



Minutes of the Hanborough Parish Council

42/2015

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 10th February 2015 in the Pavilion Greenway Room, the following were present:

Mr Mike Baggaley (Chair) Mrs Gill Battams Mr Peter Brittin Mr Hugh Burton
Mr Niels Chapman Mr Philip Earnshaw (Vice Chair) Mr Steve Nicholls
Mr David Tee

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

Members of the public attending: 6 members of the public were present.

218. Public participation session: None.

219. To receive apologies for absence: Received from Mr Christopher Ball and Mrs Vicky Field.

220. To sign, as a correct record, the minutes of the meeting held on 13th January 2015

RESOLVED: That minutes of the meeting of 13th January 2015, copies of which had been circulated, be approved and signed as a correct record.

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

222. Matters of report arising from the previous minutes

222.1. (185) Salt Bin: Paul Wilson the Adverse Weather Manager at Oxfordshire County Council confirmed that there is no record of a bin at this location. The cost for installation if required for next year is £250. Councillors **agreed** to review this before next winter.

223. RESOLVED: To go into committee to discuss items 6 for planning, and items 11, 12 and 13 relating to flooring issues at the Pavilion. These items were deferred to the end of the meeting. Some members of public left the meeting.

224. Report from Community and Leisure Working Group: No meeting held.

225. Report from Parish Projects Working Group: Cllr Earnshaw reported that a meeting had been held on 28th January. A report will be available in March and some actions are agenda items for consideration in this meeting.

226. Report from Business Working Group: Cllr Earnshaw reported that a meeting had also been held on 28th January. With reference to minute 213, a review of the salary scale for the clerk and RFO against the National Agreement on Salaries and Conditions of Service was discussed. Councillors decided that this is best considered with Cllr Fields input. Cllr Fields was not at the meeting but has subsequently agreed to take this on.

227. Financial Matters:

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

227.2. To approve the monthly payment schedule of accounts from 14/01/2015 to 10/02/2015

Receipts:

20/01/2015	S & R Childs	Cemetery Fees	130.00
14/01/2015	West Oxfordshire District Council	Grant - WW1 Memorial	225.00
21/01/2015	West Oxfordshire District Council	Grant - WW1 Memorial	150.00

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

Payments:

10/02/2015	103147, 103148, 103149	Staff Salary & Expenses	
10/02/2015	103144	Grass Cutting	2,701.73
10/02/2015	103145	Mode Transport Planning Transport Report	2,220.00
10/02/2015	103146	Andrew Booth Electrical Christmas Tree Lights	240.00
10/02/2015	103150	Oxfordshire County Council Pension Fund	346.35

228. To consider quote for installation of a new bin and related emptying costs in Hurdeswell

The RFO reported that council currently pays £192 for 26 collections elsewhere in the parish. The estimate for a new bin is £345.33 plus £312 for weekly collections. Councillors discussed options for weekly or bi-weekly collections.

Action: Clerk to clarify emptying frequency options.

229. To consider quote to implement the recommended maintenance regime for the new multi sports ground

The RFO presented a quote for around £2500 per year from the supplier that installed the sports ground for annual maintenance of both sides of the facility. Maintenance is required for the warranty to remain valid. Councillors also noted that the noticeboards outlining use of the facility had not been installed by the contractor to date.

Action: RFO to clarify if the 3 yearly warranty can be extended if a 5 yearly maintenance contract is taken.

Action: RFO to obtain further quotes from more local suppliers.

230. To discuss agreeing a policy on the recording meetings

Current Standing Orders allow for the recording or filming of meetings to allow persons not present to see or hear proceedings. Councillors considered options used by other councils in order to set general guidelines.

Option 1 - For all meetings the chair should ask at the beginning if anyone wants to record the meeting.

