



## Minutes of Hanborough Parish Council

69/2017

At the meeting of Hanborough Parish Council held at 7.00 pm on Tuesday 11<sup>th</sup> April 2017 in the Pavilion Main Hall, the following were present:

Dr Lidia K. Arciszewska  
Miss Penelope Marcus  
Mr Michael Rogers

Mr Peter Brittin  
Mr Steve Page  
Ms Lucy Tritton

Mr Niels Chapman (Chair)  
Mr Thomas Pringle

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

**Members of the public attending:** Forty members of the public were present.

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

**248. Public participation session:** Pye and West Waddy ADP representatives attended the meeting to present their outline plan for developing land north of Witney Road with around 170 dwellings. They answered far ranging questions and confirmed that the mix will include affordable plus 2/3/4 bed properties. OCC have had sight of the entrance plan which is offset from the entrance to the site south of Witney Road. The density is lower than Madley Park and will include a green buffer to the Conservation Area. A full Environmental Impact Assessment will be included. Building works, for both the north and south sites, if successful would last 5 to 7 years.

This meeting along with the opportunity to respond via their website, is the local consultation. The chair urged those responding to copy their comments to the Parish Council to help us represent local views when preparing a response once the application is formally lodged.

**249. To receive apologies for absence:** Apologies were received from Mr Rod Fraser. Mrs Gill Battams resigned from council after many years of service. Her sense of community and ability to understand and represent residents grass roots views on local matters will be sadly missed going forward. Councillors thanked her and wished her well for the future.

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

**251. To sign, as a correct record, the minutes of the meeting held on 14<sup>th</sup> March 2017**

RESOLVED: That minutes of the meeting of 14<sup>th</sup> March 2017 be approved and signed as a correct record.

**252. Matters of report arising from the previous minutes:** None

**253. Report of County and District Councillors:**

District Councillor Dingwall summarised progress on the new broadband procurement process.

District Councillor Reynolds reported that the proposed move of the Riely Close recycling point to the station car park has stalled as it cannot be accommodated there. An alternative sight is being sought.

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

The chair reported that all parties had agreed to The Pit being the new site for the playground and that Pye had offered to prepare the area including tree works as a good will gesture. The clerk has notified the chosen contractor subject to final approval by WREN the main grant provider. Going forward the clerk will be the main point of contact for the project. Councillors recorded their thanks to the chair and HAPI for all the hard work that has gone into this project.

**255. To agree that the Clerk can sign the WREN grant agreement when received.**

The clerk had submitted all required documents to WREN and these were being reviewed last week. The next stage will be issue of a contract which can be signed by either the clerk or two councillors.

RESOLVED: That the clerk can sign on receipt.

**256. To consider quotes for the grass cutting contract.**

The clerk presented a summary of quotes obtained and OCC grants available. Four contractors were approached, three offered to quote and two actually submitted quotes.

Newman quoted one urban area cut at £760 at £47/hr or 16.2 hrs. This is a fixed price quote.

WODC Ubico estimated one urban cut at £360 at £45/hr or 8 hrs. This is an estimate as the contractor will only charge for areas that need to be cut as some residents cut their area. These cuts will coincide with current visits to cut areas owned by the PC and if the grass has not grown we will not be charged for a cut.

Newman quoted one rural cut at £600 at £43/hr or 14 hrs. This is a fixed price quote and has been arranged in conjunction with Freeland PC, who already accepted the quote and North Leigh who are considering.

WODC estimate one rural cut to be a couple of hours more if done at the same time.

Following the initial quote, WODC reduced their hourly rate to £42/hr. Councillors were concerned about the lack of clarity between the quote and estimate provided by contractors.

RESOLVED: To award the contract to WODC Ubico subject to email agreement by councillors following sight of the quotes and related documents.

**Action:** Clerk to circulate related documents and councillors to respond confirming agreement.

**Action:** Clerk to notify other councils of decision once confirmed.

**257. To consider rescinding the June 2016 resolution to retain OCC cuts.**

OCC offer a grant of £2,098.42 for the urban areas and for rural, 1.25 pence per linear metre calculated at two cuts per annum. The clerk awaits confirmation from OCC on the grant offer for the rural component as this needs to be measured. Based on an estimated 6km it would be £75. Councillors were concerned that they had not had sight of the draft contract.

RESOLVED: To rescind the June 2016 resolution and take on all cuts subject to email agreement by councillors following sight of the OCC grant confirmation and OCC draft contract.

