



## Minutes of the Hanborough Parish Council

43/2015

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 10<sup>th</sup> March 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

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

**Members of the public attending:** 9 members of the public were present.

### 245. Public participation session:

245.1. The item on litter in Hanborough was deferred by the resident.

245.2. Councillors heard a request from a group of residents to register the Hand and Shears in Church Hanborough as an Asset of Community Value. The presentation outlined the reasons for this request. Councillors had informally discussed this in the past and were receptive to the idea.

RESOLVED: By unanimous vote, to submit an application to register the Hand and Shears in Church Hanborough as an Asset of Community Value.

**Action:** Clerk to complete and submit application.

245.3. Councillors received the following presentation from the applicant of planning application 15/00235/FUL. The site in question is completely screened by full evergreen leylandi fir trees which are in excess of 20 metres high and wide. As the lay of the land reduces by some 5 metres from the road down to the site, creating a dell, the property cannot be seen from either the road or from the back of the land from the coffin path. This has been confirmed by the topography survey which was commissioned.

In addition, the current site already has substantial barns built on it. It is not therefore Open Land in the strict sense as it already has buildings on it and has done for over 40 years. The barns are however scruffy and tumbled down. The proposed house replaces these barns whilst on the same footprint, significantly smaller. The design is 'barn like' to reflect the change but to enhance the appearance and distinctiveness of the settlement.

The land in question has been in my family for over 80 years and we are trying to enhance the distinctiveness and visual amenity rather than create any loss. The like for like replacement on an already built area fully screened is certainly going to enhance the space and benefit the local community by protecting it from further erosion and future development.

**Action:** Cllr Chapman agreed to meet the applicant to discuss further.

**246. To receive apologies for absence:** Received from Mr Christopher Ball, Mrs Vicky Field and Mr David Tee.

### 247. To sign, as a correct record, the minutes of the meeting held on 13th February 2015

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

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

### 249. Matters of report arising from the previous minutes

249.1. (232) Development of a new parish website: The clerk reported that [www.hanboroughonline.co.uk](http://www.hanboroughonline.co.uk) and [www.hanborough-pc.gov.uk](http://www.hanborough-pc.gov.uk) are now registered. Cllr Earnshaw reported that he had met with a volunteer before the meeting and it was **agreed** that a small working party consisting of the clerk, Cllr Battams and possibly Cllr Nicholls if time allowed would meet to scope out the new site.

**Action:** Clerk to make arrangements in the next few weeks.

249.2. (233) Tennis court lighting timing system: The clerk reported that installation was due tomorrow.

249.3. (235) Moles in the parish curial ground: The RFO reported that the moles have been removed.

## 250. Report from Planning and Environment Working Group

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

Cllr Chapman reported that the Pye application (14/1234/P/OP) had been refused by WODC. The Corpus Christi application (14/1102/P/OP) had been deferred after a drawn vote. Councillors **agreed** to Cllr Chapman discussing a reduction in the number of properties with the Corpus Christi applicant.

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

250.2.1. Applications received, PC response pending: None received.

250.2.2. Applications received and PC response made

15/00235/FUL Midway Farm, Church Road, Church Hanborough  
Erection of detached dwelling and garage with playroom above. Construction of access road.  
Comments submitted: Hanborough Parish Council is concerned that this proposal contravenes policy BE4 a)i and a)ii, which protects "open space within and adjoining settlements," and doubt whether the trees would provide an adequate screen.

15/00371/HHD 21 Isis Close Long Hanborough  
Erection of single storey rear extension.  
No Comments Made.

15/00289/HHD Westwood Church Hanborough  
First floor side extension over existing garage.  
No Comments Made.

15/00470/FUL 1 Evenlode Drive Long Hanborough  
Erection of single and two storey side extension to create annexe  
No Comments Made.

250.2.3. Planning application decisions notified by WODC:

15/00157/HHD 36 Marlborough Crescent Long Hanborough  
Application Withdrawn.

250.2.4. 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.  
15/00235/FUL Midway Farm, Church Road, Church Hanborough  
15/00289/HHD Westwood Church Hanborough  
15/00371/HHD 21 Isis Close Long Hanborough  
15/00470/FUL 1 Evenlode Drive Long Hanborough

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

**252. Report from Parish Projects Working Group:** Cllr Earnshaw noted that the working groups are not fully functioning at the moment due to the shortage of councillors.

252.1. Cllr Burton reported that the order had been placed for the WW1 commemoration bench.

252.2. Cllr Brittin reported on costs of around £3-4000 each for replacing the parish bus shelters. It was noted that the six in the parish currently receive no maintenance.

**Action:** Clerk to investigate sponsorship opportunities and obtain quotes for seats and sides for current shelters.

**Action:** Cllr Chapman to investigate S106 funding from current developments.

**Action:** Cllr Battams to ask if school would design artwork for each.

**253. Report from Business Working Group:** No meeting held.

**254. Financial Matters:**

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

254.2. To approve the monthly payment schedule of accounts from 11/02/2015 to 10/03/2015

### Receipts:

05/02/2015	Cooperative Interest	Interest	0.28
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RESOLVED: To make payment of the following Schedule of Accounts.

