

**HORNTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD IN THE PAVILION**  
**ON MONDAY 8<sup>th</sup> July 2019 AT 7.30pm**

**Present:** Councillors Hewlett, McKenzie, Offord, Overton, Tilling and Woodcock

**Also in attendance:** Clerk & RFO Cindy Koberl and Mr. Peter Heart

**1. APOLOGIES**

Apologies were given by Cllr. Burden and Cllr. Wain and these were accepted.

**2. DECLARATIONS OF INTEREST**

Cllr. Woodcock declared an interest in planning application 19/01118/F as the owner of an adjacent property.

**3. PUBLIC PARTICIPATION SESSION**

Mr. Peter Heart presented the council with a draft plan for possible development at the field on the top of Millers lane next to Perkins Close. A number of issues were discussed such as the size, access and parking. The council would give full consideration once the plan is formalised.

**4. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on 13<sup>th</sup> May 2019 and any matters arising from those minutes.**

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

Matters arising:

Minute 4 Motocross –

The planning Enforcement Officer, Nick Addis, would investigate concerns over the number and size of Motocross events raised by Cllr. Offord under case ref. 19/00316/ENFC. The officer responsible for monitoring the noise checked at various points around the village during the event of the big meetings and it was insufficient to cause any action to be taken. The council would continue to work with the enforcement to ensure the events adhere to regulations.

**Action: JO**

Minute 7 Village Notice Boards replacement –

Cllr. Burden installed the new notice board on 20<sup>th</sup> May. The council would like to thank Cllr. Burden for the good job he has done.

**Action: CK**

Minute 7 Allotments Risk Assessment –

Cllr. Burden reviewed and signed the allotments risk assessment provided by Cllr. Tilling. The clerk would also contact the chairmen of Jumba and Pavilion to review Risk Assessment for this financial year.

**Action: CK**

Minute 10 Posts on the Green –

Cllr. Woodcock confirmed with both the highways of the county council and the planning of the district council that there are no posts replacement restrictions. He also discussed with Mrs. Jenny Bowes of Neighbourhood Watch, who organised to install the original posts, of the replacement. Mrs. Bowes expressed her concern was to protect the village green so would not mind how the council decides to replace them. Cllr. Woodcock would obtain quotes to replace the posts with granite. The clerk would provide the quotes Cllr. Hewlett obtained for the like for like replacement.

**Action:CK/SW**

Minute 10.2.2 Pavilion BT –

Cllr. Overton checked the communications with BT, it was agreed at a lower price than charged. Cllr. Overton would look through mails received at pavilion and investigate with BT. The clerk would also check with BT to change the contract contacts.

**Action:CK/AO**

Minute 12 Annual Report –

Hornton Parish Council Annual Report 2018/19 was submitted by the RFO to external auditor Moore Stephens on 16<sup>th</sup> May 2019, the acknowledgement of the receipt was received on the 17<sup>th</sup> May.

Minute 13 Pavilion Building work –

The refurbishment work commenced on 20<sup>th</sup> May carried out by Mach Solutions. The company confirmed that we would not be charged VAT. We have been invoiced £45,700 in total with £2,250 extras on the original quote of £43,450.

Minute 14 Small Playing Field New Equipment –

The insurance company accepted the installer's safety guarantee for the Buzz Tower so no extra post installation inspection is required. The equipment was partially delivered and would be completed on 15th July 2019.

Minute 15 Village Green Upkeep –

Cllr. Woodcock notified the volunteers mowing the village green and Jumpa to claim back the fuel paid. The clerk emailed volunteers to express gratitude on the behalf of the council.

Minute 16 Building Plot Millers Lane –

The clerk confirmed with Cherwell district council conservation planning that no planning is required for the container in connection with and for the duration of the operations being carried out. Cllr. Offord had spoken to the builder and confirmed that the container is required for ongoing storage.

Minute 20 Footpath Bridge by Jumpa –

The footpath bridge had been closed off and that CDC had advised that they accepted responsibility for its replacement.

Minute 21 Collapsing Wall near the Playground –

The clerk requested the owner of the wall, Mr. Scott, to assess the condition of the wall and repair as necessary. Mr. Scott advised he is currently waiting for decision from the electricity company on planning as the wall is located as an access to the sub-station. Cllr. Hewlett checked with the planning that Western Power is currently awaiting decision from the district council.

