

HORNTON PARISH COUNCIL
MINUTES OF ANNUAL GENERAL PARISH COUNCIL MEETING HELD IN
THE METHODIST CHURCH MEETING ROOM ON
MONDAY 13TH MAY 2019 AT 7.30pm

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

Also in attendance: Clerk & RFO Cindy Koberl

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC PARTICIPATION SESSION

There was no public participation.

4. ELECTION OF CHAIR AND VICE CHAIR

Cllr. Offord was elected as the Chairman and Cllr. Hewlett the Vice Chairman of Hornton Parish Council.

5. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. Offord signed the Declaration of Acceptance to the Office of Chair form which was then signed by the clerk for filing.

6. ALLOCATION OF COMMITTEE RESPONSIBILITIES

There was no change made to councillors' current responsibilities.

7. APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER AND BANKERS

Cindy Koberl was appointed as the Responsible Financial Officer and NatWest was appointed as banker.

8. FREQUENCY OF MEETINGS

Seven meetings a year with extraordinary meetings as required.

9. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on 1st April 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 –

Cllr. Offord raised the concern of over number of days and attendees at the events, as well as the effects on the roads with the Cherwell District Council but had received no reply. Cllr. Offord

would follow up with CDC and forward the event dates to the councillors to monitor the noise level in the village. **Action: JO**

Minute 7 Village Notice Boards replacement –

Cllr. Burden had ordered a like for like replacement of our current village notice boards which should arrive this week. He would install the boards when they were delivered.

Action: PB

Minute 4.6 Expenditure over £100 report 2018/19 –

The RFO published the expenditure over £100 report 2018/19 on the council website.

Minute 4.7.2 Bank Statements reviewed quarterly –

The Chairman reviewed the bank statements from January to March 2019.

Minute 4.7.4 Pavilion payments –

The RFO agreed to receive invoices for pavilion committee directly and would consult with Cllr. Overton if any irregularity prior to the payment. The RFO would also update the payments monthly to the pavilion committee.

Minute 5 School Fence and Gate –

Cllr. Mckenzie spoke to school regarding the fence and gate project, the school agreed to consult conservation officer and the parish prior to the work. The school was still waiting for the quotes.

Minute 7 Allotments Risk Assessment –

Cllr. Tilling drafted risk assessment for the allotments. Cllr. Burden would review and sign.

Action: PB

Minute 10 Posts on the Green –

Cllr. Mckenzie informed the school that the parish council was looking to replace the loose posts on the green and children should take extra caution when playing around the green.

Cllr. Woodcock confirmed with the conservation officer of the CDC that the council could choose the replacement from wooden posts, granite kerb or stone boulders/balls (smaller than 200 m³) without planning permission if the green is owned by the parish council. Cllr. Wain would find the land registry to prove ownership. Cllr. Woodcock would check if there was any restriction on posts replacement with the Highway.

Action: KW/SW

10. FINANCE REPORT

10.1. The following payments were **approved**.

Details	Account	Payment
P. Burden mower/trimmer petrol	Playground	£ 26.98
Abbot Fire Group	Pavilion	£ 113.04
Arrow Accounting Internal Audit 2018/19	PC	£ 307.84
S. Woolf Jumba Tennis/Basketball net	Jumpa	£ 129.93

10.2. Payments made since the last meeting:

Ledger Date	Details	Payment Method	Account	Payment
01/04/2019	SSE Southern Electric	DD	Pavilion	£ 954.09
05/04/2019	Castle Water	DD	Pavilion	£ 36.33
08/04/2019	BT	DD	Pavilion	£ 53.28
09/04/2019	CDC Dog bins emptying	Online	PC	£ 144.14
10/04/2019	Meeting room rental - The Chapel	Online	PC	£ 20.00
25/04/2019	C. Porter mowing/strimming	Online	Pavilion	£ 96.00
28/04/2019	C. Koberl Allowance	SO	PC	£ 9.00
28/04/2019	C. Koberl Salary	SO	PC	£ 309.00
30/04/2019	P. Burden mower/strimmer petrol	Online	Playground	£ 26.98
30/04/2019	Abbot Fire Group	Online	Pavilion	£ 113.04
03/05/2019	Arrow Accounting Internal Audit 2018/19	Online	PC	£ 307.84
05/05/2019	S. Woolf Tennis/Basketball net	Online	Jumpa	£ 129.93
08/05/2019	Castle Water	DD	Pavilion	£ 36.33
10/05/2019	BT	DD	Pavilion	£ 53.28

10.2.1. The pavilion electricity bill was based on actual reading, it was high due to the building was heated all the time and this bill covered the winter period, thus higher than usual.

10.2.2. Cllr Overton would review the BT contract to see if it was agreed at a lower price.

Action:AO

10.3. Bank balances as of 10th May 2019

Bank Statements

PC Main	£ 92,779.34
PC Business	£ 26,158.74
Total	£118,938.08

Committee Balances

	HPC	Jumpa	Pavilion	Playground	Grand Total
Balance B/F (as of 31/03/19)	£ 19,130.68	£ 4,574.26	£ 51,634.02	£ 37,334.09	£ 112,673.05
Total Payment	£ 789.98	£ 129.93	£ 1,342.35	£ 26.98	£ 1,335.15
Total Receipt	£ 5,360.92	£ 509.75	£ 2,683.60	£ -	£ 5,787.92

Balance (as of 10/05/19)	£ 23,701.62	£ 4,954.08	£ 52,975.27	£ 37,307.11	£ 118,938.08
--------------------------	-------------	------------	-------------	-------------	--------------

11. PLANNING REPORT

Application Permitted:

19/00157/F Manor Farm Bungalow Demolition of existing buildings and erection of replacement dwelling

12. ANNUAL REPORT

Hornton Parish Council Annual Report 2018/19 was reviewed by the council, it was **approved** and signed by the chairman. The report was reviewed and signed by the internal auditor from Arrow Accounting on 3rd May. The RFO would send the report to the external auditor Moore Stephens by the deadline of 30th June.

