



Minutes of Hanborough Parish Council
87/2018

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 9th October 2018 in the Pavilion Greenway Room, the following were present:

Mr Niels Chapman (chair), Dr Michael Franklin, Mr Rod Fraser, Miss Penelope Marcus, Mr Michael Rogers, Mr Steve Page 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 Councillor Alaa Al-Yousuf and Merilyn Davies.

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

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

89. Public participation session: Dominic Hare, CEO of Blenheim sent apologies.

90. To receive apologies for absence: Apologies were received from Ms Ellen Armitage and Mr Peter Brittin.

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

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

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

93. Matters of report arising from the previous minutes:

93.1 (72.2) RA for churchyards and cemeteries: The RFO reported that we would be notified of any issue in future.

93.2 (72.3) Playground drainage: The clerk reported that he has asked the contractor to schedule the work in now that the ground has softened. ACTION: Clerk to track progress.

93.3 (72.4) Playground picnic tables: The clerk reported Eynsham Sawmills & the installer will complete on the 12th.

93.4 (72.5) Coffin Path: The clerk reported that he had not found the furniture reported dumped in this area. Councillors provided a more precise location. ACTION: Clerk to arrange for removal.

93.5 (86) Cooption: The chair reported that 2 candidates had been interviewed and 2 more will be interviewed shortly.

93.6 (86) Maintenance: The clerk reported that the person interested in providing maintenance services had not provided references. Another contractor was contacted to complete urgent work.

94. Report of County and District Councillors:

County Councillor Walker reported on highways issues around building sites & on a extension to the station platform.

District Councillor Davies reported on efforts to resolve a issue with storage space for the youth club.

District Councillor Al-Yousuf reported on the recent Water Day at WODC and specifically concerns about river water quality and the capacity of Thames Water infrastructure as the parish expands.

95. To agree funding fitness initiatives in the parish

Cllr Franklin presented an update on the "Couch to 5k" initiative and presented a quote to purchase warm up equipment. It was agreed to seek 3 quotes.

Action: Clerk to add consideration of quotes to the next agenda.

96. To bring councillors up to date with the current youth club arrangements

Cllr Tritton noted her efforts with District Councillor Davies to support the youth club.

97. To consider quote for the Christmas Tree lighting

The clerk reported that Sportif Suzuki have kindly agreed to sponsor the tree again this year and that the necessary arrangements for lighting have been made with SSE and OCC Highways. Andrew Booth has provided a quote for installing the lights with no increase in the cost over last year.

RESOLVED: To accept the quote from Andrew Booth.

Action: Clerk to place order for work.

98. To consider quotes for a tree maintenance strategy for Hurdeswell

The clerk presented 2 quotes for removal of one tree where the roots are going into a garden, cutting back of trees along the fence with gardens and for a tree condition visual inspection. Councillors deferred item for an additional quote.

Action: Clerk to obtain 3rd quote and circulate to councillors ahead of the next meeting.

99. To agree increasing the Hanborough Herald grant in line with parish expansion.

Councillors considered a request presented last month by representatives of the Herald to increase the Parish Council grant to meet additional printing numbers as the parish populating increases.

RESOLVED: To gradually increase the grant up to a maximum of £1800 over the current level as costs rise.

100. To consider quotes for a Vehicle Speed Activation Device.

The clerk presented quotes for a mobile and post mounted device. Both have optional extras for logging speeds but not number plates. Of the 4 neighbouring councils approached to cost share, 1 hasn't responded, 2 are not interested and 1 is considering at its next meeting on the 11th. County Councillor Walker noted that a police speed survey may be possible to better understand the issue.

Action: Clerk to contact police to make arrangements for a survey.

101. To consider renewing SLCC membership

The clerk reported SLCC now merge councils served into one invoice. He is discussing separation of these with SLCC.

102. To consider purchasing a replacement powered drill to tighten MUGA fence bolts

The clerk reported that the drill bought last year is underpowered and proposed purchase of a new device. A range of options were presented for consideration and councillors made recommendations as to what features should be included.

RESOLVED: To purchase a battery powered drill up to a maximum of £200.

103. To consider section 106 grant funding applications received to date

The chair reported that the application form had been drafted. It was agreed that as some groups expressing an interest were considered informal, a clause should be included for assets purchased to be returned to Council should the group cease to function. It was also agreed that a process for applications should be prepared.

Action: Chair to get process and conditions from WODC for s106 fund applications and allocations.

104. To discuss the shortage of local school places

The chair presented an overview of the "OCC current position" on local school place allocation and capacity.

105. To review the highways annual grass cutting contract

The clerk reported that Ubico continued to do a good job in the urban areas. Rural areas were not cut as soon as we wanted but it was considered that they had improved over time.

RESOLVED: To continue with Ubico for another year.

