



## DRAFT Minutes of Hanborough Parish Council DRAFT

49/2015

At the meeting of Hanborough Parish Council held at 7.15 pm on Tuesday 13<sup>th</sup> October 2015 in the Pavilion Greenway Room, the following were present:

Dr Lidia K. Arciszewska                      Mr Mike Baggaley (Chair)                      Mrs Gill Battams                      Mr Hugh Burton  
Mr Niels Chapman                      Mr Philip Earnshaw                      Mr David Tee

**In attendance:** Mr Adrian Edwards, Responsible Financial Officer (RFO) and Mr Jon Gammage (Clerk).

**Members of the public attending:** Around 40 members of the public were present.

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

**94. Public participation session:** Pye planning application 15/03341/FUL

A formal application has been submitted to move the school sports ground to a location off site to allow for expansion of school buildings on the current area. This would increase school capacity which is one of the obstacles to housing developments in the parish.

Council invited Mr Hamilton Head of the Eynsham Partnership Academy, to which Hanborough Manor belongs, to comment on the implications for the school of the application.

Councillors asked questions about accessibility, supervision en route between sites, remaining recreation areas on the main site and traffic impact for the area. Other than stating that “a safe route would be provided”, Mr Hamilton did not answer the questions.

Residents raised concerns about the impact on education with time lost walking between sites, the lack of toilet facilities and noted that the school would be poorer for the loss of on-site recreation areas.

Mr Hamilton stated that EPA will not object as there is growth forecast for the parish and the Academy has to provide for it. He made it clear that this was not an EPA application and that EPA remain neutral and are not a statutory consultee although they can give an opinion. He seemed surprised to hear that EPA had been quoted as supporting the application by Pye in their submission to WODC and he agreed to clarify this point with WODC and Pye.

The majority of the public left the meeting and after a short recess business continued.

**95. To receive apologies for absence**

Apologies for absence were received from Mr Peter Brittin, Mrs Vicky Field, Ms Nicki Richardson and Mr James Woollard. Mr Colin Dingwall (District Councillor) also sent apologies.

**96. To sign, as a correct record, the minutes of the meeting held on 8<sup>th</sup> September 2015**

RESOLVED: That minutes of the meeting of 8<sup>th</sup> September 2015 be approved and signed as a correct record.

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

**98. Matters of report arising from the previous minutes**

98.1. (72) Chickens at the allotments: Allotment users continue to report welfare issues with the chickens and on an increase in the rat population which may be related to chicken feed being left out.

**Action:** RFO to contact plot holder and any animal welfare organisations that may be able to offer advice.

98.2. (92.2) Gate installed by Blenheim in Millwood End: Blenheim report that the gate was installed to prevent travellers entering the site. Following installation it was left unlocked in error and has now been locked. Blenheim are reviewing the choice of gate which is not suitable for a bridleway. Councillors remain concerned that this blocks an ancient bridleway and the locked gate prevents access by horse and cart.

**Action:** Clerk to contact OCC and Blenheim to request removal.

**99. Report from Planning Working Group**

99.1. Group report: Cllr Chapman reported that he is overloaded with the current volume of large planning applications. Councillors **agreed** in principle to employing the consultant used previously subject to resolution at an EGM. The consultant is familiar with local issues and his estimated costs were lower than other consultants when last used.

RESOLVED: To call an EGM on Monday 19<sup>th</sup> October to consider appointing a planning consultant.

**Action:** Clerk to make arrangements and post the summons on noticeboards.

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

### 99.2.1. Applications received, PC response pending:

15/00027/APPEAL Land south of Witney Road, Long Hanborough.  
Erection of up to 169 Dwellings.  
This is the appeal by Pye. Dates for process have yet to be announced.

### 99.2.2. Applications received and PC response made:

15/03045/HHD 37 Pinsley Road, Long Hanborough  
Single storey rear extension  
No Comments.

15/03080/HHD 3 Millwood Vale, Long Hanborough  
First floor extension and internal and external alterations to improve disabled access.  
No Comments.

