



## Minutes of Hanborough Parish Council

97/2019

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

Ms Ellen Armitage, Mr Niels Chapman (chair), Mr Peter Brittin, Mr Rich Fuller, Miss Penelope Marcus, Mr Steve Page and Ms Lucy Tritton.

**In attendance:** Mr Jon Gammage (Clerk), County Councillor Liam Walker and District Councillor Alaa Al-Yousuf.

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

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

**111. Public participation session:** None

**112. To receive apologies for absence:** Apologies were received from Mr Rod Fraser, Dr Michael Franklin, Ms Kerry Scarlett and Mr Jeff Borer. Apologies were also received from Mr Adrian Edwards, Responsible Financial Officer (RFO) and District Councillor Merilyn Davies.

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

**114. To sign, as a correct record, the minutes of the meetings held on 10th September 2019**

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

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

115.1 (82) Church Road pedestrian crossing: OCC had visited the site and agreed to some safety improvements. Councillors agreed to enhance the agreed improvements with wigwam lights.

RESOLVED: To fund lighting up to £2000 subject to OCC agreeing to install, setup and maintain.

Action: Cllr Marcus to place order with OCC.

115.2 (86) OALC planning training: Councillors Mr Jeff Borer, Dr Michael Franklin and Mr Rich Fuller had confirmed availability. The clerk reported that the course is full and we are on the waiting list.

115.3 (88) Christmas tree arrangements: The clerk reported that Sportif Suzuki will sponsor the tree again. We will need to source a new electrician as our current provider is not able to continue.

Action: Clerk to order tree and appoint a electrician.

115.4 (89) Playground access ramp: Cllr Marcus confirmed that Pye will support this project going forward.

Action: Clerk to place order for survey.

115.5 (97) Ubico grass cutting: The invoice has been corrected to reflect our requirements.

115.6 (101) OCC land swap proposal: It was agreed to appoint a land agent to handle proceedings.

Action: RFO to ask our usual solicitors if they would accept this type of work.

115.7 (102) Tree safety survey: Cllr Marcus reported that Blenheim complete a survey every 3 to 4 years and have a grading system (red/amber/green) depending on where the trees are in relation to public spaces.

Action: RFO to add to our Risk Assessment.

Action: Clerk to seek advice from WODC and OCC on what resources they have that could be used.

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

116.1. County Councillor Liam Walker presented an update on the Church Road crossing safety audit, an OCC climate change group and a county wide move to LED lights.

116.2. District Councillor Alaa Al-Yousuf reported on a landlord forum, the good neighbour scheme and climate change initiatives at WODC.

**117. To consider next stages after the meeting with WODC about parish consultation process**

It was agreed at the meeting to host an exhibition of ideas on 8th February to provide a back drop for suggestions from parish residents. It was also agreed that a working group of volunteers would be the best way forward to make plans.

Action: Working Group leaders to map out a process for delivering the exhibition.

**118. To consider underwriting the film nights for a maximum of £200**

RESOLVED: To underwrite costs of up to £200 for the film nights.

### 119. To consider arrangements for Remembrance Sunday on 10th November

It was understood that arrangements are in hand for the event.

Action: Cllr Marcus to contact Tom Pringle to ask if he would represent Council at the wreath laying.

RESOLVED: To purchase a new PS system up to £200 if no alternative is available.

### 120. To discuss future requirements re: support from officers

The clerk has indicated that he will retire at the end of the year. Councillors discussed the role and how this might be expanded to cover some tasks currently undertaken by councillors.

Action: Clerk to circulate draft job description and advertise in the Hanborough Herald and OALC news.

### 121. To consider financial support to set up a community website

Cllr Tritton reported that volunteers are setting up a basic site. It was agreed that going forward it would be better if the support was formalised and paid for. Councillors would welcome the opportunity to meet the volunteers.

### 122. Financial Matters

122.1. The Business Working Group had not met.

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

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

#### Receipts:

11/09/2019	WODC	Precept	41,265.00
03/10/2019	P Bennett	Cemetery	110.00
03/10/2019	Greens Funeral Directors	Cemetery	220.00
03/10/2019	Greens Funeral Directors	Cemetery	880.00
03/10/2019	Banbury Memorials	Cemetery	220.00

#### Payments:

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

103710	R Hancock	Planting	32.77
103711	Hanborough Herald	Grant	230.26
103712	West Oxfordshire District Council	Bins	456.45
103713	Ubico Limited	Bins	734.14
103714	A Edwards	Salary & Expenses	
103715	J Gammage	Salary & Expenses	
103716	T Skelly	Salary & Expenses	
103717	H M Revenue & Customs	PAYE	248.78
103718	Oxfordshire County Council Pension Fund	Pension	410.14
103719	S & C Slatter Ltd	MUGA Maintenance	420.00
DDR	Public Works Loan Board	Loan Repayment	12,001.59
	Transfer to Deposit Account		25,406.77

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

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

The railway bridge feasibility study is due to start w/c 14th October to be complete by the end of the year. Concerns were raised about the timetable to completion and what options are available for an extension if needed.

123.2. 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
19/02044/LBC	Slaters Farm, Church Road, Church Hanborough	Formation of opening in dry stone walling	No Comments	Approved
19/02124/FUL	6 Fenlock Court, Long Hanborough	Installation of 36 Solar Panels	No Comments	Approved
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.	
19/02452/HHD	1 Swan Lane, Long Hanborough	Construction of replacement porch.		
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	

123.3. To receive an update on planning applications for large scale developments: It was understood that the Witney Road application for flats has been withdrawn.

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

Cllr Tritton had circulated a report ahead of the meeting.

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

HPFA: Cllr Brittin reported that they have a new committee member and maintenance person.

Allotment Association: The annual check had identified that some plots were not being cultivated.

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

**127. AOB:** It was noted that more volunteers are needed for the fireworks event.

The next meeting will be held on Tuesday 12th November in The Greenway Room. The meeting was closed at 9:20pm

The Chairman. 12th November 2019