

**HORNTON PARISH COUNCIL**  
Minutes of the Parish Council meeting  
held at the Pavilion on Monday, 12 July 2021 at 7.30pm

**Present:** Councillors L. Mckenzie, J. Offord (Chair), A. Overton, S. Woodcock, P. Burden,  
Clerk F. Donaldson

1. **Apologies for Absence** – Cllr. T. Hewlett, RFO L. Wilkinson
2. **Declaration of Interests** – Cllr. Woodcock declared an interest in planning application 21/02108/TCA.
3. **To approve the accuracy of the minutes of the Parish Council meeting held on 8 February 2021.**  
These were approved and signed as an accurate record of the meeting.
4. **Matters arising from the Minutes: Minutes 26:** Leylandii in the garden of Thorn Cottage – Western Power are coming on the 11 August to cut down/work on the tree.
5. **FINANCE REPORT**
  - 5.1. The following payments were **approved** and invoices were signed by Cllr. Burden and Cllr. Overton.

Payee	Details	Payment	Account
Castle Water	Pavilion DD	£6.81	Pavilion
BT	Pavilion DD	£35.99	Pavilion
SSE	Electricity bill Pavilion DD (3 <sup>rd</sup> of 3 instalments)	£572.36	Pavilion (pd 29/6/21)
SSE	Electricity bill Pavilion DD	£718.60	Pavilion (Q1 21/22)
F. Donaldson	<b>July:</b> Clerk's allowance Clerk's salary (estimated) Ink cartridges Zoom monthly membership	£6.00 £267.84 £58.23 £14.39 <b>Total: £346.46</b>	PC
	<b>August:</b> Clerk's allowance Clerk's salary (estimated)	£6.00 £267.84 <b>Total: £273.84</b>	
L Wilkinson	<b>July:</b> RFO allowance RFO salary (estimated) Postage/envelopes	£4.00 £128.48 £14.83 <b>Total: £147.31</b>	PC
	<b>August:</b> RFO allowance RFO salary (estimated)	£4.00 £128.48 <b>Total: £132.48</b>	
HMRC	Income tax Q 1	£96.40 amended	PC
Repay Steve Woodcock	Thank you donation	£19.00	PC
Wicksteed	Replacement swing seats and fixings	£463.51	Playground
Travis Perkins (repay P. Burden)	Cleaning equipment	£26.31	Playground

Red Horse Vale Ltd (repay K. Wain)	Topsoil	£61.00	Playground
Martin Leay Associates*	Motocross Track Review and consideration of submission update	£681.36	Motocross*
St John the Baptist Church	Grass cutting donation	£500.00	PC (S137)
Archers Safety Signs	20's Plenty signs	£152.88	PC
OALC	Training – 'Clerks -The Knowledge'	£120.00	PC
Silva Service Exterior Property Cleaning	Window cleaning	£50.00	Pavilion**
Unity Trust	Deposit to open bank account	£500	PC
No 5 Barristers Chambers	Motocross consultation work	£4,320.00	Motocross

\* paid on 7/6/21 as Martin Leay Associates request settlement within 14 days. Approval received from chairman and clerk under 5.5 of Financial Regulations.

\*\*paid on 23/6/21 as invoice overdue and business unaware of change of payment schedule. Approval received from clerk and RFO

## 5.2. Income received (May/June 21)

Organisation	Details	Amount	Account
Pavilion users	Use of Pavilion	£104.00	Pavilion
Residents	Donations to fund consultancy work on Motocross application	£13,112	Motocross

## 5.3 Bank balances as of 30<sup>th</sup> June 2021

### Bank Statements

PC Current	£ 15,787.17
PC Savings	£ 6,218.22
CCLA fund	£30,000
Total	£ 52,005.39

Committee Balances to 30<sup>th</sup> June 2021

	HPC	Jumpa	Pavilion	Motocross	Playground	Grand Total
Balance B/F (as of 31/03/21)	£13,913.76	£6,510.66	£2,361.15	£202.86	£33,532.58	<b>56,521.01</b>
Total Payment (ex VAT)	£2,140.54	£0	£12,129.94	£11,636.64	£14.30	£25,921.42
VAT payment	£76.23	£0	£1,241.37	£2,323.22	£0	£3,640.82
Total Receipt	£5,000.62	£0	£5,404.00	£14,642.00	0	£25,046.62
<b>Balance (as of 30/06/21)</b>	<b>£16,697.61</b>	<b>£6,515.50</b>	<b>£-5,606.16</b>	<b>£885.00</b>	<b>£33,518.28</b>	<b>£52,005.39</b>

The council were satisfied with the balances recorded.

**5.4 To authorise bank reconciliations** – AO checked and **authorised** the bank reconciliations. Clerk to send signed Reconciliations to RFO.

