows.

Application Number	Address	Details	Parish Council Response	Decision
18/03040/FUL	7 Fenlock Court, Fenlock Road, Long Hanborough	Installation of 28 Solar Panels	No Comments	Approved
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 Hanborough	Erection of first floor extension.	No Comments	
18/03403/FUL	Olivers Garage	Erection of 25 dwellings	Parish Council is in favour of a good quality housing development on the site.	

182.3. To receive an update on planning applications for large scale developments.
The chair updated councillors on the Oliver's Garage application.

183. Report from Community & Leisure Group (CLG): Cllr Tritton circulated a report ahead of the meeting and summarised the main points of interest including another film night and a review intended to formalise footpaths.

184. Reports from Community Groups & Organisations

HPFA reported on dumping of what may be materials from the neighbouring building site. The Allotment Association noted youth anti-social behaviour at the site and the Dementia & Loneliness Support Group had another successful meeting.

185. Report of Clerk: Nothing further to report. Councillors agreed to include a Homeshare article in the Hanborough Herald along with information from WODC on the availability of larger recycling bins.

Action: Clerk to draft news.

186. AOB: Councillors wanted to invite GWR to a future meeting.

Action: Clerk to invite Tim King or another GWR representative to a future meeting.

The next meeting will be held on Tuesday 12th February in The Greenway Room. The meeting was closed at 9:15pm

The Chairman. 12th February 2019