



Minutes of Hanborough Parish Council
93/2019

At the meeting of Annual Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 14th May 2019 in the Pavilion Greenway Room, the following were present:

Ms Ellen Armitage, Mr Jeff Borer, Mr Niels Chapman (chair), Dr Michael Franklin, Mr Rod Fraser, Mr Rich Fuller, Miss Penelope Marcus, Mr Steve Page, Ms Kerry Scarlett, 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: 10 members of the public were present.

1. **To confirm if meeting is being recorded:** There was no indication that the meeting was being recorded.
2. **To elect a Chairperson:** Cllr Chapman was proposed, seconded and elected as chair unopposed.
3. **To elect a Vice-Chairperson:** Cllr Marcus was proposed, seconded and elected as vice chair unopposed.
4. **To receive the Chairperson's declaration of acceptance of office:** Cllr Chapman signed the chairman's declaration of acceptance of office.

5. Public participation session: Representatives from the local Scout and Guides attended to present ideas for a community hub. Based around the needs of these groups they suggested the following:- a big hall, environmentally friendly building with recycling facilities, divider to allow 2 packs to use, kitchen, meeting room, a quiet area, library, space for sleep overs, exercise /gym area, cafe or tuck shop, table and chairs, storage (cages, shelves, space, chilled food storage), a projector and screen, showers, external camping area (similar size to Hurdeswell), a nature area, a rounders area, a stage, noticeboards, garage for minibus and trailer.
Councillors thanked them for a well delivered presentation.

6. To receive apologies for absence: Apologies were received from Mr Peter Brittin.

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

8. To sign, as a correct record, the minutes of the meetings held on 9th April 2019

RESOLVED: That minutes of the meeting of 9th April 2019 be approved and signed as a correct record.

9. Matters of report arising from the previous minutes:

9.1 (236.1) New steps to the playground: Cllr Marcus reported that Graham Flint will support the project.

Action: Clerk to arrange to meet Pye onsite.

9.2 (236.3) Public consultation meeting: The clerk reported that Andrea Clenton (WODC) will support us. She will attend the Annual Parish Meeting and has been sent information about our halls and current use.

9.3 (242) Newsletter: Cllr Borer reported that the Herald editors were receptive to any support PC could provide.

9.4 (245) Playground area clean up: Councillors recorded thanks to the HPFA and all the volunteers who turned out and cleared the area. The skip was full and a tree surgeon has attended to chip all the undergrowth gathered. It was noted that he suggested that a future project is planned to cut the Ivy from trees and reseed the bank.

9.5 (238) Hurdeswell fence: The clerk reported that this is scheduled for the last week in May.

10. Report of County and District Councillors:

County Councillor Liam Walker reported that Pye will resurface the new Witney Road housing estate entrance as night works 24-28 June and also that the local school is close to capacity.

District Councillor Al-Yousuf reported on WODC activities and a good neighbour scheme for rural transport.

District Councillor Merilyn Davies was thanked by the clerk for making arrangements to move a nest of bees from near the allotments to a new home.

11. To discuss ways to deal with the demise of the no.11 bus

This service finished on 24th May. District Councillor Merilyn Davies reported that she is gathering needs and is in discussion with Blenheim about possible support for an alternative service.

12. To agree preparations for the May Annual Parish Meeting and the Annual Meeting of the Council

The clerk reported that all arrangements are in place and the agenda has been published.

13. To agree who can sign any CCIF related contracts or documents

The documents in hand were circulated for review. The clerk noted that he did not have any concerns with them but welcomed others to review. **It was agreed** that officers and the chair can sign as required.

14. To consider carrying out work to reduce level of trees and bushes at edge of Cemetery/Allotments

The RFO reported that users had requested works to reduce level of trees and bushes at edge of Cemetery/Allotments, however it was noted that others had asked for more trees.

Action: RFO and Cllr Tritton to visit and agree what needs to be done.

15. To consider quote to repair the MUGA fence

The clerk reported that a hole has been cut in the fence in the goal area. An immediate repair can be completed for £730. Alternatively, if planned to coincide with the annual maintenance visit, the cost would be £530.

RESOLVED: To place the order at £530 with the contractor to coincide with annual maintenance and complete this as soon as possible.

Action: Clerk to place order.

16. To consider suggesting that we ask our pubs offer a facility for people to come and fill up their water bottles

Councillors had no objection to this and Cllr Tritton will make contact.

