



Minutes of Hanborough Parish Council

73/2017

At the Annual Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 12th September 2017 in the Pavilion Greenway Room, the following were present:

Ms Ellen Armitage	Mr Peter Brittin	Mr Niels Chapman (Chair)	Dr Michael Franklin
Mr Rod Fraser	Miss Penelope Marcus	Mr Steve Page	Mr Michael Rogers
Ms Lucy Tritton			

In attendance: Mr Jon Gammage (Clerk). Also attending were District Councillors Colin Dingwall, Carol Reynolds and County Councillor Liam Walker.

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

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

69. Public participation session: A member of the public attended to make representations regarding planning application consultation 17/01607/HHD. Prior to the meeting the clerk had circulated written reports from both the applicant and the member of public.

70. To receive apologies for absence: Apologies were received from Mr Thomas Pringle. Mr Adrian Edwards, Responsible Financial Officer (RFO) also sent apologies.

71. To accept Cllr Arciszewska resignation: Accepted.

72. To elect a new vice chair: Councillor Marcus was proposed and seconded.

RESOLVED: That Councillor Marcus be vice chair.

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

74. To sign, as a correct record, the minutes of the meeting held on 11th July 2017

RESOLVED: That minutes of the meeting of 11th July 2017 be approved and signed as a correct record.

75. Matters of report arising from the previous minutes:

75.1 (52.1) Stage 3 of the Local Plan Examination: Cllrs Chapman and Marcus attended and argued for a lower limit in the parish.

75.2 (56) Images of old Hanborough: Margaret Gould has provided a pack of pictures which was passed to the clerk for safe keeping. **Action:** Clerk to discuss with Cllr Pringle in relation to possible use on our website.

75.3 (58) Traffic danger points: Robert Courts MP visited the parish and was shown highways danger areas. He has since been supportive of the ongoing project to make a safer pedestrian crossing over the railway bridge.

76. Report of County and District Councillors: District Councillor Dingwall presented an update on broadband provision and a project to support new home buyers. District Councillors Reynolds reported on the new recycling service. County Councillor Walker reported on his work to improve a number of bus services. Councillors raised an issue with the current school bus contract which means that some children are delivered to school well ahead of the start of classes raising safeguarding concerns. **Action:** Cllr Walker to investigate and report back.

77. To receive an update on timetable and actions relating to the new playground.

The clerk reported that the equipment is completely installed, the surfacing is due to be installed this week and the fencing completed the following week. Due to a mix up in ordering, the contractor ordered 1.2m high gates to go with 1m high fencing, therefore the gates sit 200mm above the fence, this was an error and they have ordered 1m high gates to

rectify, this has pushed the schedule back slightly. Works will be completed by 22/09/2017. Councillors asked if the area around the mound would be seeded or turfed. **Action:** Clerk to ask contractor.

Councillors noted that Pye had offered to widen a path to the site.

Action: Clerk to contact Pye once the entrance routes are clearly defined.

The clerk reported that he has asked a supplier to repaint the wooden steps with anti slip paint as a short term solution.

Action: Clerk to obtain quotes to rebuild the steps.

Councillors suggested an opening ceremony for the new facility. **Action:** Clerk to discuss with HAPI.

78. To consider what to do with the existing playground and quote to remove equipment.

The clerk presented a quote of £2964 from the company installing the new playground to remove the equipment in the existing area and make safe. The wood chipping will remain. The clerk recommended that councillors approve this as the current site was rated as medium to low-high risk in the recent annual inspection.

RESOLVED: To accept the quote for removal as soon as possible after the new facility opens.

79. To agree if the proposed Tea Dance is a PC event & consider funding, underwriting or grant provision

Item cancelled as the organisers have decided not to proceed.

80. To consider funding dementia awareness training.

Deferred while a newly formed group finds its feet. Cllr Franklin offered to represent Parish Council on the group.

Action: Cllr Franklin to make contact with the group.

81. To agree the revised working groups.

Councillors agreed to revised working groups' make-up as follows: Penny, Peter, Michael, Rod and Tom in Environment; Lucy, Steve, Ellen and Mike in Community/Leisure; Niels, Penny, Lucy and Rod in Finance. Groups were asked to update last year's briefs for each group.

82. To consider part funding replacement of the bollards on the railway bridge.

OCC have provided a quote of £1654 to replace the bollards and have asked for a contribution of £1000 from Parish Council to enable the project to go ahead. Councillors agreed to this proposal providing that, irrespective of HPC's financial contribution, OCC take responsibility for repairs or replacements should the bollards be damaged and that OCC also accepts liability for the roadside equipment they install.

