Minutes of the Hanborough Parish Council

30/2014

At the monthly Meeting of the Hanborough Parish Council held at 7.15 pm on Tuesday 8th April 2014 in The Greenway Room, the following were present:

Mr Mike Baggaley Mrs Gill Battams Mr Peter Brittin Mr Niels Chapman
Mr Philip Earnshaw Mrs Vicky Field Mr Steve Nicholls (Vice Chair) Mrs Laura Rostron
Mr David Tee

In attendance: Mr Adrian Edwards, Responsible Financial Officer (RFO) and Mr Jon Gammage (Clerk)
Members of the public attending: Two members of the public were present.

249. Public participation session: Two members of the public brought to the attention of council that the eco area off Corn Hide was becoming an informal children's play area and that this was impacting on neighbouring properties. It is understood that responsibility for the area is with the Housing Association Sovereign Vale and requests for improved management of the area should be directed to them. The visitors agreed to write to the Clerk with contact details.

Action: Clerk to write to Sovereign Vale to ask what the long term plans for the area are.

250. To receive apologies for absence: Apologies for absence were received from Mrs Jeanette Braybrooke-Tucker, Mr Hugh Burton and Mr John Edwards (Chair). The meeting was chaired by Cllr Nicholls.

251. To sign, as a correct record, the minutes of the meeting held on 11th March 2014
It was resolved, to approve the minutes of the meeting of 11th March 2014 as an accurate record of the meeting.

252. To receive declarations of pecuniary interest from Councillors relating to agenda items: None received.

253. Matters of report arising from the previous minutes
253.1. (234.1) Railway bridge safety markings: Awaiting contact from OCC.
253.2. (234.3) Pinsley Wood access: Blenheim confirm that the cost to move the fence will be between £100 and £200. Any move should be pre-empted by notices in the Hanborough Herald and in the area.
253.3. (234.5) Automated Defibrillator: The Clerk reported that the preferred site on the front of the Doctors Surgery was not suitable for the electrics. It had been agreed with the surgery to site it on the back of the building. This had the advantage of easier parking. Installation will take place once the electricians quote is received.
253.4. (237.6) Playground path: Cllr Dingwall had confirmed prior to the meeting that the new path would be constructed of a material similar to the existing sections.

254. Reports from Parish Council Working Groups
254.1. Community Liaison Working Group: Nothing to report.

254.2. Environment Group: Cllr Earnshaw reported on the following items.
254.2.1. Resurfacing of The Parade: Cllr Earnshaw reported that work is underway. Although sited on OCC and private land, Councillors are keen to influence parking layout plans and **agreed** to discuss this at the next meeting. Council had also received mixed messages from two of the shop owners about contributions from other shop owners or tenants towards surfacing of the privately owner area.

Action: Clerk to write to Co-op to ask for involvement in the project.

Councillors also noted that the Co-op red bins remain an eyesore and on occasions block access to the rear of the shops.

Action: Clerk to write to Co-op to ask for these to be moved.

254.2.2. Hanborough Spring Clean: Contact had been made with local groups asking for them to support the event. The Youth Club are on-board. The Clerk reported that the equipment is booked with WODC for the 17th of May.

254.2.3. Renewable Energy Grants: Available for up to £150k. Councillors were asked to give consideration to any local possibilities.

254.3. Finance, Grants & Administration: Nothing to report.

254.4. Leisure Facilities/Play Areas: Cllr Nicholls reported that the grant applications for developing the tennis court into a multi sports area had been submitted to WODC and OCC. Agenda item for May to discuss further.

255. Financial Matters
255.1. The monthly financial summary was presented and reviewed.

255.2. To approve the monthly payment schedule of accounts from 11/03/2014 to 8/04/2014

It was resolved by vote to approve the payment of the following Schedule of Accounts.

Receipts:

05/03/2014	Cooperative Interest	Interest	0.24
12/03/2014	S & R Childs	Cemetery Fees	145.00
21/03/2014	Greens Funeral Services	Cemetery Fees	70.00
21/03/2014	West Oxfordshire District Council	Grant re Pavilion	5,000.00
25/03/2014	Long Hanborough Youth Club	Refund	426.80
25/03/2014	Greens Funeral Services	Cemetery Fees	75.00
02/04/2014	Allotment	Rents	240.00
03/04/2014	S & R Childs	Cemetery Fees	131.00
07/04/2014	Allotment	Rents	52.50

Payments:

08/04/2014	103044, 103045, 103046		Staff Salary & Expenses	
08/04/2014	103038	Cottsway Housing	Garage Rent	123.67
08/04/2014	103039	Harry Foote	Moles in Cemetery	53.00
08/04/2014	103040	West Oxfordshire District Council	Household Waste	97.50
08/04/2014	103041	Thames Water	Water Rates	7.79
08/04/2014	103042	Litho & Digital Impressions Ltd	APM Leaflet	49.00
08/04/2014	103043	Oxfordshire County Council	Pension Fund	340.46
08/04/2014	103047	Post Office	HMRC PAYE	145.80
30/04/2014	DDR	Public Works Loan Board	Loan Repayment	12,001.59

255.3. The RFO presented an update on options for changing bank. **It was agreed** to revisit this after reviewing the new model financial regulations recently published.

255.4. **It was agreed** to give notice on the garage currently rented by the Parish Council

256. Planning

256.1. Applications received, PC response pending

14/0398/P/FP The Close Witney Road Long Hanborough.
Change of use of guest house to fitness retreat and retention of unauthorized outbuilding to rear.

