



## Minutes of Hanborough Parish Council

59/2016

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 14<sup>th</sup> June 2016 in the Pavilion Greenway Room, the following were present:

Dr Lidia K. Arciszewska                      Mr Peter Brittin                      Mr Niels Chapman (Chair)  
Mr Philip Earnshaw                      Ms Nicki Richardson                      Mr Phillip Richardson                      Mr Michael Rogers

**In attendance:** Mr Adrian Edwards, Responsible Financial Officer (RFO), Mr Jon Gammage (Clerk) and District Councillors Colin Dingwall and Carol Reynolds.

**Members of the public attending:** 1 member of the public was present.

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

### **30. To sign Declarations of Acceptance of Office following elections**

Phillip Richardson signed a Declaration of Acceptance of Office, witnessed by the Clerk.

**31. Public participation session:** A resident from Church Hanborough attended to report that a number of residents would prefer council removed rather than replaced the railway sleepers in the area used for parking cars.

### **32. To receive apologies for absence**

Apologies for absence were received from Mrs Gill Battams and Miss Penelope Marcus. It was noted that Mrs Karen Howe had resigned from council and that this post is currently advertised on the noticeboard.

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

### **34. To sign, as a correct record, the minutes of the meeting held on 10th May 2016**

RESOLVED: That minutes of the meeting of 10th May 2016 be approved and signed as a correct record.

### **35. Matters of report arising from the previous minutes**

35.1 (24) The RFO reported that he had only just seen evidence of moles in the parish burial ground.

35.2 (9.2) Coop deliveries to the Parade: Cllr Phillip Richardson reported that Coop had agreed to reduce the number of deliveries and to schedule these to avoid busy times.

**Action:** Clerk to write to Coop contacts to thank them for their help.

### **36. To approve interviewing panel recommendations on coopting**

The Chair presented a summary of the three candidates. It was agreed that one candidate will be considered when the statutory advertising period for Mrs Howe ends.

RESOLVED: That Rod Fraser and Steve Page be coopted to council.

**Action:** Clerk to make arrangements and update councillor contact list.

**37. Report from Community & Leisure Group (CLG):** Cllr Earnshaw reported that the group had met to gather ideas to take forward. These included promoting community volunteers and fostering relationships with the school and church.

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

**38.1** Group report: Cllr P Richardson presented a list of ideas to take forward. Some were new and the clerk provided some background to others that had been considered previously. Ideas included developing the website and reinstating the new residents welcome pack. The group had also visited a couple of sites in Hurdeswell where residents have asked for trees to be reduced in size.

**Action:** Clerk to obtain quotes for consideration at the next meeting.

## 38.2. Applications received, WODC decisions, pending (circulated at the meeting)

### 38.2.1. Applications received, PC response pending:

16/01874/S73 129 Main Road, Long Hanborough  
Non compliance with condition 3 and 6 of planning permission 13/1725/P/FP to allow changes to vehicular access material and removal of garage door equipment.

### 38.2.2. Applications received and PC response made:

16/01440/HHD 145 Main Road, Long Hanborough  
Erection of single storey side extension.  
The extension will protrude to the front (south) as well as to the west of the existing building, but the angle and location are such that the line of the streetscape will not be conspicuously disrupted. It is single storey and does not overlook the neighbouring property, although it is near enough to cause some overshadowing. The Parish Council does not consider this low level of impact on visual amenity to be objectionable.

16/01345/S73 Midway Farm, Church Road, Church Hanborough  
Variation of conditions of planning permission.  
No comments.

16/01288/FUL North Oxford Garage, Main Road, Long Hanborough  
Extension to workshop to comprise office, storage, ramps and spray booth.  
No comments.

16/01269/FUL Long Hanborough Railway Station  
Change of use to form car park.  
Hanborough Parish Council has no objection to this proposed extension to the station car park, but we should like to see conditions attached to protect the adjacent children's nursery: namely, measures to minimize intrusive lighting, noise, dust and exposure to the gaze of drivers approaching or leaving their cars

16/00012/Appeal Land South of Pinsley Farm, Long Hanborough  
Substantial comments submitted on behalf of Parish Council.

16/01403/RES 16 Witney Road, Long Hanborough  
Amendment to 14/1065/P/OP. Erection of 4 dwellings.  
Hanborough Parish Council's main concern remains vehicular access onto Witney Road, right next to a busy garage that often has huge transporter lorries parked out on the road.

16/01582/HHD 27 Churchill Way, Long Hanborough.  
Erection of single storey rear extension and first floor extension over garage.  
No Comments.