RESOLVED: To offer to contribute £1000 towards cost subject to the above conditions.

Action: Clerk to confirm offer to OCC.

83. To propose road names for the developments off Witney Road and Church Road.

Councillors agreed to submit suggestions for names to the clerk by the end of the week.

Action: Clerk to forward suggestions to WODC.

84. To consider the desirability and feasibility of a Youth Hall.

The chair presented a summary of expected s106 funds and timetable.

Church Road £96,392, 50% on 1st house occupation, 50% on 26th house occupation;

Pye's south field £187,590, 25% on 1st, 50th, 100th and 150th occupation. £283,982 final total.

CEG, we don't yet know timings, but the amounts will be: £133,200 for sport/recreation and £98,142 for play, a fraction perhaps being withheld for something on site.

He also summarised a number of options to be considered should council wish to develop a youth facility on the Cottsway site formerly used as The Hut Youth Club. Councillors agreed that Parish Council needs to consider if this is a good project for the initial s106 monies. **Action:** Councillors to select members for a project feasibility working group.

85. To agree to hedge and tree trimming at the allotments and consider quotes.

Item deferred to next month while ownership of related areas is confirmed.

86. To agree to a sign to stop general public driving up the allotments track and consider quotes.

RESOLVED: To order a sign at a maximum cost of £75. **Action:** Cllr Tritton to place order.

87. To consider quote for tree pruning in Hurdeswell.

Item deferred to next month for a site visit and to obtain quotes. **Action:** Clerk to make arrangements.

88. To consider Christmas Carol event arrangements.

After low attendance last year, councillors decided not to hold the event this year. Councillors will reconsider demand for the event next year.

Action: Clerk to contact Suzuki Sportif to ask if they would like to sponsor the tree again this year.

89. To consider purchase of reflective tape for the Parade bollards.

RESOLVED: To order tape at a maximum cost of £20.

Action: Clerk to place order and install on delivery.

90. To inform councillors of HPC's GWR CCIF application for a feasibility study for a pedestrian/cyclist bridge adjacent to Hanborough overbridge by Hanborough Station.

Cllr Marcus presented a summary of the application which was supported by our MP and also by county and district councillors. Parish Council has previously agreed a grant of £3000 towards this and other grant providers will be approached should this application be successful.

91. Financial Matters

91.1. The monthly financial summary was circulated at the meeting. The clerk was not sufficiently briefed to be able to answer questions. It was agreed that any questions would be forwarded to the RFO.

91.2. To approve the monthly payment schedule of accounts from 11/07/2017 to 12/09/2017

Receipts:

13/07/2017	HAPI Funds	HAPI	800.00
13/07/2017	Greens Funeral Services	Cemetery Fees	200.00
04/08/2017	Greens Funeral Services	Cemetery Fees	200.00
04/08/2017	J Humphris	Cemetery Fees	200.00
29/08/2017	Reeves Memorials	Cemetery Fees	100.00

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

Payments:

12/09/2017	103449, 103460, 103461	Salary & Expenses	
12/09/2017	103458 M Lynch	Allotment Notice Board	21.16
12/09/2017	103462 Post Office (re HMRC)	PAYE	208.90
12/09/2017	103463 Oxfordshire County Council	Pension Fund	390.11
12/09/2017	103464 Trees and Gardens Limited	Tree Maintenance	240.00
12/09/2017	103465 Playsafety Limited	Playground Inspection	319.20
12/09/2017	103466 Cotswold Line Promotion Group	Subs	10.00
12/09/2017	103467 Lucy Tritton	Plants	39.69
12/09/2017	103468 Boward Tree Management	Tree Maintenance	228.00

91.3. To receive an update on the section 106 time line and fund availability.

Covered under item 84 above.

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

92.1. Cllr Marcus reported that the group is due to meet again shortly.

92.2. Applications received, PC response pending (circulated at the meeting)

17/01607/HHD 145 Main Road, Long Hanborough.
Erection of single storey side extension (part retrospective).

The RFO declared an interest in this application and was not involved in handling it. Following representations by both the applicant and a resident, the chair proposed a response which was agreed by councillors.

17/02573/HHD 64 Church Road, Long Hanborough
Two storey extension to the side and single storey ground floor extension to the front.

