

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE METHODIST CHURCH
MEETING ROOM ON
MONDAY 1ST APRIL 2019 AT 7.30pm

Present: Councillors Burden, Hewlett, McKenzie, Overton, Tilling and Woodcock

Also in attendance: Clerk & RFO Cindy Koberl

APOLOGIES

Apologies were given by Cllr. Wain, Cllr. Offord and these were accepted.

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. PUBLIC PARTICIPATION

None

3. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on 25th February 2019 and any matters arising from those minutes.

The minutes were approved as an accurate record of the meeting and signed by the Vice Chair.

Matters Arising:

Minute 4 Motocross – Cllr. Hewlett and Cllr. Offord met the land owner and two event organisers. The organisers confirmed there would be no increase on the number of events this year but there would be 3 larger championship events. Cllr Offord would make the organisers aware of the participation limit to ensure the events to be in compliance with the legislation of the county council. **Action: JO**

Minute 5.6.3. Antique valuation day – Pavilion committee reviewed and confirmed there was no profit made on the day but the visitors of the day made a donation of £170 in total which was sent to Katherine House Hospice.

Minute 6 Pavilion salt bin order – The Clerk confirmed a salt bin would cost £250 plus VAT from Oxfordshire County Council which included installation and the first fill. Cllr Overton would place the order and oversee the installation. **Action: AO**

Minute 15 Dun Cow – The pub owners confirmed the sale of the pub was still ongoing and it was scheduled to exchange and complete on 8th April.

Minute 7 Village Notice Boards Maintenance –

Contents: Cllr. McKenzie continued maintaining the contents of the village notice board, it was clarified with the council that the events from the neighbourhood villages would benefit our villagers, therefore, were allowed to be posted on the notice board.

Notice Boards replacement: The Clerk obtained 3 quotes (Harry Stebbing, The Parish Notice Boards, Greenbarnes) for the new boards which were all around £2,200 plus VAT. Cllr. Burden acquired a quote of £600 plus VAT from a joiner for a like for like replacement, the council gave its approval for Cllr. Burden to proceed with the replacement. Cllr. Burden would update the owner of the wall with the process. **Action: PB**

Village trail: History club would look into other options to exhibit the village trail.

4. FINANCE REPORT

4.1 Approval is requested for the following Direct Debit and Standing Order entries:

Details	Method	Frequency	Account	Payment
Southern Electric	DD	Quarterly (Apr, Jul, Oct, Jan)	Pavilion	Actual Usage £954.09 (£797,£456,£232,£317)
BT	DD	Monthly	Pavilion	£ 53.28
Castle Water	DD	Monthly	Pavilion	£ 36.33
C. Koberl Allowance	SO	Monthly	HPC	£ 9.00
C. Koberl Salary	SO	Monthly	HPC	£309.00

The RFO received Direct Debit notice from Castle Water that DD amount increased from £7.59 to £36.33 from April 2019. The reason of the increase was because of a credit adjustment of £284.48 in the last bill for the period 18/10/2016 to 22/01/2018 which brought down the balance from £375.58 to £91.10. The projected usage till March 2020 gave new balance of £399.58.

Approved

4.2 Approval was requested for the following payments:

Details	Account	Payment	Payment Method
Spare set keys for the builders	Pavilion	25.00	Cash
Emptying dog waste bins by Cherwell	PC	6.30	Online

Approved

Action: AO (invoice of £25)

4.3 The following payments were approved and signed by two bank signatories in March :

Details	Account	Payment	Payment Method
Cleenol	Pavilion	78.53	Online
C. Koberl Expenses Printer Cartridge x 2	HPC	22.88	Online
C. Koberl Expenses A4 Paper 2 Reams	HPC	11.99	Online
Community First annual Subscription	Pavilion	55.00	Online
Jenny Tyrrell Cleaning inv. 018/019	Pavilion	160.00	Online
OALC training course - Minutes & Agenda	HPC	54.00	Online
Jordan Silva Window Cleaning	Pavilion	25.00	Online

