



Minutes of Hanborough Parish Council

112/2020

At the meeting of Hanborough Parish Council held at 6:30 pm on Tuesday 8th December 2020 online, the following were present by remote attendance:

Ms Ellen Armitage, Mr Jeff Borer, Mr Niels Chapman (Chair), Dr Michael Franklin, Mr Rich Fuller, Miss Penelope Marcus, Mr Paul Mowat, Mr Steve Page, Ms Kerry Scarlett and Ms Lucy Tritton.

In attendance: Mr Jon Gammage (Clerk), Mr Adrian Edwards, Responsible Financial Officer (RFO), District Councillors Alaa Al-Yousuf and Marilyn Davies.

Members of the public attending: Two members of the public attended.

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

170. Public participation session:

170.1. Camp site planning application: A resident presented highways, environmental, light pollution, layout and capacity objections to the site. Councillors noted the points raised.

170.2. Blenheim presentation: Roy Cox attended to present strategic plans for the estate based around five initiatives to connect communities, use land for health benefits, put value on the natural land, move to carbon negative land management and create economic partnerships.

171. To receive apologies for absence: Apologies were received from Mr Rod Fraser. Apologies also received from County Councillor Liam Walker.

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

173. To sign, as a correct record, the minutes of the meeting held on 10th November 2020

RESOLVED: That minutes of the meeting of 10th November be approved and signed as a correct record by the clerk.

174. Matters of report arising from the previous minutes:

174.1 (149.4) Remembrance Sunday: The chair confirmed thanks were recorded to those who organised the service.

174.2 (149.2) Riely Close car park: Councillors reported that parking space painting is organised for this week.

174.3 (153) Inclusive swing: The clerk reported that the swing was installed last week. Councillors recorded thanks to Cllr Franklin and the residents who helped to organise this.

174.4 (160) Covid arrangements and support: It was agreed to update the community and Parish Council websites with the latest contact information.

175. Report of County and District Councillors:

County Councillor Liam Walker circulated a report ahead of the meeting.

District Councillor Marilyn Davies reported on the broadband rollout and local disruption while works are completed. A new covid test centre in Woodford Way, Witney was noted.

District Councillor Alaa Al-Yousuf reported on District Council support for a 'master' plan for Hanborough Station, ongoing consideration of 20mph zones led by the County Council and recurring problems with HGV's using Pigeon House Lane despite the 'Unsuitable for HGV' signs.

Action: Cllr Marcus to discuss with Freeland Parish Council a joint request to Highways to propose a solution.

176. To receive an update from the community centre project steering group

The group reported on activity around where to build, what's feasible, possibilities for the current site and an intention to discuss these with an architect.

177. To receive an update on the ramped access to the Pit area

The clerk reported that work started yesterday and is anticipated to last two weeks.

178. To consider quotes for a Duty of Care report on parish trees

Councillors considered two quotes from suppliers for a tree safety report to cover Hurdeswell and the pit area.

RESOLVED: To appoint Boward at a cost of £250.

The clerk also reported that OCC are developing a tree survey offering to Parish Councils and have invited Hanborough to help pilot the service at no charge to the parish. It was agreed that Hanborough would participate in the pilot.

Action: Clerk to notify Boward and Andy Lederer Principal Officer – Arboriculture (Trees) at OCC.

179. To consider and approve the budget for 2021/22

The RFO circulated the budget proposal ahead of the meeting. There is no increase to the band D average precept.

RESOLVED: To adopt the budget and precept as proposed.

Action: RFO to submit precept requirements to WODC.

180. To review and accept the External Audit Report

The RFO presented the auditors report ahead of the meeting.

RESOLVED: To accept the report.

181. To appoint solicitors to handle transfer of Pye playground to PC

The RFO reported that our solicitors have opened a line of communication with those representing Pye.

RESOLVED: To appoint our solicitors to handle the transfer.

Action: RFO to notify solicitors.

182. To consider cleaning the tennis courts

Councillors recorded thanks to a group of residents who offered to clean the courts. It was agreed that this would be safer completed by the contractors who maintain the site for us.

Action: Clerk to contact contractors to obtain a quote.

183. To agree location and consider quote for second gate into the MUGA

The clerk presented two entry location options for a second gate into the MUGA. It was agreed to instal this on the tennis court side at the end closest to the school. Councillors also recorded thanks to the contractor who offered to replace the damaged panel in the goal free of charge.