Action: CK

13. PAVILION BUILDING WORK

Cllr. Overton confirmed the Pavilion committee agreed to award the contract for the building work to Mach Solutions at the agreed price of £43,450 plus VAT. There was a reserve of roughly £52K for the pavilion account at the moment, less the stage fund of £4K, the committee might have to borrow internally depending how quickly we could claim the VAT back. Cllr. Overton would speak to the secretary of the committee to have the building VAT registered as soon as possible. Cllr. Offord and the RFO would assist on VAT registration if needed. The costs of the building work were **approved** by the council.

Action: AO

The work would be divided into sections and it was agreed that there would be 6 payments. The chair of Pavilion committee and Cllr. Overton would sign off when each section is completed and would present the invoice to the council to make the payments.

Action: AO/CK

Cllr. Tilling advised the need for a reserve policy for the pavilion committee. Cllr. Overton agreed to draw up a reserve policy when the VAT is reclaimed. The RFO would provide a three year forecast based on committee's expenditures.

Action: AO/CK

14. SMALL PLAYING FIELD NEW EQUIPMENT

Cllr. Wain advised the costs of the Buzz Tower – new equipment designed for younger children – would be to £3,473.73 plus VAT. It would be located in the playground, in the middle of the two seats between the swings and the climbing frame. The council **approved** the purchase of the new equipment. There was an additional option for an independent post installation of inspection at £474 and the council decided not to take on the option. Cllr. Wain would check the safety guarantee in terms of insurance prior to the purchase.

Action: KW

15. VILLAGE GREEN UPKEEP

Cllr. Woodcock reminded the council that a team of volunteers mowing the green and lawns next to the school ought to be appreciated for their hard work, especially to Graham Hall, who organises and leads the team. The council agreed that the team would be thanked for their hard work and the fuel used for village up keeping should be paid by the council. Cllr. Woodcock would notify the volunteers to claim the fuel paid and the clerk would write thank you letters to the volunteers.

Action: SW/CK

16. BUILDING PLOT MILLERS LANE

It was reported to the council that the container at the building plot on Millers Lane should be removed because it was not in keeping with the conservation area and there were rats spotted. The clerk would check with the district council about planning in the conservation area and pest control. Cllr. Offord would speak to the builder to find out the plan for the building site.

Action: CK/JO

17. PAVILION REPORT

None as it was covered in agenda no. 13.

18. ALLOTMENTS REPORT

Cllr. Burden reported the allotments would be taking part in the open garden on 7th July. The allotment looked well at the moment. Depending on what it brings this year, if it would be as hot as last year, bringing water to the allotment could be an issue.

19. ROADS & HIGHWAYS REPORT

Cllr. Hewlett researched issues he raised on fix-my-street website and would continue to find out where we are at with the sinkhole issue on Horley Road.

The Speedwatch equipment was not working properly at the moment - the camera failed to send data to the tablet. The equipment was under the warranty and the company was looking at it. From the data collected, the police would take on the worst offenders of speeding.

Cllr. Overton suggested the road leading to Wroxton Heath and Drift Lane need to be resurfaced. Cllr. Hewlett advised that stretch was out our parish but he had raised the issue countless times. It would be beneficial for more people to raise the issue on fix-my-street website.

Cllr. Burden noticed water accumulated around the pothole outside of his house. He would continue to monitor if this was caused by excessive rain or draining issue.

20. JUMPA REPORT

Cllr. Woodcock contacted Oxfordshire County Council regarding the footbridge on a footpath located between the pavilion and Jumba required maintenance. The OCC initially sent a highway officer in error to view the footbridge but had now passed the issue to footpath department to investigate. There were black and yellow tapes on both end of the bridge to warn people to be cautious in the mean time.

21. PLAYGROUND REPORT

Cllr. Wain confirmed the pest controller for moles would be around next week. The playing field would be closed from Monday to Thursday during the work is done, the green outside of the school would also be looked at.

The front wall had various tree growing through and some top of the wall had fallen. Cllr wain would continue to monitor if the wall needs work to be done.

22. Highway and Safety Survey

A survey issued by Oxfordshire County Council was sent to the clerk covering highway and safety issues. Councillors would review and inform clerk should any point to raise before June.

Action: Councillors

23. AOB

- Cllr. Wain suggested lobbying the grass cutters in response to the declining population of bees and insects. If we could keep more our Hedgerow intact so we don't injure the insects and would keep the ecosystem thriving.
- Cllr McKenzie spoke of the problem of school parents speeding down Millers Lane and parking inconsiderately. The school head-teacher suggested if the zigzag lines near the bus stop could be repainted as it was becoming faint. Cllr. Hewlett would find out if this could be done from the Highway. **Action: TH**
- Cllr. Overton reported oil leak from a Heyfordian coach, Cllr. McKenzie would make school aware of this. **Action: LM**
- Cllr. Hewlett advised the council that there was a commercial letting near the Hornton Grounds for open storage. The site had a B2 General Industrial use and potentially a B8 Storage and Distribution use with possible additional warehousing/storage buildings (subject to planning consent). The council would continue monitor the site and planning permissions.

24. FUTURE MEETING DATES

The next meeting which is Annual Parish Meeting will take place on 8th July 7.30pm in Pavilion.

The meeting closed at 9.20

Signed