16/01340/FUL Willow View, Swan Lane, Long Hanborough  
Change of use of agricultural land to domestic to extend existing driveway.  
Hanborough Parish Council commented as follows:  
This partly retrospective application seeks to change the use of agricultural land, located off Swan Lane on the edge of the south-eastern spur of the Cotswolds AONB, to serve as what is described as a domestic driveway. What this has meant in practice is that a highly visible stretch of grassland has been turned into a gravelled parking area for a number of vehicles. It is not a driveway in the sense of leading to a domestic dwelling or farm building.  
Hanborough Parish Council objects to the application, as it would extend the harm already done, in contravention of NPPF criteria (NPPF paragraph 115 attaches great weight to protecting AONB sites). Moreover, Hanborough Parish Council would like to see repair of the harm done previously enforced without delay. We are surprised that it was not drawn to our attention sooner.

16/01669/FUL 6 Glyme Way, Long Hanborough  
Erection of single, first floor and two storey extensions to create new dwelling.  
Hanborough Parish Council comments as follows:  
Dwellings on this estate are all semi-detached or detached. None are terraced. This proposal forms a terrace of three.  
Hanborough Parish Council is therefore concerned that this proposal is not in keeping with the whole estate and if approved could set a precedent for future applications.  
The streetscape would be disrupted, parking would become a problem, and the bulk of extra building could feel overbearing; albeit that increased overlooking has been kept to a minimum in the drawings submitted. Hence, Hanborough Parish Council has serious reservations about this application.

16/01523/HHD 87 Main Road, Long Hanborough  
Removal of conservatory and replace with two storey extension.  
Hanborough Parish Council comments as follows:  
The Parish Council is concerned that the introduction of west-facing windows on the first floor of this extension will result in overlooking of the neighbouring property.

16/01425/OUT Land South of 168a Main Road, Long Hanborough  
Erection of one dwelling.  
Planning permission to build a house on this field was refused in 2006, appealed and turned down again by an inspector in 2007.  
The applicant now hopes to exploit the District Council's lack of an agreed Local Plan and the consequent reduction in weight attached to relevant policies. Hanborough Parish Council nevertheless considers that the loss of this idyllic spot would be a harm that outweighed modest benefits, and therefore contrary to the NPPF. The would-be vendor of this 1 hectare plot wants to retain a strip of it to create a 5m access route to the fields beyond, which would almost certainly necessitate cutting a 5m gap in the mature western hedge: potentially a worrying precursor to far greater harm to the landscape.  
Hanborough Parish Council therefore objects to this application.

### 38.2.3. Planning application decisions notified by WODC:

16/00826/HHD	75 Main Road Long Hanborough	Approved
16/00839/HHD	5 Churchill Way Long Hanborough	Approved
16/00888/FUL	High Thatch Park Lane Long Hanborough	Approved
16/00901/FUL	High Thatch Park Lane Long Hanborough	Refused
16/01100/HHD	87 Church Road Long Hanborough	Approved
16/01297/FUL	Jersey House, Church Road, Church Hanborough	Approved
16/01125/HHD	67 Marlborough Crescent, Long Hanborough	Approved
16/01440/HHD	145 Main Road, Long Hanborough	Approved
16/01345/S73	Midway Farm, Church Road, Church Hanborough	Approved
16/01288/FUL	North Oxford Garage, Main Road, Long Hanborough	Approved

### 38.2.4. Planning applications pending decision:

15/00027/APPEAL	Land south of Witney Road, Long Hanborough.
15/00048/APPEAL	Land East of Hanborough Bowling Club.
15/03341/FUL	Creation of sports field for Hanborough Manor School.
16/00009/Appeal	Land South of Millwood End, Long Hanborough.
16/01269/FUL	Long Hanborough Railway Station.
16/00012/Appeal	Land South of Pinsley Farm, Long Hanborough
16/01403/RES	16 Witney Road, Long Hanborough
16/01582/HHD	27 Churchill Way, Long Hanborough.
16/01340/FUL	Willow View, Swan Lane, Long Hanborough
16/01669/FUL	6 Glyme Way, Long Hanborough
16/01523/HHD	87 Main Road, Long Hanborough
16/01425/OUT	Land South of 168a Main Road, Long Hanborough

### 38.3. To consider the Statement of Case regarding CEG's appeal for development adjacent to the station

Ahead of the meeting the Chair had circulated a draft Statement of Case for consideration.

RESOLVED: Unanimously to submit the statement as drafted.

### 39. Report from Finance and Other Business Group

The Chair with council officers had drafted an annual agenda calendar listing key matters for the year.

Action: RFO to circulate with group meeting dates.