### 99.2.3. Planning application decisions notified by WODC:

15/02589/FUL	Midway Farm, Church Road, Church Hanborough.	Withdrawn
15/02891/HHD	3 Church Road, Long Hanborough	Approved
15/02914/HHD	43 Church Road, Long Hanborough	Approved
15/03045/HHD	37 Pinsley Road, Long Hanborough	Approved
15/03080/HHD	3 Millwood Vale, Long Hanborough	Approved

### 99.2.4. Planning applications pending decision:

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

15/02135/OUT Residential development of up to 29 dwellings between Wychwood House and Malvern Villas

15/02687/OUT Land south of Witney Road, Long Hanborough.

15/00027/APPEAL Land south of Witney Road, Long Hanborough.

## 100. Report from the Community and Leisure Working Group:

100.1. Cllr Battams reported that the Play Park Working Group, now named HAPI, has met four times and that it is clear that it has a lot of good ideas and energy. Initially there are two main focuses covering design and fund raising, with a second group looking at grants. Parish Council will help with grant applications and provide a secure ring fenced home for funds raised.

## 101. Report from the Environment Working Group:

Cllr Burton reported that Cllr Earnshaw had stepped down from this group and that Cllr Woollard had been elected to lead. He circulated a report which showed activities related to mobile phone coverage, parking and a parish clean up.

101.1. The parking survey showed that the Riely Close car park is close to capacity for much of the time and pressure on this is likely to increase in the future. Councillors discussed potential use of the HPFA car park for public use with 6 slots set aside. HPFA ruled this out in a recent committee meeting due to potential issues with planning, capacity as it is full at times and concern over liability. The current legal set up of the HPFA means that trustees of the HPFA are personally liable and have little legal protection. Councillors felt that it was worth exploring ways to overcome these issues and that the PC may be able to help with insurance or other blockers.

**Action:** Clerk to contact HPFA to ask them to reconsider their objection.

101.2. Parish clean up: The group propose a number of activities including removing weeds in bus stops, removing surplus noticeboards in Riely Close, repairing damage to kerb stones and repairing bollards on the railway bridge.

**Action:** Clerk to report as necessary to OCC Highways department.

**Action:** Clerk to look for a local handy man who could be employed by the hour for odd jobs.

101.3 The Environment Group report included an offer from local business owners to match fund some of the proposed activities. The Clerk/RFO confirmed that there was no reason why PC could not accept match funding.

## 102. Report from the Parish Business Working Group: No meeting held.

## 103. Financial Matters:

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

103.2. To approve the monthly payment schedule of accounts from 09/09/2015 to 13/10/2015

### Receipts:

15/09/2015	West Oxfordshire District Council	Grant for Tennis Courts	6,545.00
12/10/2015	West Oxfordshire District Council	Interest	13.54
12/10/2015	West Oxfordshire District Council	Precept	35,849.60

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

### Payments:

13/10/2015	103230, 103231, 103232	Staff Salary & Expenses	
13/10/2015	103223	P Marcus	
		Hanborough Matters	47.48

13/10/2015	103224	Thames Water	Allotments & Cemetery	39.19
13/10/2015	103225	S & C Slatter	Tennis Courts	210.00
13/10/2015	103226	SLCC	Subscription	118.00
13/10/2015	103227	Fennell Blake	Pavilion Final Payment	13,885.87
13/10/2015	103228	West Oxfordshire District Council	Bins	348.93
13/10/2015	103229	Think PA Ltd	Hanborough Matters	315.00
13/10/2015	103233	Post Office (re HMRC)	PAYE	82.74
13/10/2015	103234	Cotswold Line Promotion Group	Subscription	10.00
13/10/2015	103235	Oxfordshire County Council	Pension Fund	355.00
13/10/2015	103236	Dr L Arciszewska	Hanborough Show	33.99

103.3. To arrange a date for a 2016/17 budget preparation meeting

Action: RFO to circulate potential dates by email.

**104. To approve the clerks ongoing membership of the SLCC**

RESOLVED: To approve ongoing membership at £118 to this useful resource for the clerk.

**105. To confirm arrangements for the Christmas Carol event provisionally on 13th December**

Councillors **agreed** to holding the event between 3:00pm and 6:00pm on the afternoon of Sunday 13<sup>th</sup> December in the Recreation Hall. This will be earlier than usual due to limitations on hall availability. Councillors thanked WOAPA for offering to help with the carol singing again this year.

Action: Clerk to book hall and ask Sportif Suzuki if they would like to sponsor the tree again this year.

**106. To confirm involvement in Remembrance Sunday event**

The chair agreed to lay the wreath on behalf of council again this year. Janet Witcomb reported that there will be an exhibition in the hall afterwards to commemorate those named on the memorial.