**Action:** Clerk to circulate related documents and councillors to respond confirming agreement.

**258. To consider arrangements/agenda for the Annual Parish Meeting on 18<sup>th</sup> April.**

Councillors considered and agreed the agenda for the meeting.

**Action:** Clerk to share via the noticeboards and web site.

**259. To consider a budget of £300 for plants for the planters for year 2017.**

Councillors thanked the Gardening Club for their ongoing efforts.

RESOLVED: To make provision for up to £300 to support maintenance of the planters.

**260. To consider annual funding of a WODC green waste bin.**

Following the introduction of charging for green waste, Councillors agreed to fund the green waste bins for the parish burial ground and for the Environmental Assistant.

RESOLVED: To fund the annual fee for two green waste bins.

**261. To consider hiring a planning consultant to support council.**

Councillors discussed the need for professional support to help with the consultation response to the proposed Pye development north of Witney Road when it is submitted. It was agreed that the consultant used in the past has a great deal of knowledge on our specific local issues and would be best placed to support us.

RESOLVED: To hire a Planning Consultant at a maximum budget of £1,500.

**262. To consider the tree surgeons recommendations on trees in the vicinity of the skatepark.**

The Clerk reported that he had commissioned works to remove a fallen tree in The Pit under emergency powers. The contractor had surveyed other trees in the area and reported that two more should be removed or reduced. The Chair noted that Pye will be preparing the area ahead of the playground development.

**Action:** Chair to ask Pye to remove these two as part of their clearance works.

**263. To receive a report on plans for the June event in memory of Jo Cox.**

Cllr Tritton reported on plans for the June 18<sup>th</sup> Hanborough Great Get Together at the Pavilion. It is part of a national celebration of what we have in common and the weekend marks the anniversary of the murder of Jo Cox MP who inspired us when she said we had more in common than divides us.

**264. To consider a residents request to install bollards outside 94 Main Road.**

Councillors considered this request to install two posts to the eastern side of the entrance. Council is aware of ongoing parking issues in this area and considered this to be a neighbourly dispute so recorded a neutral view on the matter.

**Action:** Clerk to respond to the applicant and OCC.

**265. To remind Councillors to check that their Register of Interests is up to date.**

The clerk reminded Councillors of the need to update their Register of Interests held by WODC if required.

**266. To remind Councillors of the requirement to elect Chair/VC in May.**

The Clerk reminded Councillors that the next meeting is the Annual Meeting of the Parish Council when the Chair and Vice Chair need to be reelected. The current Chair and Vice Chair were both proposed and seconded in the meeting.

**267. To consider proposing Park Lane for Conservation Area status.**

Councillors noted that this area is one of the older areas of development in the parish and were supportive of the idea. Council is also aware of a proposal to change the Cotswold AONB into a National Park.

**Action:** Clerk to add to the May agenda for discussion.

**268. Financial Matters**

268.1. No Finance Group meeting held.

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

268.3. To approve the monthly payment schedule of accounts from 15/03/2017 to 11/04/2017

**Receipts:**

23/03/2017	Banbury Memorials	Cemetery Fees	100.00
23/03/2017	Greens Funeral Services	Cemetery Fees	400.00
27/03/2017	Greens Funeral Services	Cemetery Fees	600.00
11/04/2017	Allotment	Rents	490.00
10/04/2017	WODC	Precept	38,110.00

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

**Payments:**

11/04/2017	103417, 103418, 103419	Salary & Expenses	
11/04/2017	103409 Oxfordshire Playing Fields Association	Subscription	50.00
11/04/2017	103410 Information Commissioner	Data Protection	35.00
11/04/2017	103411 Community First Oxfordshire	Subscription	70.00
11/04/2017	103412 Martin Armstrong	Planning Consultant	200.00
11/04/2017	103413 S & C Slatter Limited	Multi Sports Maintenance	420.00
11/04/2017	103414 WODC	Bins and Hedge Cutting	485.38
11/04/2017	103415 Oxfordshire County Council	Pension Fund	390.11
11/04/2017	103416 Cheque Cancelled	-	0.00
11/04/2017	103420 Post Office (re HMRC)	PAYE	208.50
30/04/2017	DDR Public Works Loan Board	Pavilion Loan	12,001.59

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

269.1. Cllr Marcus had circulated a report on the groups activities ahead of the meeting.

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

17/00578/RES Land South Of Witney Road Long Hanborough Oxfordshire  
Application for the approval of appearance, landscaping, layout and scale for 169 dwellings, open space and associated works for planning permission 14/1234/P/OP

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

17/00607/FUL Willow View Swan Lane Long Hanborough Witney Oxfordshire OX29 8BT  
Erection of agricultural building, new gates and hard standing. (Part retrospective)  
Parish Council objected to the application on a number of grounds.