Minute 22 Highway and Safety Survey –

Highway and Safety Survey was returned on 3<sup>rd</sup> June stating Hornton Parish Council would be interested to have a Highways “super user” within the parish and to commission small improvement works direct from OCC approved Highways contractors.

**5. FINANCE REPORT**

5.1. The following payments were **approved**.

Details	Account	Payment
P. Burden mower/strimmer petrol	Playground	£ 7.50
A. Cain Building Work Inv. 057	Pavilion	£ 10,290.00

5.2. Payments made since the last meeting:

Statement Date	Details	Payment Method	Account	Payment
15/05/2019	Arrow Accounting Internal Audit 2018/19	Online	PC	£ 307.84
15/05/2019	S. Woolf Tennis/Basketball net	Online	Jumpa	£ 129.93
20/05/2019	J. Tyrrell pavilion Cleaning inv. 021	Online	Pavilion	£ 80.00
20/05/2019	J. Silva pavilion window inv. 157	Online	Pavilion	£ 25.00
20/05/2019	Notice Board	Online	PC	£ 720.00
28/05/2019	C. Koberl Allowance	SO	PC	£ 9.00
28/05/2019	C. Koberl Salary	SO	PC	£ 309.00
03/06/2019	P. Burden Village Notice Board Fixing Kits	Online	PC	£ 82.74
03/06/2019	C. Porter mowing/strimming	Online	Pavilion	£ 96.00
03/06/2019	Meeting room rental - The Chapel	Online	PC	£ 20.00
03/06/2019	A. Cain Building Work Inv. 052	Online	Pavilion	£ 11,700.00
05/06/2019	Castle Water	DD	Pavilion	£ 36.33
05/06/2019	20% Deposit for Buzz Tower	Online	Playground	£ 833.70
10/06/2019	BT	DD	Pavilion	£ 53.28
24/06/2019	A. Cain Building Work Inv. 054	Online	Pavilion	£ 21,750.00
24/06/2019	A. Cain Building Work Inv. 055	Online	Pavilion	£ 1,960.00
28/06/2019	Cherwell Business Services - TaxAssist	Online	PC	£ 259.56
28/06/2019	C. Koberl Allowance	SO	PC	£ 9.00
28/06/2019	C. Koberl Salary	SO	PC	£ 309.00
05/07/2019	Castle Water	DD	Pavilion	£ 36.33
08/07/2019	HeartSafe Defibrillator Monitoring Service	Online	PC	£ 58.80

### 5.3. Bank balances as of 8<sup>th</sup> July 2019

#### Bank Statements

PC Main	£ 56,855.32
PC Business	£ 26,167.18
Total	£ 83,022.50

#### Committee Balances

	HPC	Jumpa	Pavilion	Playground	Grand Total
Balance B/F (as of 13/05/19)	£23,701.62	£4,954.08	£52,975.27	£37,307.11	£118,938.08
Total Payment	£1,144.87	£129.93	£35,736.94	£833.70	£39,075.51
Total Receipt	£2,812.70	£637.30	£940.00	0	£3,159.93
<b>Balance (as of 08/07/19)</b>	<b>£25,369.45</b>	<b>£5,461.45</b>	<b>£18,178.33</b>	<b>£36,473.41</b>	<b>£83,022.50</b>

5.4. A copy of bank statement of April, May and June was presented to the chairman to review as part of internal control.

5.5. Hornton Parish Council VAT reclaim for the 2018-2019 financial year totalled £1,136.42 was submitted on 24<sup>th</sup> June 2019 and was reimbursed on 5<sup>th</sup> July 2019.

## 6. PLANNING REPORT

6.1. The Parish Council was considering:

19/01118/F Highland House, Millers Lane Two storey extension to rear

6.2. Application Permitted:

19/00045/NMA Cornerways, Millers Lane Non-Material Amendment to 19/00153/F

Change of flat roof material for kitchen and garage from 'metal coloured standing seam roofing or glass fibre' to 'dark grey colour single ply membrane with standing seam profiles.

19/00164/TCA Cromwells, Eastgate T1- Tulip tree remove lower limb  
T2- Gleditsia Fell

19/00201/TPO Eastgate House, Eastgate T1 mature lime tree reduce

## **7. TREES ON THE GREEN**

The clerk received a email from Mrs. Maggie Higgins reporting that 50% of the laburnum tree outside of Holloway Cottages and 80%+ of the cherry tree nearest to their garages is dead, they probably need cutting down. Also the Willow is hanging very low over the road. The councillors agreed with Mrs. Higgins' comments and decided tree surgeon would be required to carry out the maintenance. The council would plant new trees once the removals are completed. Cllr. Hewlett had also noticed the hawthorns next to the post box suffered die back. The clerk would obtain quotes from tree surgeons.