**5.5 To receive actual expenditure vs budget** – PC **approved**.

**5.6 To consider appointment of Jane Olds as internal auditor for financial year 2021-22** – PC **resolved** to appoint Jane Olds as Internal auditor for financial year 2021-22. PC Chair and Clerk signed agreement. Clerk to send to Jane Olds.

**5.7 To consider purchase of credit card payment device for Pavilion fund-raising events** – The PC considered and **approved** the purchase of the card reader for use at Pavilion events but agreed not to order until mid-August for the first event, Croquet Competition, to be held on 29 August also giving time for the RFO to revise the Financial Regulations.

**5.8 To consider purchase of replacement basketball nets and five-a-side nets at the cost of £81.60 for JUMPA** – The PC **approved** the purchase.

**5.9 To consider allocation of extra funds to Pavilion account** – The PC **resolved** to loan the Pavilion £1,500 over a 12 month period.

## 6. PLANNING REPORT

### 6.1. Planning applications received:

Reference No.	Location	Proposal/ Description	Validated	Status
21/02315/TCA	Geranium Cottage Millers Lane Hornton OX15 6BS	T1 x Ash; approximately 14.0m in height - Pollard down to 6.00 metres as this Ash tree stands over a public footpath which leads to the church and grows next to a dry stone wall. Its roots have started to affect the wall where parts of it have collapsed and it causes excessive shading onto the vegetable plots within the garden and the abundance of Ivy makes it difficult to access the condition of the unions. Strip ivy from stem (exempt)	02/07/2021	Case Officer Assigned

There were no objections.				
21/02108/TCA	Cromwells Eastgate Hornton OX15 6BT	T1 x European pine excessive lean exposing roots and starting to fall into neighbouring Hornbeam.	16/06/20 21	Case Officer Assigned
There were no objections.				

7. **Motocross update** – Cllr. Woodcock summarised the outcome of the Planning Meeting – which allowed a maximum 20 days of practicing/racing subject to various conditions yet to be determined. CDC have been very quiet over the last few weeks and not responded to any PC correspondence relating to tougher conditions. Cllr. Chapman has offered to keep HPC advised of these internal CDC discussions. Should the conditions not be acceptable, HPC's only option would be Judicial Review. Village financial backing for this route seems likely. There is a 6 week window for such action, the exact date to be discussed with the barrister acting for HPC.
8. **Draft Emergency Plan** – Cllr. Woodcock has worked on the plan and Cllr. Overton was asked to contact the Head of Hornton School for input.
9. **Recruitment of new Councillor** – Clerk to email village and Cllr. Mckenzie to canvas potential candidates.
10. **Review of Terms of Reference for committees** – Clerk to make amendments and simplify to present at next PC meeting.
11. **Website** – the PC **approved** creating a new website to be in line with regulations and resolved that Netwise was the best option. It was **resolved** to spend £599 on setting up the website and £300 on annual support. No decision was made regarding responsibilities and time involved. Consideration and thanks to be given to James Prentice whilst the PC develop a separate website to the village website.
12. **Pavilion Report** – Cllr. Overton reported that the heating issue had been fixed.
13. **Allotments Report** – Cllr. Burden reported that a shed was required to store the mower with a combination lock or key box so it could be accessed by those on the mower rota. Cllr. Overton said his son may have a shed that could be used.
14. **Roads & Highways Report** – Cllr. Hewlett reported by email that he is chasing the School sign and the line painting outside the play park with a frustrating lack of response. 20 is plenty signs have been ordered also the SpeedWatch is in Hornton at the moment.
15. **JUMPA Report** - Cllr. Woodcock reported that a Laurel had died and is being cut down. The Jumba Committee will arrange a working party to tidy around the area and trim the hedge back along the path.
16. **Playground Report** – Cllr. Burden reported that the playground was looking well and the new seats had been installed. Repairs to the safety surfaces needs to be carried out.
17. **Correspondence received** - Village on-street residential charge point – this was discussed but the PC decided that it was not cost-effective at present.

**18. Other items to note:**

- (i) Cllr. Woodcock offered to get a Pavilion key cut for the Clerk for access for meetings.
- (ii) PC Chair noted that Mr Holt has parked his caravan in the playing field car. The PC agreed that the Clerk will write to Mr Holt to arrange a contribution of £100 per year to be paid for parking there.
- (iii) PC Chair noted that it had been agreed by email that Pete Lemon could arrange and pay for the removal of the Willow Tree by his property.
- (iv) The PC discussed the concerns of a number of villagers about the congestion in the village caused by numerous cars parked on the roads and the school traffic.

**Future meeting dates**

The next Parish Council meeting will be held on Monday, 13 September 2021 at 7.30pm in the Pavilion.

The meeting closed at 9.10pm.

Signed.....

DRAFT