



Minutes of Hanborough Parish Council

100/2020

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 14th January 2020 in the Pavilion Greenway Room, the following were present:

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

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

Members of the public attending: 1 member of the public was present.

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

179. Public participation session: None

180. To receive apologies for absence: Apologies were received from Ms Ellen Armitage and Mr Steve Page. Apologies were also received from District Councillor Merilyn Davies.

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

182. To sign, as a correct record, the minutes of the meetings held on 10th December 2019

RESOLVED: That minutes of the meeting of 10th December 2019 be approved and signed as a correct record.

183. Matters of report arising from the previous minutes:

183.1 (158.1) Picnic tables: The clerk reported that they were due to be moved this week but it was delayed as parts had not arrived. Contractor is rescheduling.

Action: Clerk to follow up with contractor.

183.2 (158.3) Playground access ramp: Pye report making good progress on the design of the ramp. They are trying to work with the existing landscape as much as possible, and are intending to cut the ramps into the existing slope. This will be a more natural solution than having a ramp structure suspended over the landscape like the existing timber stairs. They have worked out a draft route for the ramp, and are looking at materials and construction methods.

Action: Cllr Marcus to confirm if Pye will definitely fund installation.

183.3 (158.4) Tree safety survey: The clerk has contacted the OCC Arboriculture (Trees) Officer to chase confirmation as to who is responsible for trees in the playground area and if they will quote for the Hurdeswell inspections. It was also agreed to ask the HPFA for records relating to trees in their area.

Action: Clerk to contact HPFA and follow up with OCC.

183.4 (166) Climate change awareness initiatives: It was agreed to keep this on the agenda and to form an Environment sub group to look for potential ways to do things differently. The group will include local residents and stake holders.

183.5 (168) Web services: It is understood that we will be invoiced for the help provided with the website.

183.6 (170) Outdoor gym matting: The clerk report that this is ordered and the contractor has been chased for a date.

Action: Clerk to follow up with contractor.

183.7 Cooption candidate: Action: Clerk to contact the recent candidate to invite for an interview.

184. Report of County and District Councillors: County Councillor Liam Walker reported that he is positive about the budget proposed by OCC which includes provision for adult social care and road improvements. He also reported that OCC scored highly for recycling and on a proposed zero emissions zone in Oxford.

District Councillor Alaa Al-Yousuf reported on WODC climate change initiatives and a strategy for reducing carbon.

185. To authorise the chair to sign a new contract of employment for the clerk

The clerk left the room while his contract was discussed by councillors.

RESOLVED: That the chair may sign the new contract of employment.

186. To receive an update on the s106 presentation day on 8th February

Councillors had visited Charlbury hall and discussed the experience of developing a community centre and lessons learnt. It was agreed to meet later in the week to flesh out the presentation for the public meeting. It was also agreed to reschedule this meeting for 14th March to allow more time for publicity.

Action: Clerk to confirm room booking.

187. To update councillors on accessible website rules in place from September 2020

The clerk reported that he had tested main pages on the hanborough-pc.gov website using software recommended by NALC and that these were rated highly with scores of 83% to 100%. Some changes to background colours were recommended to improve visible contrast. The clerk suggested that these changes are made when the site is reworked to remove content moving across to the new community website.

188. To consider provision of further dog waste bins in the parish

Councillors reported that the new developments are lacking dog waste bins.

Action: Clerk to check with WODC whether general & dog waste bins should be supplied (& emptying service paid for) by developers

189. To consider membership or a donation to the Wychwood Project

Councillors acknowledged the work Wychwood Project have and could do in the parish and agreed to become members.

RESOLVED: That Parish Council should become members of the Wychwood Project.

Action: Clerk to make arrangements.

190. To receive a report on the progress of the Feasibility Study for the pedestrian/cyclist bridge by Hanborough railway bridge

Cllr Marcus reported that there is a site visit on 27 January, that the feasibility report will be finished by mid February with a group review by the end of February. The report will be issued on 6 March.

Action: Cllr Marcus to see if we can apply for the final tranche of money.

191. To discuss use of the Riely Close recycling drop point and frequency of collections

Item deferred to the February meeting.

192. To discuss options and location for next years Christmas tree

Councillors were supportive of an idea to plant a tree on the Hurdeswell location.

Action: Clerk to obtain options and quotes for consideration.

193. To approve street names suggested for new development

It was agreed to accept the names as proposed.

Action: Clerk to respond to consultation.

194. Financial Matters

194.1. The Business Working Group has not met.

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

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

Receipts:

Allotment	Rent	20.00
Greens Funeral Services	Cemetery	440.00
Cooperative Funeral Directors	Cemetery	400.00
Transfer to be made from Deposit Account		1,569.35

Payments:

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

103674	OALC	Training	120.00
103675	A Edwards	Salary & Expenses	
103676	J Gammage	Salary & Expenses	
103677	T Skelly	Salary & Expenses	
103678	H M Revenue & Customs	PAYE	248.78
103679	Oxfordshire County Council	Pension Fund	410.14
103680	L Tritton	Expenses	25.60
103681	A Edwards	Expenses	73.58

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

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

195.2. 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	Approved
19/02148/FUL	Land South East of Pinsley Farm, Long Hanborough	Erection of Eight dwellings	No Comments	Approve subject to Legal Agreement
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	
19/02702/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.	Approved
19/02902/FUL	2 Witney Road, Long Hanborough	Remove existing dwellings. Construction of 10 flats	Parish Council objected to this application.	
19/02928/FUL	117 Main Road, Long Hanborough	Replacement Two Storey Detached dwelling	Parish Council objected to this application.	
19/03008/HHD	9 Marlborough Crescent, Long Hanborough	Two storey and first floor extension	No Comments	Approved
19/03029/S73	Land South of Fenlock Road, Long Hanborough	Variation on planning 18/01403/FUL	No Comments	
19/03057/HHD	30 Roosevelt Road, Long Hanborough	Relocation and alteration of access.	No Comments	Approved
19/03067/CND	39 Witney Road, Long Hanborough	Discharge of conditions	No Comments	
19/03107/ADV	The Wolfram Centre Lower Road, Long Hanborough	Erection of Sign	Parish Council opposed the application.	
19/03327/HHD	51 Main Road, Long Hanborough	Erection of summerhouse/cabin	No Comments	

195.3. To receive an update on planning applications for large scale developments: It was understood that application 19/02702 will go before committee.

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

Cllr Tritton had circulated a report ahead of the meeting and presented a report on the Welcome Evening.

197. Reports from Community Groups & Organisations

The HPFA reported on new committee members and a review of their 5 year plan.

Allotment Association have a meeting scheduled for February and a social event this week.

198. Report of Clerk: Nothing further to report.

199. Miscellaneous items from Members: Councillors approved a mock up of a cemetery memorial.

200. AOB: Councillors asked for an agenda item to consider where to put the defibrillator after the surgery move.

The next meeting will be held on Tuesday 11th February in The Greenway Room. The meeting was closed at 9:00pm

The Chairman. 11th February 2020