**Action: CK**

## **8. COMMUNITY TRANSPORT**

Oxfordshire County Council advised the parish clerk that it would provide supports for the development of a strong and sustainable community transport by providing drivers' training. As Volunteer Driver Service North Oxfordshire already provided the same service, the council would not take this further at this moment.

## **9. CHILDREN'S AIR AMBULANCE RECYCLING BANKS**

Children's Air Ambulance contacted the clerk to see if the council would like to install textile banks in the parish. The council decided not to install the bank because there were bags from different charities dropped off at the door and fundraising events to collect the unwanted clothes.

## **10. PAVILION REPORT**

The pavilion refurbishment work was completed. Cllr. Overton reported the main objective of this work is to raise the profile so people would like hire the hall. Broadly speaking, Mr. Andy Cain did a good job, he brought a good team in, it was done by the deadline. Prior to the signoff the final invoice, Cllr. Offord raised the concern of the fire doors strips were not built within so it would expand when there is fire. Although it should not cause problem for the exit, it could have affects on the insurance. Cllr. Offord contacted the building control surveyor from the council who confirmed the refurbishment work would not require their involvement as the work carried out had not made means of escaping in the case of fire worse than existing but improved general fire safety measures. Cllr. Offord also reviewed the insurance policy but it was general so details as such would not impact the cover. The council **approved** the signoff the final invoice.

While reviewing insurance policy, Cllr. Offord suggested the exclusion clause about the cleanup costs need to be clarified, the clerk would contact the insurer for clarification.

**Action: CK**

Cllr. Overton advised the May Day bank holiday will be moved back four days to a Friday next year in order to coincide with the 75th anniversary of VE Day. In respond to this, Mrs. Overton proposed to move the annual village May Day celebration to the bank holiday at the end of month so it would not be on the VE Day and the organisers would have the weekend to prepare for the event. The council **approved** the proposal.

## **11. ALLOTMENT REPORT**

There was no allotment report.

## **12. ROADS & HIGHWAYS REPORT**

Cllr. Hewlett continued dealing with a few ongoing pothole cases, he also paid attention to the some street signs need replacement, particularly the one in West End and Pages Lane as well as the 30 miles speed restriction sign coming done from Bell Street.

SpeedWatch had been a success, it reduced the number of speeding. Volunteers to help to man the equipment would be welcome. We were approached by other parish councils to rent our equipment and would consider to lease it out once the four syndicate villages were familiar with the equipment.

Cllr. Overton raised concern about the way cars were parked at the bottom of Millers Lane where often there were cars parked at the pavement outside Sunnyside while cars parked next to the green. It would be difficult for bigger vehicles such as lorries and fire engines to get through, it could also be dangerous when there were traffic coming from both directions. The previous owner of the pub agreed for the school staff to park in their car park, Cllr. Overton would speak to the new pub owner to see if this could be arranged in order to reduce the number of cars parked at the green. **Action: AO**

### **13. JUMPA REPORT**

Cllr. Woodcock thanked the committee for sorting out the new nets so they were kept up to date. There might be some cutting back required but generally speaking, it was looking good.

### **14. PLAYGROUND REPORT**

Cllr. Wain advised the chair and the clerk that the new equipment in the play park was partly installed, he would be chasing them to complete as soon as possible but it might be the 15th of July before it would be finished.

### **15. AOB**

Cllr. Woodcock suggested if the council would welcome and provide support to the new owner of the pub. The council agreed with the suggestion and was prepared to pay contribution to the new pub sign next to the playground. The clerk would inform the pub owner. **Action: CK**

Cllr. Overton advised the village clock on the church tower had recently undergone some considerable amount of repair, the church proposed to the council for some contribution to the costs. The council decided to contribute £200 towards to the church clock repair and would make similar contribution to the chapel with a particular project. The clerk would arrange the payment and Cllr. Woodcock to inform the chapel. **Action: CK/SW**

### **FUTURE MEETING DATES**

The next meeting which is Annual Parish Meeting will take place on 9<sup>th</sup> September 7.30pm in Pavilion.

The meeting closed at 9.28pm

Signed .....