RESOLVED: To order the new gate at a cost of £2975 from the original build contractor.

Action: Clerk to notify contractors.

184. To consider quote to increase the height of MUGA fence at school end

The clerk presented a quote from the original build contractor for raising the fence height by 1.5 meters for the football section at the school end. Councillors agreed to extend the fence height for the full section closest to the school.

RESOLVED: To raise the fence at a maximum cost of £7000 from the original build contractor.

Action: Clerk to notify contractors.

185. To consider supporting local facilities and groups

Councillors discussed how local facilities might be coping with covid restrictions and potential financial support to help. WODC have recently made grants available by application.

Action: Clerk to share application details with the HPFA and Recreation Hall.

186. To agree costs for OALC training courses

The budget allows for regular training of councillors and officers. The programme for 2021 includes courses of interest.

RESOLVED: To fund training from the 2021 programme requested by councillors.

Action: Clerk to book courses.

187. Financial Matters

187.1. The Business Working Group had not met.

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

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

Receipts:

HMRC	VAT refund	2,587.02
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Payments:

RESOLVED: To make bank transfer payments of the following Schedule of Accounts.

From Unity Trust Bank:

A Edwards	Salary & Expenses	
J Gammage	Salary & Expenses	
T Skelly	Salary & Expenses	
Norris & Fisher	Insurance	46.71
H M Revenue & Customs	PAYE	238.87
Oxfordshire County Council Pension Fund	Pension	432.08
Hanborough & District Day Centre	Grant	1,000.00

Volunteer Link Up	Grant	100.00
Citizens Advice Bureau	Grant	200.00
Hanborough Herald	Grant	260.00

From Coop Bank to Unity Trust Bank	10,000.00
From Coop Deposit Account to Coop Current Account	10,000.00

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

188.1. Cllr Marcus circulated a report ahead of the meeting and provided a verbal update on the Thames Water pump station issue and the 20mph zone initiative.

188.2. The planning application report was circulated before the meeting as follows.

Application Number	Address	Details	Parish Council Response	Decision
20/01734/OUT	Eynsham Garden Village	Garden Village		
20/01602/FUL	Land South East of Hillside, Swan Lane, Long Hanborough	Erection of new dwelling and associated works.	Parish Council opposed the application.	Refused
20/01813/FUL	117 Main Road, Long Hanborough	Replacement of existing bungalow with two semi detached dwellings	No Comments	Approved
20/01937/FUL	Park House, Park Lane, Long Hanborough	Demolition of existing dwelling. Erection of dwelling and detached garage building.	No Comments	Approved
20/02316/FUL	6 Lodge Road, Hanborough Business Park, Hanborough	Alterations	No Comments	Approved
20/02385/FUL	Land North East of Swan Lane, Long Hanborough	Change of use from agricultural to camping site		
20/02400/FUL	Post Office, 72 Main Road, Long Hanborough	Change of use from A1 use to A5 use.	Parish Council objected to the application	
20/02401/HHD	6 Isis Close, Long Hanborough	Erection of two storey side extension and porch	No Comments	Approved
20/02599/HHD	9 Regent Drive, Long Hanborough	Conversion of Garage to habitable space	No Comments	
20/02635/S73	High Thatch, Park Lane, Long Hanborough	Variation of condition 2 of planning permissions 01189/FUL and 19/02821/S73	Parish Council objected to the application	
20/02676/S73	2 Witney Road, Long Hanborough	Variation of condition 2 of 19/02902/FUL		
20/02696/HHD	11 Isis Close, Long Hanborough	Alterations and erection of two storey extension	No Comments	Approved
20/02712/HHD	16 Roosevelt Road, Long Hanborough	Single Storey Rear Extension	No Comments	
20/02899/FUL	2 Witney Road, Long Hanborough	Erection of 10 one bed flats.		

188.3. No significant developments to report on.

189. Report from Community & Leisure Group (CLG)

Cllr Tritton circulated a report ahead of the meeting.

190. Reports from Community Groups & Organisations

HPFA: Nothing to report.

Allotment Association: Nothing to report.

191. Report of Clerk: Nothing further to report.

192. Miscellaneous items from Members: Nothing further to report.

193. AOB: None.

The next meeting will be held on Tuesday 12th January at 6:30pm online. The meeting was closed at 8:25pm

The Clerk. 12th January 2021