



Minutes of Hanborough Parish Council

70/2017

At the Annual Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 9th May 2017 in the Pavilion Greenway Room, the following were present:

Dr Lidia K. Arciszewska Mr Rod Fraser Miss Penelope Marcus Mr Steve Page Mr Michael Rogers

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

Members of the public attending: Four 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 and Vice-Chairperson

Cllr Chapman was proposed, seconded and elected as chair unopposed.

Cllr Arciszewska was proposed, seconded and elected as vice chair unopposed.

3. To receive the Chairperson's declaration of acceptance of office

RESOLVED: That Cllr Chapman can sign the chairman's declaration of acceptance of office at the June meeting.

4. Public participation session: A resident presented his view on the work required to maintain or replace a boundary fence to his property which is owned by Parish Council. He requested that work is undertaken to repair the fence and remove the ivy. He also noted that if council decided to replace the fence he would be willing to contribute towards costs over and above the minimum stock proof fencing required in the deeds.

Action: Cllrs to visit site and clerk to add to the June agenda.

5. To receive apologies for absence: Apologies were received from Mr Peter Brittin, Mr Niels Chapman, Mr Thomas Pringle and Ms Lucy Tritton.

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

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

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

8. Matters of report arising from the previous minutes:

8.1 (262) Trees in The Pit: The clerk confirmed that Pye will deal with the two trees in need of work when they do the clearance. This will be later in the year after the nesting season.

8.2 (256) Grass cutting contract: The clerk reported that he awaits the final contract from OCC. Our contractor has been notified but will not start until the contract is signed.

Action: Clerk to chase OCC and copy to County Councillor Walker.

8.3 Dementia Tea Dance: The RFO reported that the organisers had returned £219 raised by the event. This offsets the grant made to cover costs.

9. Report of County and District Councillors: Councillors welcomed our new County Councillor.

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

The clerk reported that we await the WREN contract. He has spoken to them and no problems are reported, it is going through internal approval processes.

11. To consider coopting David Rischmiller as webmaster.

Following legal advice obtained from NALC and in order to protect the council from a challenge under the Data Protection Act 1998, councillors agreed to formalise the arrangement that we currently have with David Rischmiller and

invite him to become our official Webmaster. The clerk wrote to him and outlined limitations on content on our website and how any email lists can be used.

RESOLVED: That David Rischmiller be coopted as webmaster.

12. To receive recommendations from the cooption interview panel.

Following interview, the panel recommended council approve coopting Ellen Armitage.

RESOLVED: That Ellen Armitage be coopted to council.

Action: Clerk to notify WODC and add joining formalities to the June agenda.

13. To consider making a grant to provide music at the Great Get Together event.

Cllr Arciszewska reported on planning of this event which is seen as a valuable opportunity to bring residents together. It is being publicised through the website, Hanborough Herald and by notices placed on notice boards and around the parish. The organising team requested a grant of £600 towards music and other costs for running the event.

RESOLVED: To provide a grant of £600 towards costs with the RFO placing any orders.

14. To receive an update on the Riely Close bench refurbishment.

The clerk reported that our Environmental Assistant reported that the task of refurbishing the bench was too difficult for him. In the past council got quotes for a professional refurb or for replacement. These were both considered too high at the time. Council discussed this again and agreed not to do any work on the bench. Following inspection by councillors it was agreed that the cost to refurbish it did not represent good value for money as it is in reasonable condition.

Action: Clerk to notify Methodist Chapel.

15. To receive an update on and agree approach to maintaining Hurdeswell trees.

Councillors inspected a number of trees on Hurdeswell and agreed that some could do with a prune.

Action: Clerk to obtain quotes for the works.

16. To consider quote to move the defibrillator box at the Doctors Surgery.

Following break ins, the doctors surgery requested that we move our defibrillator box. The clerk had agreed a new position with our contractor & the practice manager. The quote is £172 with the surgery kindly offering to fund 50%.

RESOLVED: To move the box at a cost of £86.

Action: Clerk to place order for work.

17. Financial Matters

17.1. A Finance Group meeting had been held and the group recommended approval of the audit documents and new insurer. These items are minuted below. The clerk reported that there will be an item on next months agenda to consider a change to the Standing Orders to define the separate roles undertaken by the clerk and RFO. While not strictly necessary this is requested by the Coop Bank under Money Laundering Regulations.