4.4 Payments made since the last meeting:

Date	Details	Ref No	Account	Payment
25/02/2019	Flowers/gifts for Ann & Julie (the Gossip)	Online	HPC	£ 35.98

26/02/2019	Castle Water	DD	Pavilion	£	7.59
26/02/2019	C. Koberl Expenses printer cartridge x 2	Online	HPC	£	22.88
26/02/2019	C. Koberl Expenses A4 paper 2 reams	Online	HPC	£	11.99
28/02/2019	Community First annual subscription	Online	Pavilion	£	55.00
28/02/2019	C. Koberl Allowance	SO	HPC	£	9.00
28/02/2019	C. Koberl Salary	SO	HPC	£	309.00
05/03/2019	Jenny Tyrrell Cleaning inv. 018/019	Online	Pavilion	£	160.00
05/03/2019	OALC training course - Minutes & Agenda	Online	HPC	£	54.00
11/03/2019	BT	DD	Pavilion	£	53.28
11/03/2019	Jordan Silva Window Cleaning	Online	Pavilion	£	25.00
26/03/2019	Spare set keys for the builders	Online	Pavilion	£	25.00
28/03/2019	C. Koberl Allowance	SO	HPC	£	9.00
28/03/2019	C. Koberl Salary	SO	HPC	£	309.00

4.5 Bank balance before transfer and closure of committee accounts

PC Main	£86,518.90	31st March 2019
PC Business	£26,154.15	31st March 2019

4.6 Bank Reconciliation Year Ending 31st March 2019 **approved.**

4.6.1 Bank error credit £51.42 on 29/06/2018 – bank paid in £2,880.15 with actual receipt £2,828.73.

4.7 Internal Audit Report 2018/19 **approved.**

4.8 Expenditure over £100 report 2018/19 **approved.**

4.8.1 Cllr. Tilling suggested to show the chronicle records by committees.

4.8.2 Cllr. Hewlett requested a note on the cost of speedwatch equipment to clarify the amount had been shared among 4 participating parishes. **Action: CK**

4.9 Internal Control

4.9.1 Online payments above £500 had to be signed by two bank signatories; Online payments above £1,000 had to be approved in the council meetings.

4.9.2 Bank statements would be reviewed by the chairman quarterly to avoid fraudulence.

Action: JO

4.9.3 The invoices had to be presented to the RFO before payments were made and the RFO would always keep a hard copy on the file.

4.9.4 The RFO would discuss with Cllr Overton the procedure for pavilion regular payments.

Action: AO/CK

5 PLANNING REPORT

The Parish Council was considering:

19/00407/CM	Alkerton Quarry, Alkerton with Shenington	Vary condition 99 of 12/01365/CM Relocate the ephemeral pond
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The planning location was not within the parish. Hornton, Wroxton, and Shenington were consulted as the adjacent parishes.

Application Permitted:

19/00028/TCA	Highland House, Millers Lane	T1 x Lawson Cypress - Fell
19/00097/F	Canada Cottage, West End	Timber garden building
19/00153/F	Cornerways, Millers Lane existing	Replacement and alteration of roofs to kitchen, store and garage

Enforcement:

17/00056/UNDEV 5 Bell Street

Cllr Offord liaised with the district Cllr Webb on this case. The case was reopened and the enforcement officer confirmed the window, kerb and drainage would be reviewed upon the completion (when the first occupant move in).

Withdrawal of Planning Application:

18/01653/F Land SW of Dun Cow West End Stone wall demolition

Cllr. Hewlett advised the reason that the applicant withdrew the planning was because the planning officer demanded more research on Western Power's plan for a mini driveway to the sub-station through the stone wall which could cause the wall to collapse.

Conservation:

Hornton Primary School Boundary Fence and Gate

Cllr. McKenzie spoke to the school regarding planning for school fencing. The school administrator Mrs. Jenny Bowes enquired with the planning officer and was advised there would be no planning permission required for the fences under 2 metres. Cllr. McKenzie would ask the school to also check with the conservation officer prior to the work in case there would be conflict regulations between planning and conservation.