Option 2 – Adopt a formal policy

Hanborough Parish Council Policy on recording meetings

Unless the council or committee has resolved to go into confidential session anyone has a right to record by audio and/or visual means with the following provisos:-

1. It is courteous to advise the council or committee via the clerk that recording will take place.
2. The council and officers will afford reasonable facilities for the recording of the meeting.
3. No additional lighting or flash photography will be used except by agreement.
4. The person recording the meeting will be asked to cease recording if
 - a) there is excessive noise from moving or setting up equipment,
 - b) there are interruptions to the smooth running of the meeting (e.g. requests that a person repeats a statement for the purposes of the recording or the distraction of a the person(s) associated with the recording adding comments during the meeting).
5. The persons being recorded will be restricted to members and officers of the council unless non members and officers have agreed, in the case of children agreement must be sought from the parent or guardian.
6. All recording must be overt, i.e. visible to anyone at the meeting.
7. The council is not liable for any actions of the person(s) recording that publicly identifies any member of the public or for any publication of the recording. Any persons recording the meeting are advised to obtain permission from members of the public present before publicising material that identifies members of the public.
8. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of the meeting.

RESOLVED: To adopt both options above.

231. To consider quote from WODC for the 2015 grass cutting contract

Councillors **agreed** that WODC had done a satisfactory job over the last year. The quote for this year had increased in line with RPI. **It was resolved** to award the grass cutting contract to WODC again for 2015.

RESOLVED: To award the grass cutting contract to WODC for 2015.

Action: RFO to place order.

231. To discuss new approaches to the co-option of councillors

Councillors **agreed** to promote the vacancies through a local Facebook page, HAG, the Hanborough Herald and by a letter drop to all properties in the parish. Cllr Earnshaw agreed to circulate draft text for approval by the 13th with a plan for the RFO to print & the clerk to coordinate a letter drop based on the distribution plan used to publicise the Annual Parish Meeting. The target date for delivery is the weekend of 21/22 February.

232. To discuss development of a new parish website

The clerk reported that www.hanboroughonline.co.uk and www.hanborough.gov.uk are available at £3.99 and £109 respectively for the first 2 years of registration. The .gov site is then £61 for any future renewals (also 2 years).

RESOLVED: To purchase both URL's and create a holding page to link to the current site.

Action: Clerk to place order.

233. To receive an update on the tennis court lighting timing system

The clerk reported that a low voltage system could be installed to give users control of the lights within set time limits, and that the quote from the original supplier fell within the budget approved. No further resolution was required.

Action: Clerk to place order.

234. To approve a maximum budget of £1000 for a WW1 memorial bench in the parish

Councillors discussed the estimated cost of £1309 less £375 obtained in grants from WODC and **agreed** to fund the shortfall of £934 with a contingency of £66.

RESOLVED: A maximum budget of £1000 to provide a new bench and two small trees.

Councillors discussed the bench location next to the War Memorial and wording “1914-18 The Pain of War” proposed by the working group.

RESOLVED: To accept both suggestions as proposed.

235. To consider options for removal of moles from the cemetery

RESOLVED: A maximum budget of £100 to remove the moles as soon as possible.

Action: RFO to place order.

236. Report from Planning and Environment Working Group

236.1. Group report including an update on Hanborough Action Group activities

Cllr Chapman had circulated a response to the WODC Planning Officer for review and comment by Parish Councillors ahead of the meeting.

RESOLVED: To submit the response to WODC as drafted.

Cllr Dingwall offered to circulate the response to any committee members that may have substituted others ahead of the meeting at 2pm on the 2nd March.

Cllr Chapman also reported on a meeting held with David Cameron in the previous week where it was apparent that he recognised concerns in the county over rising levels of speculative planning applications.

Cllr Dingwall reported on a recent meeting at WODC about the draft Local Plan where he had asked for the A4095 to be considered equal in terms of levels of congestion as the A40 for example. He also reported that the draft plan now meets the 5 year housing plan when set against the criteria WODC have. The plan proposes an increase of 470 to around 525 per year.