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

17.3. To approve the monthly payment schedule of accounts from 12/04/2017 to 15/05/2017

Receipts:

| | | | |
|------------|---------------------|----------------|----------|
| 05/04/2017 | Cooperative Bank | Interest | 13.22 |
| 11/04/2017 | Dementia Tea Dance | Returned Funds | 219.00 |
| 18/04/2017 | Cemetery | Fees | 100.00 |
| 05/05/2017 | Cooperative Funeral | Cemetery Fees | 200.00 |
| 05/05/2017 | Cemetery | Fees | 100.00 |
| 18/04/2017 | VAT | Refund | 2,531.99 |
| | Allotment | Rents | 170.00 |

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

Payments:

| | | | |
|------------|--|-----------------------|----------|
| 09/05/2017 | 103423, 103424, 103425 | Salary & Expenses | |
| 09/05/2017 | 103421 WODC | Grass Cutting - March | 840.41 |
| 09/05/2017 | 103422 Boward Tree Management | - | 180.00 |
| 09/05/2017 | 103426 Post Office (re HMRC) | PAYE | 208.90 |
| 09/05/2017 | 103427 Oxfordshire County Council | Pension Fund | 390.11 |
| 09/05/2017 | 103428 Norris & Fisher | Insurance | 1,061.96 |
| 09/05/2017 | 103429 West Oxfordshire District Council | Election Costs | 117.59 |

17.4. To approve signing of letter of engagement with internal auditor.

The Financial Working Group recommended appointing the internal auditor.

RESOLVED: To sign the letter of engagement with internal auditor.

17.5. To review and agree the final 31st March 2017 accounts.
The Financial Working Group recommended approval of the accounts as presented.
RESOLVED: To approve and sign the accounts as presented.

17.6. To review and agree the Annual Governance Statement.
The Financial Working Group recommended approval of the Annual Governance Statement.
RESOLVED: To approve and sign the Annual Governance Statement.

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

18.1. Cllr Marcus had circulated a report on the groups activities ahead of the meeting. The group continues to work on improvements to the railway bridge pedestrian crossing, traffic management for the Pye development which could result in 120 HGV movements per day. The clerk reported that Coop continue to consider our requests for improvements around their shops. Deliveries to the small store will be scheduled to avoid school times.

Action: Clerk to clarify their view on the proposed crossing at the large store.

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

W17/00338/PRMV The Coop Store, 23 Main Road, Long Hanborough
Variation of premises licence.
17/01082/OUT Land north of Witney Road, Long Hanborough
Erection of up to 170 dwellings with access from Witney road, open space and associated works.
17/01182/HHD 1 Swan Lane, Long Hanborough
Erection of a detached garden building.

18.3. Applications received and PC response made (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.
Detailed response submitted to WODC.

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

17/00607/FUL Willow View Swan Lane Long Hanborough – Withdrawn
17/00679/PN56 12 Queen Eleanors Court Long Hanborough – Prior approval not required
17/00643/HHD 12A Main Road Long Hanborough – Approved
17/00660/FUL Home Close, Millwood End, Long Hanborough - Approved
17/00758/HHD 1 Roosevelt Road, Long Hanborough - Approved
17/01078/HHD Eden House 3A New Road Long Hanborough - Approved

18.5. 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
17/00443/RES Land East Of Church Road Long Hanborough Oxfordshire
17/00578/RES Land South Of Witney Road Long Hanborough Oxfordshire
17/00309/FUL Land South Of Witney Road Long Hanborough Oxfordshire
17/00058/APPEAL 109 Main Road, Long Hanborough
W17/00338/PRMV The Coop Store, 23 Main Road, Long Hanborough
17/01082/OUT Land north of Witney Road, Long Hanborough
17/01182/HHD 1 Swan Lane, Long Hanborough

18.5. To receive an update on planning applications for large scale developments: Cllr Marcus reported that Cala Homes will develop the Church Rd site, WODC will consider the Cantay application in June, Pye submitted their application for land north of Witney Road & Rectory Home responded to Councils comments on Oliver's development.

19. Report from Community & Leisure Group (CLG): Cllr Arciszewska had circulated a report on the groups activities ahead of the meeting. The group is contacting local groups to better understand potential uses of a community bus. The dementia group continues to evolve and is actively seeking volunteers.

20. Reports from Community Groups & Organisations

20.1. HPFA: Cllr Rodgers reported that the HPFA have been unable to get a response from OCC in relation to the land swap proposal.

21. Report of Clerk: Nothing further to report.

22. AOB: None

The meeting was closed at 8:30pm. The next meeting will be held on Tuesday 13th June in The Greenway Room.