Action: Clerk to notify contractor.

106. To consider the invitation to join the Garden Village Community Forum

Councillors agreed that Cllr Marcus and Tritton will represent Parish Council on this forum.

107. To discuss highways issues around new developments

Councillors discussed the condition of Church Road and issues around other developments. It was understood that OCC is meeting with the developers in the next few days.

108. To discuss cycle safety and future provision for safe cycling for children (PM)

Cllr Marcus reported on an initiative to establish cycling conditions in Hanborough that are safe and fit for purpose. County Councillor and Cycling Champion (Oxfordshire) Suzanne Bartington has been invited to visit to discuss the current arrangements and advise on where improvements might be made. Parish Council recorded support for the idea.

109. Financial Matters

109.1. The Finance Working Group had met on the previous day and the items 109.4 to 109.8 were considered.

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

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

Receipts:

25/09/2018	West Oxfordshire District Council	Precept	39,203.00
27/09/2018	Peter Smith	Cemetery Fees	660.00
01/10/2018	Allotment	Fees	20.00
01/10/2018	HMRC	VAT Refund	1,548.98
05/10/2018	Greens Funeral Services	Cemetery Fees	220.00
05/10/2018	Allotment	Fees	10.00
09/10/2018	Coop Funeral Services	Cemetery Fees	660.00

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

Payments:

09/10/2018	103586, 103587, 103588	Salary & Expenses	
09/10/2018	103584 L Tritton	Planting	35.74
09/10/2018	103585 Moore Stephens	External Audit	480.00
09/10/2018	103589 H M Revenue & Customs	PAYE	223.00

09/10/2018	103590	Oxfordshire County Council	Pension Fund	408.31
09/10/2018	103591	J Gammage	Expenses	23.56
09/10/2018	103592	P Marcus	Expenses	44.18
09/10/2018	103593	R Atkinson	Repairs	135.00
31/10/2018	DDR	Public Works Loan Board	Loan Repayment	12,001.59

109.4. To complete a officers salary review

The Finance Working group reviewed the officers role against NALC guidelines and proposed a change to SP35 from April 2019. RESOLVED: To set the officers salary to SP35.

109.5. To approve the budget recommended by Finance Group

The Finance Working group prepared a budget which was circulated to councillors ahead of the meeting. It was agreed not to increase the band D precept level.

RESOLVED: To set the precept at the same level as 2018/19 for a Band D house.

109.6. To review and adopt Statement of Internal Controls

The Finance Working group proposed that these be adopted.

RESOLVED: To adopt the Statement of Internal Controls as circulated.

109.7. To review and accept the External Audit Report

The Finance Working group noted that there were no recommendations and proposed accepting the report.

RESOLVED: To accept the External Audit Report.

109.8. To receive a report on S106 Funds (RFO)

This item was covered under minute reference 103 above.

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

110.1. Cllr Marcus circulated a report ahead of the meeting and summarised the main points of interest.

110.2 The planning application report was circulated as follows.

Application Number	Address	Details	Parish Council Response	Decision
18/00019/Appeal	Land North of Witney Road, Long Hanborough	Erection of up to 170 dwellings		
18/00023/Appeal	Olivers Garage	Erection of 25 dwellings		
18/02420/HHD	12 Evenlode Drive, Long Hanborough	Single storey side and rear extension.	No Comments	Approved
18/02626/HHD	105-107 Main Road, Long Hanborough	First floor extension and balcony.	No Comments	
18/02527/HHD	50 Church Road, Long Hanborough	Single and two storey extension	Concerns about overlooking neighbours	
18/02633/S73	Pye South Development	Minor amendments to parking and roads		
18/02650/HHD	59 Marlborough Crescent, Long Hanborough	Erection of single and two storey extensions		

110.3. To receive an update on planning applications for large scale developments.

Cllr Tritton raised concerns that the new houses were not yet connected to broadband. The chair agreed to contact BT Openreach on behalf of residents.

111. RESOLVED: To suspend Standing Orders so that the remaining business could be concluded.

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

Cllr Tritton circulated a report ahead of the meeting & summarised the main points which included the next cinema night & a proposed open evening for clubs & residents. The ongoing work by our volunteer webmaster was also noted and Councillors recorded thanks for her efforts.

113. Reports from Community Groups & Organisations

113.1. Councillors presented short reports on activities of the HPFA noting the slow pace of the land swap and discussions about the outdoor gym, the Allotment Association who have agreed to have a community plot and the Dementia & Loneliness Support Group which held a event recently with increased attendance.

114. Report of Clerk:

The clerk reported on the Long Hanborough Methodist Church Christmas Tree Festival

The next meeting will be held on Tuesday 13th November in The Greenway Room. The meeting was closed at 9:45pm

The Chairman. 13th November 2018