92.3. Applications received and PC response made (circulated at the meeting)

17/01557/FUL The Log Quarry, Church Road, Long Hanborough
Construction of roof between two containers to form storage area.
Hanborough Parish is concerned that giving planning permission could result in a permanent structure of makeshift or ramshackle appearance.

17/01660/HHD 71 Main Road, Long Hanborough.
Alterations to include installation of roof lantern (retrospective)
No comments.

17/01786/RES Land South of Witney Road, Long Hanborough
Appearance, landscaping, Doctors surgery and associated works.
Comprehensive response submitted 25/7/2017

17/01870/HHD Dove House, Church Road, Church Hanborough
Additional rooflights on front and rear elevations.
No comments.

17/02091/S73 74 Church Road, Long Hanborough
Non compliance with condition 2 of planning permission 14/0911/P/FP to allow changes.
No comments.

- 17/02084/HHD Dove House, Church Road, Church Hanborough
Erection of a single detached garage.
No comments.
- 17/02248/S73 High Thatch, Park Lane, Long Hanborough
Non compliance with condition 2 of planning permission 16/00888/FUL.
No comments.
- 17/02153/HHD The Mallows, Church Road, Church Hanborough
Erection of single storey front extension.
No comments.
- 17/02344/HHD Woodview Estate, Church Road, Church Hanborough
Erection of home office.
No comments.
- 17/02345/FUL Willow View, Swan Lane, Long Hanborough
Construction of timber barn.
The Parish Council objected on the same grounds as a previous application 17/00607/FUL.
Councillor Fraser declared an interest and did not comment on this application.
- 17/02294/HHD 9 Church Road, Long Hanborough
Erection of single storey front extension and single and two storey rear extension.
The Parish Council did not object but asked that all aspects of the extension are checked for compliance.
- 17/02431/HHD 10 Millwood Vale, Long Hanborough
Erection of two storey side extension.
The Parish Council had concerns about the right to light of the neighbours of the extension at the rear of the house.

92.4. Planning application decisions notified by WODC (circulated at the meeting)

- 17/01557/FUL The Log Quarry, Church Road, Long Hanborough. Approved
- 17/01660/HHD 71 Main Road, Long Hanborough. Approved
- 17/01743/HHD 44 Millwood End, Long Hanborough. Approved
- 17/01839/HHD 4 Church Road, Long Hanborough. Approved
- 17/01870/HHD Dove House, Church Road, Church Hanborough. Approved
- 17/01888/CND Land East of Church Road, , Long Hanborough. Approved
- 17/01946/HHD Pinsley Gate, Church Road, Church Hanborough. Approved
- 17/02091/S73 74 Church Road, Long Hanborough. Approved
- 17/02084/HHD Dove House, Church Road, Church Hanborough. Approved
- 17/02248/S73 High Thatch, Park Lane, Long Hanborough. Approved
- 17/02153/HHD The Mallows, Church Road, Church Hanborough. Approved

92.5. Planning applications pending decision (circulated at the meeting)

- 17/00091/FUL Goose Eye Farm Eynsham
- 17/00309/FUL Olivers Garage, Long Hanborough Oxfordshire
- W17/00338/PRMV The Coop Store, 23 Main Road, Long Hanborough
- 17/01082/OUT Land north of Witney Road, Long Hanborough
- 17/01607/HHD 145 Main Road, Long Hanborough
- 17/01786/RES Land South of Witney Road, Long Hanborough
- 17/02344/HHD Woodview Estate, Church Road, Church Hanborough
- 17/02345/FUL Willow View, Swan Lane, Long Hanborough
- 17/02294/HHD 9 Church Road, Long Hanborough
- 17/02431/HHD 10 Millwood Vale, Long Hanborough

92.6. To receive an update on planning applications for large scale developments: Cllr Marcus reported that the Pye north application was delayed and it is understood that it will be considered in October by WODC.

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

Cllr Tritton reported that the group is due to meet again shortly.

94. Reports from Community Groups & Organisations

- 94.1. HPFA: Cllr Rogers reminded council of the need to arrange a meeting of stake holders in relation to the land swap.
- 94.2. Allotments: Nothing to report.

95. Report of Clerk: Nothing further to report.

96. AOB: Councillors asked for a October agenda item to consider Remembrance Sunday arrangements.

The next meeting will be held on Tuesday 10th October in The Greenway Room. The meeting was closed at 9:30pm.

The Chairman. 10th October 2017