



## Minutes of Hanborough Parish Council

98/2019

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

Mr Jeff Borer, Mr Niels Chapman (chair), 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) and District Councillor Meryllyn Davies.

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

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

**129. Public participation session:** Deferred to later in the meeting.

**130. To receive apologies for absence:** Apologies were received from Ms Ellen Armitage, Mr Peter Brittin and Mr Rod Fraser. Apologies were also received from County Councillor Liam Walker and District Councillor Alaa Al-Yousuf.

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

**132. To sign, as a correct record, the minutes of the meetings held on 8th October 2019**

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

**133. Matters of report arising from the previous minutes:**

133.1 (115.1) Church Road pedestrian crossing: Order placed with OCC.

133.2 (115.2) OALC planning training: Course was full. An additional session is anticipated in February.

Action: Clerk to book places when course becomes available.

133.3 (115.4) Playground access ramp: Survey completed and with Pye.

133.4 (115.6) OCC land swap proposal: The RFO confirmed that our usual solicitors would accept this type of work.

133.5 (115.7) Tree safety survey: The clerk is in discussions with Andy Lederer, OCC Principal Officer – Arboriculture (Trees) about setting a date to meet.

**134. Report of County and District Councillors:**

134.1. District Councillor Meryllyn Davies reported on her community housing involvement.

**135. To consider contributing £90 towards the purchase of the Christmas tree**

The clerk reported that Sportif Suzuki had kindly pledged £390 towards the tree. Unfortunately the tree price had subsequently increased to £480 and councillors were asked to consider funding the difference. The clerk also reported that the electrician who usually installed the lights no longer offered this service. Another had declined the work and a third quoted substantially higher than before. It was also reported that the lights are reaching the end of their safe operational life and need replacing. The total cost to council would be in the region of £580 plus potentially new lights.

RESOLVED: To ask Blenheim if a tree and electrician could be made available at a cost of no more than £400 to council.

Action: Cllr Marcus to make request.

It was agreed that if not possible, council will reconsider options for next year including where to locate the tree.

Action: Clerk to report that the street light required for connection is currently not working.

**136. To consider quote for installing the Christmas tree lights**

Item covered in 135 above.

**137. To receive an update on applications in hand for the post of clerk**

The clerk reported that to date there had been seven expressions of interest and one application. The closing date is 25th November with interviews to be held soon after. The new clerk will be appointed at the December meeting.

**138. To consider installing a bin in Swan Lane (MF)**

RESOLVED: To install a new rubbish bin in the parking area by the bridge with fortnightly emptying.

Action: Clerk to place order with WODC.

### 139. To consider grant requests received

The clerk reported on a grant request from the Scouts received in May which had been misplaced and not considered. It was understood that the Scouts had already purchased the tent that the grant was for. Council was not able to make a retrospective grant but councillors would welcome future grant requests.

Action: Clerk to inform applicant.

### 140. To consider s106 applications from the Bowls Club and HPFA

Councillors discussed two bids for s106 funding.

140.1. HPFA: RESOLVED: To fund in full the bid for £15,000 for replacing the cess pit serving the hall.

Action: RFO to notify HPFA.

140.2. Bowls Club: Councillors wanted to hear more about how the club encourages new members from the community and details about the equipment requested and any alternatives considered.

Action: RFO to invite Bowls Club to a future meeting.

### 141. To consider the draft budget for 2020-21

The draft budget was circulated by the RFO for consideration ahead of the meeting. The budget proposed would keep the band D household cost unchanged for precept purposes.

RESOLVED: To accept the budget and required precept as presented by the RFO.

**142. Public participation session:** Councillors received a presentation of an IPCC report on climate change from two members of the public. Council was asked to consider three requests, 1. to declare a climate emergency, 2. that all decisions made by council would be made with this declaration in mind and 3. that Parish Council land/verges are managed for biodiversity to promote wildlife corridors.

Action: Clerk to add an item to the next agenda to consider request.

### 143. To receive an update on the Hanborough Herald

Cllr Borer presented an update on designs presented to the Herald to refresh the publication. The publishers had also been asked to include a colour insert in the next edition for the Hanborough Clubs & Organisations. It was hoped that this could be funded from the grant made earlier in the year.

Action: Cllr Borer to discuss with publishers. Clerk to add an item to the next agenda.

### 144. To receive a presentation of the community website homepage

Cllr Tritton presented designs and content lists for the proposed website. Costs were estimated at £200 for setup, £50 per month for running plus annual web domain costs.

Action: Clerk to add an item to the next agenda to consider costs.

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

### 146. To receive an update on the planned S106 presentation day

Cllr Tritton presented a outline presentation for the public consultation day. Councillors discussed the content, ideas for other options and how the event might be delivered.

### 147. Financial Matters

147.1. The Business Working Group had met and made recommendations on the s106 applications. Agenda items To review statement of internal controls and To review grass cutting contract were deferred to the next meeting.

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

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

### Receipts:

15/10/2019	Oxfordshire County Council	Green Space Survey	135.00
16/10/2019	Edd Frost & Daughter	Cemetery	880.00

### Payments:

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

103710	R Hancock	Planting	32.77
103651	R Hancock	Freeland Nurseries	48.96
103652	L Tritton	Freeland Nurseries	12.99
103653	Harrison Surveys Limited	Playground Survey	444.00
103654	Royal British Legion	Wreath	15.00
103655	Sutcliffe Play South West Limited	Playground	39.80
103656	West Oxfordshire District Council	Grass Cutting	3,580.08
103657	A Edwards	Salary & Expenses	
103658	J Gammage	Salary & Expenses	
103659	T Skelly	Salary & Expenses	
103660	H M Revenue & Customs	PAYE	248.78
103661	Oxfordshire County Council Pension Fund	Pension	410.14
103662	Moore	External Audit	480.00
	Transfer to Deposit Account		21,083.47

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

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

148.2. 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	
19/01081/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 12 flats	Parish Council objected to this application.	Withdrawn
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.	Approved
19/02452/HHD	1 Swan Lane, Long Hanborough	Construction of replacement porch.	No Comments	Approved
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	
19/02641/FUL	2 New Road, Long Hanborough	Erection of detached 2 bedroom dwelling	Parish Council asked officers to check that the building would not affect the light for the neighbour.	
19/02702/HHD	15 Main Road, Long Hanborough	Alterations and erection of two storey extension	Parish Council asked officers to check that the 45 degree rule is observed.	
19/02807/HHD	6 Isis Close, Long Hanborough	Erection of single storey and two storey extensions and porch canopy.	No Comments	Withdrawn
19/02821/S73	High Thatch, Park Lane, Long Hanborough	Variation of planning permission 19/01189/FUL	No Comments	
19/02751/LBC	Water Meadow Lodge, Main Road, Long Hanborough	Repairs and improvements to Meadows Bridge		

148.3. To receive an update on planning applications for large scale developments: A consultation on the school extension is open and councillors discussed a response.

Action: Chair to draft a response for circulation.

### 149. Report from Community & Leisure Group (CLG):

Cllr Tritton had circulated a report ahead of the meeting.

### 150. Reports from Community Groups & Organisations

HPFA and Allotment Association items deferred.

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

**152. AOB:** Pye have offered to support the Welcome Evening. Councillors agreed that their support should be limited.

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

The Chairman. 10th December 2019