



## Minutes of Hanborough Parish Council

72/2017

At the Annual Meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 11<sup>th</sup> July 2017 in the Pavilion Greenway Room, the following were present:

Dr Lidia K. Arciszewska	Ms Ellen Armitage	Mr Peter Brittin	Mr Niels Chapman (Chair)
Dr Michael Franklin	Miss Penelope Marcus	Mr Steve Page	Mr Thomas Pringle
Mr Michael Rogers			

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

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

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

**46. To receive a declaration of acceptance of office from Ms Ellen Armitage**

Ms Ellen Armitage signed the declaration of acceptance of office, witnessed by the Clerk.

**47. To receive a declaration of acceptance of office from Mr Michael Franklin**

Dr Michael Franklin signed the declaration of acceptance of office, witnessed by the Clerk. Copies of the Standing Orders and Financial Regulations were shared with him ahead of the meeting. The Register of Member Interests and Code of Conduct were presented in the meeting.

**48. Public participation session:** None

**49. To receive apologies for absence:** Apologies were received from Mr Rod Fraser and Ms Lucy Tritton. District Councillor Carol Reynolds and County Councillor Liam Walker also sent apologies.

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

**51. To sign, as a correct record, the minutes of the meeting held on 13<sup>th</sup> June 2017**

RESOLVED: That minutes of the meeting of 13<sup>th</sup> June 2017 be approved and signed as a correct record.

**52. Matters of report arising from the previous minutes:**

52.1 (40.7) Stage 3 of the Local Plan Examination: Cllrs Chapman and Marcus will attend.

**53. Report of County and District Councillors:** District Councillor Dingwall presented an update on the Local Plan inspection and on district wide broadband provision.

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

Our contractor has provisionally booked the work to commence on 21<sup>st</sup> August, enabling the tree clearance to be carried out end July/August. The programme is for a 6 week install so completion would be early October.

**55. To consider best approach to recovering outstanding funds raised by volunteers for the new playground**

The clerk reported that a cheque for £800 had been collected which was £120 more than expected. £580 remains outstanding and the volunteer organiser of the event where this money was pledged is chasing. Councillors were concerned that money pledged remains outstanding and thanked the organiser for his efforts to recover this.

**56. To consider spending £50 for images of old Hanborough & a licence to put them on the website/Facebook**

It was agreed to defer this item to September as a number of local sources may be available.

**57. To consider PC's role re: future Hanborough Shows, Jo Cox Picnics, Tea Dances etc**

It was agreed that events need to be clearly defined, early on, as to if they are Parish Council events. This is particularly important where money is involved as Parish Council events have to comply with our Financial Regulations. The relationship between organisers and councillors also needs to be better defined. Councillors recognised that there is a danger that council will become responsible for more and more events which could overload councillors.

Action: Clerk to define the process for considering future events.

**58. To discuss traffic danger points on roads through Long and Church Hanborough**

Councillors identified the following traffic danger points, and agreed to ask OCC to assess them, and if necessary remedy any potential accident spots. Many of these have been raised before and action has not been forthcoming. Our MP Robert Courts has offered to meet councillors and will be invited for a tour of the parish.

Action: Cllr Marcus to make arrangements.

- 20mph limit in Church Hanborough
- banning HGVs from Church Hanborough
- the railway bridge
- the exit from the Sportif Suzuki garage
- the Co-Op exit onto the roundabout
- mud on Lower Road
- Riely Close junction with A4095 and entrance to shops

**59. To consider spending up to £50 for materials to make a allotments noticeboard**

Councillors agreed that this would be useful and is funded from allotment income.

RESOLVED: To spend up to £50 for materials to make a allotments noticeboard

**60. To consider spending up to £100 on allotment number signs**

Councillors agreed that this would help with inspections and deliveries and is funded from allotment income.

RESOLVED: To spend up to £100 on allotment number signs

**61. To consider OALC Roles and Responsibilities training for councillors on 20th September 2017**

RESOLVED: To book a place for Cllr Franklin on this course.

**62. Financial Matters**

62.1. The next Finance Group meeting will be held on the 17<sup>th</sup> July.

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

62.3. To approve the monthly payment schedule of accounts from 14/06/2017 to 11/07/2017

**Receipts:**

04/07/2017	Greens Funeral Services	Cemetery Fees	400.00
04/07/2017	Greens Funeral Services	Cemetery Fees	400.00
04/07/2017	The Late D Oliver	Cemetery Fees	200.00

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

**Payments:**

11/07/2017	103443, 103444, 103445	Salary & Expenses	
11/07/2017	103441 Norris & Fisher	Insurance (replaces 103432)	90.21
11/07/2017	103442 R Hancock	Plants	74.86
11/07/2017	103446 Post Office (re HMRC)	PAYE	208.90
11/07/2017	103447 Oxfordshire County Council	Pension Fund	390.11
11/07/2017	103448 S & C Slatter	Tennis Courts	420.00
11/07/2017	103454 Castle Water	Water	176.16
11/07/2017	103455 WODC	Grass Cutting - May	1,050.59
11/07/2017	103456 J Gammage	Expenses	43.47
11/07/2017	103457 OALC	Training	78.00

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

08/08/2017	103449, 103450, 103451	Salary & Expenses	
08/08/2017	103453 Oxfordshire County Council	Pension Fund	390.11

62.4. To approve cancellation of automatic transfer facility on our Coop Bank Account.

RESOLVED: To approve cancellation of automatic transfer facility on our Coop Bank Account.

