



Minutes of Hanborough Parish Council

71/2017

At the Annual Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 13th June 2017 in the Pavilion Greenway Room, the following were present:

Dr Lidia K. Arciszewska Mr Peter Brittin Mr Niels Chapman (Chair) Mr Rod Fraser
Miss Penelope Marcus Mr Michael Rogers Ms Lucy Tritton

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

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

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

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

Cllr Chapman signed the chairman's declaration of acceptance of office, witnessed by the Clerk.

25. To confirm the cooption of Ellen Armitage

Ellen Armitage sent apologies. Copies of the Standing Orders and Financial Regulations were shared with her ahead of the meeting. The Register of Member Interests and Code of Conduct will be delivered by hand.

RESOLVED: That Ellen Armitage could sign the Declaration of Acceptance of Office at the July meeting.

26. Public participation session: Phil Workman, Police Community Support Officer

PCSO Workman presented an overview of recent activity, took questions and left a number of police advice leaflets.

27. To receive apologies for absence: Apologies were received from Mr Thomas Pringle and Mr Steve Page. Ms Ellen Armitage and District Councillor Colin Dingwall also sent apologies.

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

29. To sign, as a correct record, the minutes of the meeting held on 9th May 2017

RESOLVED: That minutes of the meeting of 9th May 2017 be approved and signed as a correct record.

30. Matters of report arising from the previous minutes:

8.2 (256) Grass cutting contract: The clerk reported that the OCC contract was signed & returned. The OCC maps & a copy of the contractual requirements has been sent to Ubico. There were reports that the cut had started in some areas.

31. Report of County and District Councillors: District Councillor Reynolds presented an update on the Local Plan inspection and on an upcoming meeting with GWR about a pedestrian bridge and a larger shelter at the station.

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

The WREN contract has been signed. The clerk reported that the contractor has confirmed that all the equipment is currently on order for delivery early August, and they are awaiting confirmation that the preliminary works (being completed by Pye Homes) are programmed in - subject to ecologist checking birds have finished nesting.

33. To consider underwriting the £3k shortfall on HAPI project from s106 funds.

The clerk circulated a summary of the funds gathered for the project. Some fund raising continues but the summary indicates a shortfall of between £2694 and £3274. This is due to the £5375 WREN 3rd party funding which is not counted towards the total.

RESOLVED: To underwrite the shortfall of £3274 from s106 funds when they become available.

34. To consider requirement for playground annual inspection in the light of the new facility.

The clerk reported that the annual playground inspection is usually completed in July. Councillors considered that it remains worthwhile completing the inspection as the new facility will not be completed for a few months.

RESOLVED: To order an inspection in July.

Action: Clerk to make arrangements.

35. To receive recommendations from the cooption interview panel.

Following interview, the panel recommended council approve coopting Michael Franklin.

RESOLVED: That Michael Franklin be coopted to council.

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

36. To consider quote to remove ivy from the fence in Hurdeswell.

Councillors had visited the site and considered the fence to be viable subject to removing the ivy and making small repairs where necessary. The clerk presented a quote for the work from the contractor who made repairs 3 years ago.

RESOLVED: To remove ivy from the fence in Hurdeswell at a cost of £240.

Action: Clerk to make arrangements.

37. To consider quote to reduce a number of trees in Hurdeswell.

Councillors had visited the site and met with the closest resident to discuss options.

RESOLVED: To reduce the sizes of a small number of trees at a cost of £190.

Action: Clerk to make arrangements.

38. To consider the revised Standing Orders.

In order to satisfy our banks requirement to meet with money laundering regulation councillors agreed to add the following item into the Standing Orders which had been circulated ahead of the meeting..

“3b The Proper Officers job is shared with responsibilities split between two officers. The RFO is responsible for all financial matters, planning and cemeteries. The clerk has no financial responsibility and is responsible for all other tasks usually undertaken by the Proper Officer.”

RESOLVED: To accept the revised Standing Orders.

Action: Clerk to share Standing Orders and minutes with Coop.

39. Financial Matters

39.1. No Finance Group meeting had been held.

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

39.3. To approve the monthly payment schedule of accounts from 16/05/2017 to 13/06/2017

Receipts:

01/06/2017	WODC	Interest	2.49
09/05/2017	Witney Lions	HAPI	350.00
25/05/2017	Banbury Memorials	Cemetery Fees	80.00
31/05/2017	Eynsham & Hanborough Medical Centre	Moving Defibrillator	86.00
09/06/2017	Banbury Memorials	Cemetery Fees	80.00
	Allotment	Rents	40.00

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

Payments:

13/06/2017	103435, 103436, 103438	Salary & Expenses	
13/06/2017	103430 Arrow Accounting	Internal Audit	480.08
13/06/2017	103431 Andrew Booth	Moving Defibrillator	176.00
13/06/2017	103432 Norris & Fisher	Insurance	93.81
13/06/2017	103433 OALC	Subscriptions	510.84
13/06/2017	103434 WODC	Grass Cutting	840.41
13/06/2017	103438 Post Office (re HMRC)	PAYE	208.90
13/06/2017	103439 OCC	Pension Fund	390.11
13/06/2017	103440 Hanborough PCC	Allotment Rent	150.00

39.4. To receive and accept Internal Audit report and consider recommendations.

The Internal Audit was circulated ahead of the meeting with a recommendation to increase the fidelity insurance.