14/0424/P/FP Boward Tree Surgery Ltd The Log Quarry Church Road Long Hanborough.
Construction of office with veranda on Southern & Eastern sides.

256.2. Applications received and PC response made

14/0272/P/FP Former Dairy Building Mill Farm Lower Road Long Hanborough.
Conversion of storage building to holiday let.
The Parish Council did not make any comments.

14/0286/P/FP Jersey House Church Road Church Hanborough.
Erection of single storey rear extension.
The Parish Council did not make any comments.

14/0324/P/FP 80 Church Road Long Hanborough.
Erection of two storey and single storey extensions.
The Parish Council did not make any comments.

14/0378/P/FP Malt House, Millwood End, Long Hanborough.
Construction of open air swimming pool.
The Parish Council did not make object but asked for conditions to limit impact on neighbours.

14/0385/P/FP 25 Glyme Way Long Hanborough.
Erection of two storey rear and first floor extension above garage.
The Parish Council did not make any comments.

LP.0010/14 OCC: Minerals and waste consultation.
In summary the Parish Council response was as follows:
Hanborough Parish Council would like to see a reduction in the proposed Area of Search, such that the western part of the proposed area does not extend northwards beyond the A40 (thereby leaving Lower Road unaffected). The Area of Search presently proposed has a far from acceptable separation distance from our two villages and our ancient woodland.

256.3. Planning application decisions notified by WODC: None

256.4. Planning applications pending decision

14/0272/P/FP	Former Dairy Building Mill Farm Lower Road Long Hanborough.
14/0286/P/FP	Jersey House Church Road Church Hanborough.
14/0324/P/FP	80 Church Road Long Hanborough.
14/0385/P/FP	25 Glyme Way Long Hanborough.
14/0398/P/FP	The Close Witney Road Long Hanborough.
14/0424/P/FP	Boward Tree Surgery Ltd The Log Quarry Church Road Long Hanborough.

256.6. WODC Local Plan update: Cllr Chapman noted that the Strategic Housing Market Assessment (SHMA) calls for higher levels of new housing than previously indicated. A new draft plan is anticipated to be ready for consultation in July with publication of final draft plan in October.

257. HPFA grass cutting contract: It was agreed to consider contribution to this as part of item 258 below.
258. £2000 grant to the HPFA: HPFA asked Council to reinstate a £2000 grant for 1 year to help it recover from the impact of bookings lost while the redevelopment work took place. While recognising that there would be an impact during the project, it was now clear that some customers had not returned. The HPFA has been financially self-sufficient in the past and wanted to continue to be so in the future.
Following the last meeting, the Finance Working Group had met with the HPFA Chairman and Treasurer who had presented accounts for the last 3 years for review and discussed plans to get bookings back up to pre-redevelopment levels. The requested grant was seen as a temporary measure to preserve a financial buffer. The Finance Working Group recommended that Council support this application.
Councillors questioned the Finance Group about the accounts presented and asked for sight of a cash flow forecast. This had been seen by the group but was not available at the meeting. Alternative arrangements for support were discussed. It was noted that it would have been beneficial if all documents had been circulated to Councillors ahead of the meeting.
It was resolved to reinstate a grant of £2000 to the HPFA for 1 year. Two councillors voted against this proposal. Cllr Chapman asked for his vote against to be recorded in the minutes.

259. WW1 commemoration ideas: It was agreed to discuss this when further information becomes available about the Corn Hide eco area as this was considered a possible site for a commemoration feature.

260. The Hut Youth Club: The Youth Club reports high levels of attendance with between 16 and 18 children per session with 36 sessions completed to date. While a number of fund raising ideas are planned going forward, financial support at this stage will allow for funds to be used to purchase new equipment for the club. It is hoped that the nature of the fund raising activities will result in 'ownership' of new equipment by members. The Finance Working Group recommended that Council support this application. **It was resolved** to award grant of £1,067 to The Hut for rent.

261. Scout Group grant application: The Freeland and Hanborough Scout Group had submitted an application for a grant towards a projector. The Finance Working Group recommended that Council support this application with the grant scaled down in relation to the number of members from Hanborough. **It was resolved** to award grant of £200.
Action: Clerk to inform applicant.

262. Reports from Community Groups & Organisations
262.1. Hanborough Good Neighbour Scheme: Nothing to report.
262.2. HPFA: Cllr Nichols reported that there was lots of activity to generate new bookings. There has been some success with a large cycle event booking both halls. This is likely to be a recurring booking.
262.3. Neighbourhood Action Group & Police: Cllr Tee reported that the NAG is not continuing due to lack of members.
262.4. Dementia Support Group: Cllr Chapman reported that the initial training was complete and the group will now make contact with relevant professionals in the area. It is likely that there will be a dementia cafe in the Methodist Hall once it is redeveloped.

263. Report of Clerk: The Clerk circulated correspondence including notification from Blenheim of a firework display on 19th April, notice of district council elections on 22nd May, a request for nominations for Community Policing Awards and an invitation to a presentation of traffic plans for the CLA Game Fair in July.

264. Report of District Councillor: No report received.
265. Miscellaneous items from Members: None.
The meeting was closed at 9:15pm. The next meetings of the Parish Council will be held on Tuesday 13th May in The Greenway Room.
The Chairman. 13th May 2014