

HORNTON PARISH COUNCIL

Draft Minutes of the Parish Council meeting
held at the Methodist Church on Monday, 13 September 2021

Present: Councillors T. Hewlett, L. McKenzie, J. Offord (Chair), A. Overton (from 8.30pm), P. Burden (from 9pm), Clerk F. Donaldson

1. **Apologies for absence** – Cllr. S. Woodcock. RFO Lisa Wilkinson.
2. **Declarations of interests** – None received.
3. **To approve the accuracy of the minutes of the Annual Parish Council meeting held on Monday, 12 July 2021** – the minutes were approved and signed as an accurate record of the meeting.
4. **Matters arising from the minutes** - no matters arising.
5. **Finance Report**
- 5.1. The following payments were **approved** and invoices were signed by Cllr. Burden, Cllr. Hewlett and Cllr. McKenzie. Councillors agreed to authorise on the Unity Trust Bank website so payment can be completed.

Payee	Details	Payment	Account
Castle Water	Pavilion DD	£7.94	Pavilion
BT	Pavilion DD	£35.99	Pavilion
SSE	Electricity bill Pavillion DD	£199.15	Pavillion (Q1 21/22)
F. Donaldson	September Clerk's allowance Clerk's salary Ink cartridges	£6.00 £267.84 £25.98 Total: £299.82	PC
	October: Clerk's allowance Clerk's salary (estimated)	£6.00 £267.84 Total: £273.84	PC
L Wilkinson	September: RFO allowance RFO salary (estimated) Square card reader repayment Postage	£4.00 £128.48 £19.20 £3.36 Total: £155.04	PC Pavillion PC
	October: RFO allowance RFO salary (estimated)	£4.00 £128.48 Total: £132.48	PC
HMRC	Income tax Q 2	96.20	PC
Boyd Sport & Play Ltd (Repay Ian Donaldson)	Replacement basketball nests & 5-a-side goals	£81.60	JUMPA
Texaco (Repay P Burden)	Fuel for mower	7.01	PC
Ryman Stationery (Repay P Burden)	Ink cartridge	18.99	PC
M. Channer Mower Service (Re-	Mower service	£48.00	Pavilion

pay Sarah Walther)			
Repay Sarah Walther	Repair of solar panels	£50.00	Pavilion
Timpson (repay S Woodcock)	Keys cut for clerk	£8.50	PC
Already paid:			
Martin Leay Associates*	Planning consultancy work	£5,366.40	MX
Archers Safety Signs**	Additional screws/clamps for 20s Plenty Signs	£22.68	PC
Hugh Richards Barrister***	Advice	£720.00	MX
Martin Leay Associates****	Follow-up discussion on planning conditions	£412.50	MX

* paid 19/7/21 as settlement of invoice required within 14 days
** paid 23/7/21 as missed off original order and urgently required
*** paid 3/8/21 as settlement of invoice required within 14 days
**** paid 19/8/21 Settlement of invoice required within 14 days

5.2i. Income received (July/August 21)

Organisation	Details	Amount	Account
Open Gardens	Donation	£444.00	Pavilion
Residents	Lettings	£346.00	Pavilion
HMRC	VAT reclaim		PC
SSE	Refund for electricity	£519.25	Pavillion
Residents	Pavilion fund-raising	£200.00	Pavillion
Residents	Pavilion fund-raising	£292.66	Pavilion
Tennis programme	Rental	£40.00	JUMPA
Resident	JUMPA lettings	£77.00	JUMPA

5.2ii. Income received 1-6 Sept 21 (not accounted for in balances below)

Organisation	Details	Amount	Account
Resident	Motocross donation	£2,000.00	MX
Residents	Pavilion fund-raising	£575.00	Pavilion
Residents	Pavilion letting	£24.00	Pavilion

5.3 Bank balances to 31st August 2021

PC Current	£ 6,094.86
PC Savings	£ 4,000.00
CCLA fund (playground)	£30,000.00
Total	£ 40,094.86

Committee Balances to 31st August 2021

	HPC	Jumpa	Pavillion	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	56,521.01
Total Payment (ex VAT)	£3,810.91	£0	£12,807.40	£20,652.39	£502.49	£37,773.19
VAT payment	£125.49	£0	£1,361.10	£4,126.37	£81.63	£5,694.59
Total Receipt	£5,000.62	£117	£7,281.25	£14,642.00	£0.76	£27,041.63
Balance (to 31/08/21)	£14,977.98	£6,627.66	£-4,526.10	£-9,933.90	£32,949.22	£40,094.86

The council were satisfied with the balances recorded apart from the Pavilion overdraft. Cllr. Overton is in discussions with the RFO to clarify the position. It was suggested that possibly the cost of the Pavilion driveway was mistakenly allocated to the Pavilion and not the PC.

5.4. To receive external audit report and note recommendations –the report has not yet been received. The PC resolved to pay the bill when received and the report will be posted on the website by end-September as required.

5.5 To consider effectiveness of internal control – the review was agreed and signed by the Chair.

5.6. To resolve amended Financial Regulations – the amended Financial Regulations were agreed.

(i) To resolve named councillor to have access to Square account, as per Financial Regulations – Cllr. Hewlett agreed to be the named councillor.

(ii) To resolve named member of Pavilion committee to have access to Square account, as per Financial Regulations – Cllr. Overton agreed to be the named member of the Pavilion committee.