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

To be considered at the next Finance Group meeting.

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

63.1. Cllr Marcus reported that the group is working to encourage GWR to install a larger shelter at the station.

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

- 17/01557/FUL The Log Quarry, Church Road, Long Hanborough  
Construction of roof between two containers to form storage area.
- 17/01660/HHD 71 Main Road, Long Hanborough.  
Alterations to include installation of roof lantern (retrospective)
- 17/01786/RES Land South of Witney Road, Long Hanborough  
Appearance, landscaping, Doctors surgery and associated works.
- 17/01870/HHD Dove House, Church Road, Church Hanborough  
Additional roof lights on front and rear elevations.
- 17/02091/S73 74 Church Road, Long Hanborough  
Non compliance with condition 2 of planning permission 14/0911/P/FP to allow changes.

#### 63.3. Applications received and PC response made (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.  
Detailed response objecting to the application submitted to WODC
- 17/01743/HHD 44 Millwood End, Long Hanborough  
Erection of single storey side extension.  
No Comments
- 17/01839/HHD 4 Church Road, Long Hanborough  
Single story timber building for use as a garden room.  
No Comments
- 17/01888/CND Land East of Church Road, , Long Hanborough  
Discharge of condition 12 of planning application 14/11023/P/OP  
Detailed response submitted to WODC
- 17/01946/HHD Pinsley Gate, Church Road, Church Hanborough  
Erection of front porch.  
No Comments.

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

- 17/00578/RES Land South of Witney Road Long Hanborough Oxfordshire – Approved
- 17/01383/S73 23 Main Road, Long Hanborough - Approved
- 17/01611/HHD The Chase, 10A New Road, Long Hanborough - Approved

#### 63.5. 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
- 17/01557/FUL The Log Quarry, Church Road, Long Hanborough
- 17/01607/HHD 145 Main Road, Long Hanborough
- 17/01660/HHD 71 Main Road, Long Hanborough.
- 17/01743/HHD 44 Millwood End, Long Hanborough
- 17/01786/RES Land South of Witney Road, Long Hanborough
- 17/01839/HHD 4 Church Road, Long Hanborough
- 17/01870/HHD Dove House, Church Road, Church Hanborough
- 17/01888/CND Land East of Church Road, , Long Hanborough
- 17/01946/HHD Pinsley Gate, Church Road, Church Hanborough
- 17/02091/S73 74 Church Road, Long Hanborough

**63.6. To receive an update on planning applications for large scale developments:** Cllr Marcus reported that the Pye north application will be considered on 3<sup>rd</sup> August by WODC.

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

64.1. Great Get Together: Cllr Tritton thanked Parish councillors for their support, it was a highly successful day and a special thank you to the committee and Penny, Liz and Richard Bowler, Clare and Chris Kirkham, Sandie Hardaker, the Mason's Apron, HPFA, Bowls Club and Social Club. We will look to making this an annual event. £500 was raised from the raffle and money sent to Grenfell Tower fund (a fund set up by the Evening Standard).

64.2. Cllr Arciszewska had circulated a report on the groups activities ahead of the meeting which included improvements to the website and considering how to handle to s105 funds as they become available. The Dementia Support Group published a survey in the HH and reported a low response. The group is considered what to do next and potentially offering pilot activity sessions to dementia sufferers. Cllr Franklin is investigating how we might contact vulnerable residents and will report back in September.

**Action:** Clerk to add to September agenda.

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

65.1. HPFA: Cllr Rogers reminded council of the need to a meeting of stake holders in relation to the land swap.

65.2. Allotments: Cllr Tritton reported that the Allotment Association is making progress with setting up a bank account and having a first proper meeting on 2 July of members. The RFO and Cllr Tritton did a survey of the allotments & a few plot holders have been sent warning letters. Things seem all very positive at the moment which is great news all round.

**66. Report of Clerk:** Councillors noted a letter relating to removal of ivy from, and the angle of a fence off Hurdeswell.

**67. AOB:** Councillors asked for details of the grass cutting contract and the clerk distributed copies of the maps and requirements schedule. Whilst the areas inside the 30mph zone are looking good, the clerk is chasing the contractor to improve the rural areas.

The next meeting will be held on Tuesday 12<sup>th</sup> September in The Greenway Room. The meeting was closed at 9:00pm.

The Chairman. 12<sup>th</sup> September 2017