Action: Clerk to confirm wreath order.

Action: Cllr Tee to talk to the vicar about blessing the newly installed WW1 commemoration bench.

**107. To discuss purchase of Netball posts and associated storage issues**

Councillors remain concerned about drilling holes in the area for netball posts and where they might be stored.

Action: Cllr Battams to discuss options and costs with original suppliers.

**108. To appoint The Play Inspection Company for the 2016 inspection**

RESOLVED: To appoint the same inspection company for 2016.

Action: Clerk to confirm order.

**109. To discuss the Little Free Library initiative in Freeland**

Councillors liked this idea and would like to explore it further. It is understood that Freeland got a grant from WODC towards costs.

Action: Community and Leisure Working Group to take idea forward.

**110. To discuss the impact of parking in Church Hanborough during church events**

Councillors are aware that the area can be overloaded with parked cars at times during church events. It is understood that a field nearby has been used on occasions for overflow parking.

Action: Cllr Earnshaw or Tee to contact the owner of the field & share contact details with the church warden.

**111. To consider purchase of tape measure for use in the cemetery.**

RESOLVED: To purchase a tape measure.

**112. To consider request from allotment holder to have stand pipes so that hoses can be used**

Councillors discussed this request and although recognising that some users may have mobility issues, **rejected** it on the grounds that it could lead to misuse of the water supply.

**113. To remind councillors to update their Register of Interests if required**

The Clerk asked Councillors to confirm that their Register of Interests is up to date with WODC.

**114. To receive an update on the Hanborough Welfare Trust**

The Clerk reported that he has been working with the Trust to resolve difficulties in accessing bank and Charity Commission accounts following the death of John Edwards last year. The Clerk is pleased that progress is being made and that Charity Commission access has been restored and banking is close with change forms accepted. Once these are in place normal activities can continue and there will be an opportunity for Parish Council to appoint up to four trustees.

**215. To approve meeting dates for 2016/17**

Councillors confirmed that these will continue on the second Tuesday of each month except August.

Action: Clerk to circulate dates for 2016/2017.

**216. To consider allocating a budget of £200 to be set aside for Play Park Working Group activities**

HAPI are preparing publicity material and will start to incur small costs. Councillors were keen to show their support and help with funding these activities.

RESOLVED: To provide a grant of £200 to support group activities.

**217. To discuss co-opting to fill the remaining vacancy**

Cllr Earnshaw reported that he had approached two of the co-opted members of working groups to see if they would be willing to fill the remaining vacancy on council. He was pleased to report that Karen Howe had indicated that she would be willing to accept. Councillors were asked to approve the appointment.

RESOLVED: To offer Karen Howe a co-opted place on council.

Action: Clerk to confirm acceptance and notify WODC.

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

218.1. HPFA: No report received.

218.2 Dementia Friendly activity: Cllr Richardson now taking the lead on this.

218.3. The Hut Youth Club: No report received.

Action: Clerk to make contact and ask about current use.

218.4. Hanborough Business Owners Group: Offer of financial support noted in item 101.3 above.

**219. Report of Clerk:**

219.1. Public Transport Representative: Council reluctantly accepted the resignation of our long standing Public Transport Representative Andrew Wilkins. Andrew, who was formerly clerk for the Parish Council, has passionately supported us for many years in this role providing information and advice about the public transport infrastructure. Council recorded thanks to Andrew for his tireless hard work over the years. His invaluable knowledge will be missed. Councillors expressed an interest in providing him with a thank you gift.

Action: Clerk to add to next agenda for approval.

219.2. Heavy aggregate lorries on Lower Road: Councillors **agreed** to write to OCC drawing this matter to their attention. It was **agreed** that the Clerk would prepare a letter based on the information circulated by Cllr Arciszewska. Councillors **agreed** that this letter should make reference to the wider issue of road capacity in the region, but not include the specific observations made on frequency of journeys by different haulage companies.

Action: Clerk to prepare and send letter to OCC.

**220. Report of County and District Councillors:** No report received.

**221. Miscellaneous items from Members:** None.

The meeting was closed at 9:30pm. The next meeting will be held on Tuesday 10<sup>th</sup> November in The Greenway Room.

The Chairman. 10<sup>th</sup> November 2015