### 40. Financial Matters

40.1. The monthly financial summary was circulated at the meeting and reviewed.

40.2. To approve the monthly payment schedule of accounts from 11/05/2016 to 16/06/2016

#### Receipts:

24/05/2016	Greens Funeral Services	Cemetery Fees	800.00
20/05/2016	Southern Electric	Refund	47.40
	Allotment	Rents	90.00

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

#### Payments:

14/06/2016	103266, 103268, 103269	Staff Salary & Expenses	
14/06/2016	103261	Norris & Fisher - Approved May Insurance	1,381.62
14/06/2016	103262	ABS Accounting	Internal Auditors 165.00
14/06/2016	103263	OALC Training	Replaces chq 103270 324.00
14/06/2016	103264	WODC	Grass Cutting 782.68
14/06/2016	103265	Oxfordshire County Council	Pension Fund 397.65
14/06/2016	103267	Cancelled	
14/06/2016	103270	Post Office (re HMRC)	PAYE 102.54
14/06/2016	103271	Hanborough PCC	Allotment Rent 150.00

### 40.3. To receive and accept the internal audit report

Councillors reviewed the auditors report which showed that no problems were found and objectives had been met.

RESOLVED: To accept the internal audit report.

### 41. To consider quote to refurbish the noticeboards

RESOLVED: To accept the quote of £397.21 from the handyman for refurbishing the noticeboards in Riely Close.

Action: Clerk to place order.

### 42. To consider quote for refurbishing the gates at the parish burial ground

RESOLVED: To accept the quote of £320.00 from the handyman for refurbishing the burial ground gates.

Action: Clerk to place order and query error in subtotal.

**43. To consider who should hold the freehold for the new Play Group building**

OCC are proposing that the freehold be passed to the Play Group and as a charity, the Charity Commission would thereafter ensure that it would be transferred to another group to run a similar service should the current group fold. Councillors were minded to support this approach.

**44. To consider ideas for a Queens 90th birthday year event**

Councillors understand that there were a number of events held to mark the occasion in the parish and considered it to be too late to organise something now.

**45. To consider individual roles for the newly co-opted councillors**

Councillors agreed that Rod Fraser would be suited to join the Environment Group & Steve Page, the Community Group.

**Action:** Clerk to forward to councillors the GWR's Customer and Communities Improvement Fund grant opportunity.

**46. To consider taking on the OCC grass cutting contract/grant**

Maps of the areas cut by OCC were circulated by the Clerk ahead of the meeting. OCC offer a grant of £903 for the Parish Council to take over the two cuts per year currently completed by OCC.

**RESOLVED:** To retain the two cuts completed by OCC and to consider enhancing these with further cuts.

**Action:** EMIG to consider maps & identify areas where council can provide extra cuts so that quotes can be obtained.

**47. To consider funding rental of The Pavilion instead of The Hut for the Youth Club at £15 per week**

It had been agreed with Cottsway that the building was no longer in a condition suitable for the youth club and that rent be suspended while options for replacement be considered. The group has moved to the Pavilion in the meantime.

**RESOLVED:** To pay the weekly Pavilion room rental instead of the annual rental to Cottsway.

**48. To consider a recommendation from CLG that councillor surgery be held for 30mins before each PC meeting**

Councillors discussed this at length with pros and cons identified. The group was asked to reconsider and come back to council with a revised proposal taking on board the views voiced during discussions.

Councillors voted to suspend standing orders to allow the remaining business to be concluded.

**49. To consider rescinding the resolution to replace railway sleepers in the Church Hanborough common ground**

**RESOLVED:** To rescind resolution 58/2016 18.

Councillors agreed to remove the railway sleepers as requested by residents.

**Action:** Clerk to ask the handyman to remove as part of the 10 hours maintenance agreed previously.

**Action:** Clerk to investigate installing a sign disclaiming responsibility for anyone using the area for parking.

Councillors proposed something along the lines of "This is not a car park, use at your own responsibility"

**50. To consider cost of a leaflet to publicise setting up an electronic directory of the residents**

Councillors discussed the proposal to build a list of residents email addresses to allow for dissemination of information. There are various packages available to support this and these include necessary security and unsubscribe features.

**RESOLVED:** To print leaflets at a maximum budget of £85.

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

51.1. HPFA: Cllr Brittin reported that the doors remain a problem.. The Clerk had met with the architect, builders and HPFA earlier in the year and understood that an agreement had been made and that all that remained to do was for the builders and HPFA to agree a date to complete the works.

**Action:** Cllr Brittin to make arrangements with the builders.

51.2. Dementia Friendly activity: Nothing further to report.

51.3. The Hut Youth Club: Nothing further to report.

**52. Report of Clerk:** The annual playground inspection will take place in July.

**53. Report of County and District Councillors:** Councillors welcomed Carol Reynolds to the parish. District Councillors presented a summary of recent WODC activity.

**54. Miscellaneous items from Members:** None.

The meeting was closed at 9:45pm. The next meeting will be held on Tuesday 12<sup>th</sup> July in The Greenway Room. The Chairman. 12<sup>th</sup> July 2016