236.2. Applications received, WODC decisions, pending (circulated at the meeting)

236.2.1. Applications received, PC response pending:

15/00371/HHD 21 Isis Close Long Hanborough

Erection of single storey rear extension.

15/00235/FUL Midway Farm, Church Road, Church Hanborough

Erection of detached dwelling and garage with playroom above. Construction of access road.

236.2.2. Applications received and PC response made

15/00016/HHD Goatley House Church Road Church Hanborough

Alterations and erection of single storey extension.

No Comments Made.

15/00099/HHD 15 Riely Close Long Hanborough

Formation of new vehicular gateway in existing boundary wall

No Comments Made.

15/00157/HHD 36 Marlborough Crescent Long Hanborough

Removal of garage, erection of single storey rear and two storey front and side extension.

No Comments Made.

236.2.3. Planning application decisions notified by WODC:

14/01717/HHD Thresher Barn 6 Millwood Farm Barns Abelwood Road Long Hanborough Witney Oxfordshire OX29 8RB

Grant Subject to Conditions.

14/01718/LBC Thresher Barn 6 Millwood Farm Barns Abelwood Road Long Hanborough Witney Oxfordshire OX29 8RB

Grant Subject to Conditions.

14/01929/FUL The Courtyard Hotel Main Road Long Hanborough Witney Oxfordshire OX29 8LA

Grant Subject to Conditions.

14/02048/HHD Annexe Mill Farm Lower Road Long Hanborough Oxfordshire - Grant Subject to Conditions.

14/02111/LBC Annexe Mill Farm Lower Road Long Hanborough Oxfordshire - Grant Subject to Conditions.

14/01939/FUL Land at Myrtle Farm, Main Road, Long Hanborough - Grant Subject to Conditions.

14/02305/HHD 34 Church Road, Long Hanborough - Grant Subject to Conditions.

14/02412/HHD 61 Millwood End, Long Hanborough - Grant Subject to Conditions.

15/00016/HHD Goatley House Church Road Church Hanborough - Grant Subject to Conditions.

15/00099/HHD 15 Riely Close Long Hanborough - Grant Subject to Conditions.

236.2.4. Planning applications pending decision

LP.0010/14 OCC: Minerals and waste consultation.

14/1102/P/OP Land to east of Church Road Long Hanborough.

14/1234/P/OP Land south of Witney Road Long Hanborough.

15/00016/HHD Goatley House Church Road Church Hanborough

15/00099/HHD 15 Riely Close Long Hanborough

15/00157/HHD 36 Marlborough Crescent Long Hanborough

15/00235/FUL Midway Farm, Church Road, Church Hanborough

15/00371/HHD 21 Isis Close Long Hanborough

237. Report of County and District Councillors: Nothing further to report.

238. To consider the SWA offer of £730 towards costs to replace the damaged Pavilion changing room floor
In the light of quotes received, Councillors were not minded to accept the offer made.

Action: Clerk to write to SWA to request an improved offer.

239. To consider if parish council wishes to contribute towards costs to replace the Pavilion changing room floor
Councillors agreed to defer this item until a response from SWA is received.

240. To consider quotes to replace the Pavilion changing room floor

Councillors agreed to defer this item until a response from SWA is received.

241. Reports from Community Groups & Organisations

241.1. HPFA: PC Representative: Steve Nicholls

Cllr Nicholls reported that another successful Bingo evening had been held. HPFA are also close to securing a long term day time booking for the hall.

241.2 Dementia Friendly: Cllr Chapman reported that he had offered the Methodist Hall for a meeting of Oxfordshire groups. Councillors agreed in principle to funding the small booking fee.

Action: Clerk to add formal approval as an agenda item for March.

243. Report of Clerk: Nothing further to report.

244. Miscellaneous items from Members: None

The meeting was closed at 9:25pm. The next meeting will be held on Tuesday 10th March in The Greenway Room.

The Chairman. 10th March 2015