RESOLVED: To accept the Internal Audit and recommendations.

39.5. To consider increasing the fidelity insurance cover from £100,000 to £250,000.

The Internal Audit suggested an increase as our reserves will exceed £100k for a period. The next threshold is at £250k.

RESOLVED: To accept the Internal Audit recommendations and increase the level of fidelity cover.

39.6. To consider insurance quote and 3 year deal.

The RFO suggested that councillors accept the 3 year deal which is lower cost and usual practice in parish councils.

RESOLVED: To sign up to a 3 year deal with the insurance company.

39.7. To agree annual accounts to be submitted to External Audit.

These are the same numbers as approved previously but in a different format for the External Auditor.

RESOLVED: To approve the reformatted accounts.

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

The RFO and Chair will discuss the detail and format of this regular report.

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

40.1. Cllr Marcus reported the group is due to meet shortly

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

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.

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

W17/00338/PRMV The Coop Store, 23 Main Road, Long Hanborough
Variation of premises licence.
No comments.

17/01182/HHD 1 Swan Lane, Long Hanborough
Erection of a detached garden building.
No comments.

17/01532/FUL The Old Police House, Witney Road, Long Hanborough
Erection of side and rear extension and self contained living accommodation.
No comments.

17/01383/S73 23 Main Road, Long Hanborough.
Extended opening hours for Coop.
No comments.

17/01607/HHD 145 Main Road, Long Hanborough
Erection of single storey side extension.
No comments.

17/01611/HHD The Chase, 10A New Road, Long Hanborough
Erection of detached garage.
No comments.

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

16/03948/OUT Land west of Church Road, Long Hanborough. Refused
17/00443/RES Land East of Church Road Long Hanborough Oxfordshire. Approved
17/01182/HHD 1 Swan Lane, Long Hanborough. Approved
17/00058/APPEAL 109 Main Road, Long Hanborough. Appeal Allowed.

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

17/00091/FUL Goose Eye Farm Eynsham
17/00578/RES Land South of Witney Road Long Hanborough Oxfordshire
17/00309/FUL Land South of Witney Road Long Hanborough Oxfordshire
W17/00338/PRMV The Coop Store, 23 Main Road, Long Hanborough
17/01082/OUT Land north of Witney Road, Long Hanborough
17/01383/S73 23 Main Road, Long Hanborough.
17/01607/HHD 145 Main Road, Long Hanborough
17/01611/HHD The Chase, 10A New Road, Long Hanborough

40.6. To receive an update on planning applications for large scale developments: Cllr Marcus reported that a response to the Pye north field development had been drafted. This had been circulated ahead of the meeting to councillors for comment and approval. Councillors thanked the chair and Cllr Marcus for their efforts on this.

RESOLVED: To submit the letter as drafted and reviewed by councillors.

40.7. Report on Stage 2 of the Local Plan Examination and consideration of issues for Stage 3 in July.

It is understood that the outcome will be know before the end of the year.

40.8. Arrangements for free tickets to Countryfile at Blenheim, 3-6 August, for Hanborough residents.

Cllr Marcus reported that the organisers are working to reduce the traffic chaos this year and have also promised local residents free tickets to the event.

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

41.1. Great Get Together: Cllr Tritton reported on plans for the event and asked for volunteers to help on the day. Council recorded thanks to the councillors, residents and local businesses who donated prizes for the raffle.

41.2. Cllr Arciszewska had circulated a report on the groups activities ahead of the meeting. The group has completed a survey on the potential use of a minibus with some groups expressing an interest. Plans for an official HPC Facebook page progress with Cllr Pringle working on the site.

LA and NR met with Guideposts and others in the village to discuss ways to organize activities for people affected by Dementia. The Dementia Support Group also published a survey in the HH and is waiting for responses.

42. Reports from Community Groups & Organisations

42.1. HPFA: Cllr Rodgers reported that the HPFA make progress towards the land swap.

42.2. Allotments: Cllr Tritton reported that the requisite number have agreed to setup the Allotment Association.

43. Report of Clerk: The clerk drew councillors attention to an OCC consultation on proposals to: a) extend the 30mph speed limit on Church Road south-eastwards by 140 metres, b) introduce a 40mph speed limit between Long Hanborough and Church Hanborough in place of the current unrestricted (60mph) limit, and c) to remove the existing traffic calming build out and road hump at the start of the current 30mph limit and to construct a new build out and road hump at the proposed new terminal point of the 30mph limit. The proposals have been developed for road safety reasons in light of the development of land adjacent.

Action: Clerk to submit response to the consultation.

A number of publications were also circulated.

44. AOB: None

The meeting was closed at 9:15pm. The next meeting will be held on Tuesday 11th July in The Greenway Room.

The Chairman. 11th July 2017