### Payments:

10/02/2015	103151, 103152, 103153	Staff Salary & Expenses	
10/03/2015	103154	Post Office (re HMRC)	PAYE 29.80
10/03/2015	103155	Oxfordshire County Council	Pension Fund 346.35
10/03/2015	103156	Harry Foote	Mole Treatment 67.00
10/03/2015	103157	Oxford Memorial Benches	Deposit on Bench 200.00
10/03/2015	103158	Southern Electric	Christmas Tree Lights 39.19

**255. To approve the final statement of account from Philip Jewson, Robert Martell & Partners**

Councillors were unsure if the final snagging list was complete and deferred approval until it is.

**Action:** Cllr Nicholls to confirm with HPFA that the snagging list is complete to their satisfaction.

The RFO reported that the project was £5k under budget with £17k remaining from funds set aside.

**256. To consider the SWA's revised offer towards costs to replace the damaged Pavilion changing room floor**

Councillors discussed SWA's detailed response to questions on the choice of flooring and **agreed** that there was no merit in pursuing the matter further.

**RESOLVED:** To accept SWA's offer towards costs of £736.02.

**257. To consider if parish council wishes to contribute towards costs to replace the Pavilion changing room floor**

Councillors **agreed** that this work was seen as part of the main project and not as a repair or maintenance item. On this basis it was **RESOLVED:** to fund costs to replace the Pavilion changing room floor.

**258. To consider quotes to replace the Pavilion changing room floor**

Councillors considered three quotes for the flooring and chose the lowest quote of £3180.88, which was also HPFA's preferred supplier.

**RESOLVED:** To place an order with Colin Berry to install ceramic tiles for £3180.88.

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

The estimate for a new bin is £345.33 plus £6 per empty. Councillors discussed emptying regimes and **agreed** to monthly collections subject to review.

**RESOLVED:** To place an order with WODC to install a bin with monthly emptying.

**Action:** Clerk to place order.

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

The RFO presented two quotes for either 3 or 5 year contracts. Councillors asked for a third quote to be obtained.

**Action:** RFO to obtain a further quote.

**Action:** Clerk to discuss summer leaf removal with our Environmental Duties Assistant.

**261. To approve funding the booking fee for a meeting of Oxfordshire dementia groups at the Methodist Hall**

**RESOLVED:** To fund booking the hall at £20 for the meeting to take place.

**262. To review the Parish Council Risk Assessment**

Councillors reviewed the Risk Assessment circulated by the RFO which is largely unchanged.

**RESOLVED:** To accept the reviewed version as the current Risk Assessment.

**263. To consider appointment of the Internal Auditor**

Information about the current internal auditor was circulated and councillors were satisfied that he was independent and competent to do the audit.

**RESOLVED:** To appoint ABS Accounting as internal auditor for year ending 31<sup>st</sup> March 2015.

**264. To consider approving Cllr Fields absence from council meetings for a period of time for personal reasons**

**RESOLVED:** To accept Cllr Fields reasons for absence in line with the requirements of the Local Government Act 1972.

**265. To receive an update on the co-option of new councillors**

Council now has three applications in hand with another possible. It was **agreed** to allow another week for applications before making arrangements to meet candidates in the last week of March. Cllrs Chapman, Earnshaw and Baggaley will form the panel with Cllr Fields if available.

**266. To receive a report on dog bins from Cllr Battams**

Councillors are very concerned to hear that the rubbish bin in the children's playground is regularly used for dog waste. Recognising the lack of dog bins in the area council **agreed** to work with HPFA to find somewhere suitable.

**Action:** Clerk to discuss possible locations for a dog waste bin with HPFA and obtain costs from WODC.

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

267.1. HPFA: PC Representative: Steve Nicholls

Cllr Nicholls reported that a new lawn mower had been bought courtesy of a donation. Investigations into combining Parish Council and HPFA insurance had shown this not to be possible as they are separate organisations.

267.2 Dementia Friendly: Cllr Chapman reported that the Methodist Hall will be booked for a meeting of Oxfordshire groups.

**268. Report of Clerk:** The clerk reported that The Pit had been accepted and registered as an Asset of Community Value. He had also ordered emergency repairs to the steps down to The Pit and to retaining woodwork in the children's playground.

**269. Report of County and District Councillors:** Cllr Dingwall reported that WODC had recently approved the budget and the local plan. He also confirmed that the Riely Close allocation process had started for those with a connection to Hanborough except for two properties reserved for Blenheim. Councillors asked for clarification as to how many locals are on the housing need list.

**Action:** Cllr Dingwall to confirm numbers.

**270. Miscellaneous items from Members:** Cllr Burton reminded the meeting that there was a provisional date set in March for the Annual Parish Meeting. It was suggested that the meeting should be set for one or two weeks after the next ordinary meeting in April.

**Action:** Clerk to make arrangements and circulate information by email.

The meeting was closed at 9:30pm. The next meeting will be held on Tuesday 14<sup>th</sup> April in The Greenway Room.

The Chairman. 14<sup>th</sup> April 2015