17/00443/RES Land East Of Church Road Long Hanborough Oxfordshire  
Erection of 50 dwellings with provision of play group facilities, public open space and ancillary enabling works together with access from Church Road.  
No Comments.

17/00679/PN56 12 Queen Eleanors Court Long Hanborough Witney Oxfordshire OX29 8JD  
Conversion of office suite to self contained dwelling.  
No Comments

17/00309/FUL Land South Of Witney Road Long Hanborough Oxfordshire

Application for the approval of appearance, landscaping, layout and scale for 169 dwellings, open space and associated works for planning permission 14/1234/P/OP  
Detailed response given by Parish Council. Generally in favour of the development.

- 17/00643/HHD 12A Main Road, Long Hanborough  
Single storey rear & side extensions.  
No Comments.
- 17/00660/FUL Home Close, Millwood End, Long Hanborough  
Conversion of existing detached outbuilding/garage to habitable use, including replacing existing garage doors for windows and installation of dormer window.  
No Comments.
- 17/00058/APPEAL 109 Main Road, Long Hanborough  
Alterations and erection of single and two storey extensions  
Parish Council did not have any further comments to make.
- 17/00758/HHD 1 Roosevelt Road, Long Hanborough  
Proposed part rear extension over existing single storey and side extension part 2 storey/single storey  
No Comments.
- 17/01078/HHD Eden House 3A New Road Long Hanborough  
Erection of attached garage.  
Hanborough Parish Council raised concerns about the impact the garage would have on the light for Number 4 New Road.

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

- 17/00369/HHD 1 Park Lane Long Hanborough Witney Oxfordshire OX29 8JU. Approved  
17/00398/HHD 46 Church Road Long Hanborough Witney Oxfordshire OX29 8JE. Approved  
17/00545/PNT Land South Of Millwood End Long Hanborough Oxfordshire. Approved

#### 269.5. Planning applications pending decision (circulated at the meeting)

- 16/03948/OUT Land west of Church Road, Long Hanborough  
17/00091/FUL Goose Eye Farm Eynsham  
17/00607/FUL Willow View Swan Lane Long Hanborough Witney Oxfordshire OX29 8BT  
17/00443/RES Land East Of Church Road Long Hanborough Oxfordshire  
17/00679/PN56 12 Queen Eleanors Court Long Hanborough Witney Oxfordshire OX29 8JD  
17/00578/RES Land South Of Witney Road Long Hanborough Oxfordshire  
17/00309/FUL Land South Of Witney Road Long Hanborough Oxfordshire  
17/00643/HHD 12A Main Road Long Hanborough  
17/00660/FUL Home Close, Millwood End, Long Hanborough  
17/00058/APPEAL 109 Main Road, Long Hanborough  
17/00758/HHD 1 Roosevelt Road, Long Hanborough  
17/01078/HHD Eden House 3A New Road Long Hanborough

269.6. Councillors noted that they are working with Pye to influence the quality and layout of the development granted for land south of Witney Road.

#### **270. RESOLVED: Due to the time, to suspend Standing Orders to allow important business to be concluded.**

#### **271. Report from Community & Leisure Group (CLG):**

271.1. Cllr Arciszewska had circulated a report on the groups activities ahead of the meeting. It was also reported that the Tea Dance had been a success and that the group had widened its activity to include loneliness. The group had also received a grant from the Doris Field Charitable Trust.

#### **272. Reports from Community Groups & Organisations**

272.1. HPFA: Cllr Rodgers reported that the HPFA have accepted the land swap proposal in principle subject to the required legalities and valuations.

272.2. Allotments: Cllr Tritton reported that a survey about the future organisation of the allotments has been sent to all members.

**273. Report of Clerk:** Nothing further to report.

**274. AOB:** None

The meeting was closed at 9:30pm. The next meeting will be held on Tuesday 9<sup>th</sup> May in The Greenway Room.

The Chairman. 9<sup>th</sup> May 2017