Action: LM

7. Risk Assessment 2019/2020 review

The Risk Assessment for year 2018/19 had been signed by all committees in March. The council reviewed and **approved** the Risk Assessment for year 2019/2020. A copy was given to all committees to sign. The reserve(budgets) would be reviewed by the RFO.

Action:PB/AO/SW/CK

Cllr. Tilling suggested there should also be a Risk Assessment for the allotment, he would draw up a draft with Cllr. Burden.

Action: ST/PB

8. Standing Order 2019/2020 review

Cllr. Tilling reviewed the current Standing Order and edited it to a tailored version for the needs of Hornton Parish Council. The council **approved** the revised version and would review again in 6 month time.

9. Co-option of Cllr. Tilling

The council welcomed Cllr. Tilling on board and Cllr. Tilling accepted the office of Member of Hornton Parish Council with responsibility in compliance.

10. Village Green Maintenance

It was reported to the clerk that a child from Peach Tree Pre School leaned on one of the posts around the green, the post gave away causing the child to fall. Cllr. Hewlett pursued Cherwell Drives & Patios for quotes on kerbing and Parkland Fencing for quotes to replace with like for like posts. Cherwell failed to provide a quote prior to the meeting. Alan from Parkland Fencing came to exam the posts and reported that 40 out of 55 need replacing, the quote to replace them was £2,640 inc. VAT. Cllr. Woodcock would look into public funding on kerbing and consult with the conservation officers for the permission on kerbing. Cllr. Mckenzie would notify the school to be aware of the loose posts while the council was addressing the problem.

Action: TH/SW/LM

11. Parish Council Members Allowance Scheme

The Council reviewed the scheme and decided not to take up the scheme.

12. Small Playing Field New Equipment

Cllr. Burden reported further to the Playground meeting took place on 23rd March, the committee proposed to purchase new play field equipment designed for children at younger age. The committee would review and confirm the final figures to the council based on the quote Cllr. Wain obtained.

Action: PB/KW

13. Pavilion Report

Cllr. Overton reported the Pavilion committee had to terminate the building contract with David Kennard of Freechoice because he made an error in the quote and demanded much higher charges than agreed. The committee would pursue the other two builders with the revised quotes. The council suggested the committee to come up with a plan on the reserve policy. An extraordinary council meeting could be arranged if necessary when the quotes and information became available.

Action: AO

Mayday preparations were organised by Mrs. Carol Overton and everything was under control at the moment. There would be more attraction to offer this year.

14. Allotments Report

Cllr. Burden said the allotments were looking well with the lovely weather so far. There was an extra half patch rented which brought the total rent to £205. The rents were collected and handed to the RFO with the record of receipts to deposit into the bank account.

Action: CK

15. Roads & Highways Report

Cllr. Hewlett reported:

Pothole - The county council started the long overdue job of patching up the potholes on the road to Horley with the new kit. Cllr. Mckenzie reported that the work on part of road to Shenington had also been carried out.

Speedwatch – The equipment was fully operational and the new police officer had been very supportive and active. The results for all 4 participating parishes were startling. Cllr. Hewlett would contact Banbury Guardian/the Gossip and Cllr. Mackenzie would contact the school to raise the awareness.

Action: LM/TH

16. JUMPA report

Cllr. Woodcock reported an AGM for the committee was scheduled on the 14th of this month. Jumpa had not been used as much due to the seasonal usage. The gate post rotted away which would require fixing. The RFO would prepare the year-end figures for the treasurer prior to the AGM.

Action: CK

17. Playground report

Cllr. Burden reported that he had been cleaning and collecting the rubbish in the playground. He also carried out the regular weekly safety inspections. Replacement of one of the swing seat was required. The new gate was working well. There would be two days scheduled to be shut for the spray and the school would be notified. There was no major issue on annual inspection apart from it was suggested to re-concrete the ramp. The new mowing rota had been distributed. The Playground was well used.

18. AOB

Cllr. Overton advised that he had taken up the governor role at Hornton Primary School.

19. FUTURE MEETING DATES

The next meeting which is Annual Parish Meeting will take place on 29th April 2019 7.30pm at the Chapel.

The meeting closed at 9.54pm

Signed