5.7 To consider purchase of gang mowers (for Pavilion field) from the Cricket Club at the cost of £600 – it was agreed to purchase the mowers for £600.

6. Planning Report:

6.1. There were no objections raised for the new planning applications:

<u>Reference No.</u>	<u>Location</u>	<u>Proposal/ Description</u>	<u>Validated</u>	<u>Status</u>
21/02977/TCA	The Mount Eastgate Hornton OX15 6BT	T1 x Cherry - Prune branches which are rubbing on the house by up to 0.5m to give clearance. T2 x Mixed Species boundary hedge - Cut back overhang and reduce height to up to 3.0m. T4 x Willow; multi-stemmed, approx 16.0m in height, very leggy with branches overhanging neighbours drive - Pollard to 9.0m. T5 x Willow - Sever ivy (exempt). T6 x Norway Maple - -Strip ivy to assess health and condition of unions (exempt).	31/08/20 21	Case Officer Assigned

21/02978/TCA	Puzzletree House Eastgate Hornton OX15 6BT	T1, T2 x Norway Spruce; approx. 14 m in height - Reduce height by up to 4.0m and shape branches to give a natural form. Trees were planted close to the perimeter wall and have thrown out large surface roots, reduction on both to ensure no adverse affects on the wall.	31/08/20 21	Case Officer Assigned
21/02729/TCA	The Dun Cow West End Hornton OX15 6DA	T2 x -Goat Willow. Reduce to effect structural 'pollard' form to around 4-5m height. T4 x -Tulip Tree. Prune drooping branches to source (3 x limbs)	10/08/20 21	Case Officer Assigned

7. **Hornton/Ironstone Downs AONB application** – the Chair has taken responsibility for the application.
8. **Motocross update and discuss finance** – the Chair informed the meeting that we are still in discussions with CDC and that the applicant has not yet answered CDC’s questions. Regarding the finances, efforts to raise additional funds to cover the deficit were discussed and the Chair is going to contact those who offered donations and have not yet contributed.
9. **Celebratory lunch for the Queen’s Platinum Jubilee on Sunday, 5 June 2022** – it was suggested that the Pavilion Committee could be asked to arrange a lunch (Hog Roast and Bar) to raise needed funds. Cllr. Overton to discuss with the other members of the Pavilion Committee.
10. **Review of Terms of Reference for committees** - it was agreed to amend two items on the Terms of Reference: Committee Membership 1.1 ‘Meetings must be attended by at least 1 Parish Councillor’ and Quorum 2.1 ‘Meetings must be attended by at least 1 Parish Councillor whether or not they are a member of the committee’. It was agreed that JUMPA and Pavilion Committees would adopt the Terms of Reference and would have to send the Clerk the Agenda and Minutes to publish in the timeframe outlined in the Terms of Reference but it was decided that the Playground and Allotment committees would be run as working parties and continue to run in the same manner.
11. **Website** – it was agreed that up to a maximum of 8 extra hours would be paid to the Clerk and RFO who would be responsible for setting up the new website. It was also agreed to increase the website package to include councillors’ emails addresses as the ones being used at present are not fit for purpose so not all the councillors use them.
12. **Pavilion Report :**
 (i) To receive committee meeting minutes – none were received.
 Cllr. Overton reported how successful the croquet event and two raffles for the Pavilion were raising approximately £900.
 Clerk to contact previous Clerks for passwords to access the BT account.
13. **Allotments Report** – Cllr. Burden presented a request for a garden shed to be erected – no objections were raised. Clerk to inform applicant. Glen Walther to build up ground along allotment road. Allotment mower will need to be serviced at the end of the year.
14. **Roads & Highways Report** –new 20’s Plenty road signs were put up by Cllr. Hewlett and Cllr. Burden. Line painting outside playground is taking time to receive permission as new. Repairing of pot holes is on-going. Speed watch will take place this week.

15. JUMPA Report:

- (i) New tennis coach – JUMPA committee are liaising with new coach.
- (ii) To receive committee meeting minutes – none were received.

16. Playground Report – Inspection will take place end September. Working party will repair splits in safety surfacing. Playground mower will need to be serviced at the end of the year.

17. Correspondence received

- (i) Request for maintenance of verge in front of Perkins Close and top of Millers Lane, de-weeding curb around the Methodist Church – Cllr. Burden offered to weed kill along the road outside the Methodist Church. The Council are responsible for tidying the verge in front of Perkins Close and top of Miller’s Lane – this will probably be carried out soon.
- (ii) Dog Poo signs – it was agreed that the Clerk would look at signs/stickers which could be put on the gates around the village.

18. Other items to note:

- (i) **Bench outside School in a bad condition** – Cllr. Burden offered to fix up bench.
- (ii) **Tinkertank wall falling down** – Cllr. Burden agreed to speak to owners of the trees/Buddleia which is damaging the wall.
- (iv) **VAT regarding holding the Ball at the Pavilion** – the RFO has contacted the OALC’s VAT expert and the HPC Internal Auditor to find out the VAT situation and will inform the PC as soon as possible. The Clerk will inform the Ball Committee.

Future meeting date:

The next Parish Council meeting will be held on Monday, 8 November 2021 at 7.30pm in the Methodist Church.

The meeting closed at 8.55pm.

Signed

Chair, John Offord