17. To consider proposals for a new community website and how we plan for it to look and be managed

The report from Community & Leisure Group presented proposals for the website. Councillors were broadly supportive and the group will flesh out the idea and obtain costs for a webmaster. The clerk suggested that this community site is kept separate from the current .gov site and links could be established between the two.

18. To present and discuss a door to door questionnaire to find out people’s views on what the community hub should comprise of and to set a date for a village meeting

The Community & Leisure Group presented a draft questionnaire which was debated. While recognising the desire to move on, concerns were raised that some questions were leading. It was agreed to discuss this and the wider hub project with Andrea Clenton (WODC) who was asked to help us.

Action: Clerk to arrange meeting with Andrea and councillors after the Annual Parish Meeting.

19. To consider HPC funding more of its own projects from Section 106 money where appropriate, thereby enabling expansion of HPC’s capacity for giving grants to others who might not meet Section 106 criteria

Councillors agreed with the principle of this and the Business Working group will progress the idea.

20. Financial Matters

20.1. The Business Working Group had reviewed the documents listed in 20.2 to 20.5. The RFO had also retrieved the land registry documents from storage. The deeds are also to be retrieved.

Action: RFO to make digital copies for our archive.

20.2. Internal Audit Effectiveness Review.

RESOLVED: To accept the review completed by the Finance Working Group.

20.3. To approve and accept Internal Audit Report.

RESOLVED: To accept the Internal Audit Report as recommended by the Finance Working Group.

20.4. To consider and approve Annual Governance Statement.

RESOLVED: To accept the Annual Governance Statement as recommended by the Finance Working Group.

20.5. To consider and approve Annual Accounting Statement.

RESOLVED: To accept the Annual Accounting Statement as recommended by the Finance Working Group.

20.6. The monthly financial summary & bank reconciliation was circulated at the meeting.

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

Receipts:

Allotment Fees	Rent paid	670.00
Greens Funeral Services	Cemetery Fees	660.00
Greens Funeral Services	Cemetery Fees	220.00
WODC	Precept	41,265.00
OCC	Grant re survey	450.00

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

Payments:

103616, 103617, 103618	Salary & Expenses	
103612	Oxfordshire Association of Local Councils	Training 102.00
103613	Sutcliffe Play South West Limited	Playground Repairs 121.20
103614	Cancelled	0.00
103615	S & C Slatter Ltd	MUGA Maintenance 420.00
103619	H M Revenue & Customs	PAYE 248.78
103620	OCC Pension Fund	Pension 18.73
103621	J Gammage	Expenses 485.85
103622	Norris & Fisher	Insurance 1,509.03
103623	Castle Water	Water 24.07

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

21.1. Cllr Marcus had circulated a report including an update on walking and cycling promotion, work with Blenheim on improving cycle routes and provision of cycle racks.

21.2. The planning application report was circulated 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.	
19/00566/S73	<u>Bloor</u> Homes Development	Changing design of 3 sets of double garages to have home office above	No Comments	Approved
19/00367/FUL	Goose Eye Farm, Eynsham	Demolition of garage. Construction of garage/workshop/store.	No Comments	
19/00547/HHD	7 Myrtle Close, Long Hanborough	Alterations to garage to create living space.	No Comments	Approved
19/00927/HHD	<u>Pinsley</u> Farmhouse, 170 Main Road	Erection of two storey extension and single storey rear extension	No Comments	
19/00865/HHD	Pelican House, Lower Road, Church Hanborough	Extension to first floor above existing extension	Concerns about impact on neighbours. Asked officers to ensure 45 degree rule applied.	
19/01261/HHD	<u>Poppin</u> House, 1 <u>Slatters</u> Court	Removal of detached garage and erection of single storey side extension		
19/01077/FUL	39 Witney Road	Convert existing dwelling into 3 one bed flats. Erection of 4 one bed flats		

21.3. To receive an update on planning applications for large scale developments: Nothing to report.

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

Cllr Tritton had circulated a report ahead of the meeting with some items discussed under agenda items.

23. Reports from Community Groups & Organisations

HPFA: No report.

AA: Cllr Tritton reported on the potential to expand the site.

24. Report of Clerk: The clerk sent apologies for the next meeting.

25. AOB: Cllr Marcus noted the current PO consultation on location, expressed disappointment that PC was not directly consulted and raised concerns on the possible outcome.

The next meeting will be held on Tuesday 11th June in The Greenway Room. The meeting was closed at 9:30pm

The Chairman. 11th June 2019