

**HORNTON PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON  
MONDAY 20 FEBRUARY 2017 AT 7.30pm**

**Present:** Chair Offord and Councillors Bellamy, Burden, Jarrett, Hewlett and Wain

**Also in attendance:** Clerk & RFO Katherine Mills

**APOLOGIES**

There were no apologies

**1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2. PUBLIC PARTICIPATION SESSION**

None.

**3. MINUTES AND MATTERS ARISING** - to confirm the minutes of the previous meeting held on the 28<sup>th</sup> November 2016 and any matters arising from those minutes.

The minutes from the 28<sup>th</sup> November 2016 were approved as an accurate record of the meeting and signed by the Chair for filing.

**Matters arising:**

Minute 9.9 – TH would contact the PSCO to discuss speeding issues in the village. The Clerk would contact District Cllr Webb regarding the whereabouts of the flashing traffic signs that had previously been funded by the village. **ACTION: JO & KM**

Minute 13.3 – The Clerk would contact CDC Planning regarding alterations made to the footpath along Hart View to ensure they adhered to planning regulations. **ACTION: KM**

Minute 16.2 – Cllr Burden reported that repairs to the gate by Townsend had been carried out but it was unclear who had completed the work.

Minute 16.4 – JO would send the website annual payment invoice to the RFO for payment by Direct Debit. **ACTION: JO**

**4. STANDING ORDERS AND FINANCIAL REGULATIONS – to be approved**

**4.1** Cllrs reviewed the Standing Orders and which were duly **APPROVED**.

**4.2** Cllrs reviewed the Financial Regulations and discussed the following issues:

- Pavilion extension finance approval – the Parish Council would require a report from the Pavilion committee to ensure funding proposals met the Financial Regulations criteria prior to approval. This would then be reviewed on a regular basis.
- As many PC and committee payments as possible would be made by Direct Debit and Standing Order.

- Cllr Wain would arrange a meeting with the Pavilion Treasurer, the Pavilion booking handler and the RFO to discuss the Pavilion accounts, payments, bookings and fund raising systems. **ACTION: KW**
- Once the Pavilion extension had planning approval the Parish Council would need to consider 3 quotes for the building work. Cllr Wain would speak to the architect regarding copies of the extension plans to be provided for quotes. **ACTION: KW**

The Financial Regulations were then **APPROVED**.

## 5. FINANCE REPORT

### 5.1 Approval was requested for payment of the following:

Payment	Amount	Cheque no.
K.Mills Dec '16 salary	£300	DD
K.Mills Jan '17 salary	£300	DD
K.Mills expenses Oct'16 – Jan '17	£37.75	DD
AcremanArboriculture	£258	DD

### 5.2 Payments made since the last meeting:

Payment	Amount	Cheque no.
Clive Porter	<b>£30</b>	<b>512</b>
JA Electrics	<b>£205.20</b>	<b>513</b>

### 5.3 Account balance 30.1.17

<b>PC Main</b>	<b>£9,240.07</b>	30/01/17
£6,123.51	£6,123.51	30/01/17
Playground main	£9,716.26	30/01/17
Playground Reserve	£28,911.73	30/01/17
Pavilion Main	£13,458.42	30/01/17
Pavilion Reserve	£23,155.12	30/01/17
JUMPA Main	£5001.01	30/01/17

### 5.4 Direct debit account details for approval

The following were approved for regular direct debit payments. The RFO would keep a document of approved direct debit accounts which would be reviewed every two years.

Name / company	Business	Date approved
Acremans Arboriculture Ltd	<b>Arboriculture</b>	20/2/17

## 6 PLANNING REPORT

### The Parish Council is currently considering:

16/02593/F	1 Pages Lane	single storey rear extension
17/00105/LB	The Old Post Cottage, Bell Street,	replacement of windows
17/00092/F	Pavilion changing room	extension, porch and internal alterations

### Permission granted

16/02149/F	West End House	alteration of existing porch
16/02129/LB	Proffitts House	installation of kitchen unit and granny annex in existing building
Birchwood House		Works to trees in conservation area

## 7 CORRESPONDENCE

- 7.1 Telephone box removal proposal by BT – following a successful campaign by the village, BT would not be removing the village phone box.
- 7.2 Hornton Primary School query re: asset register – the school Head teacher had contacted the Parish Council regarding the possible use of a Parish Council land asset for future school development. The land in question was the village allotments. Cllrs Burden and Jarrett reported that the possibility of the school being moved to this piece of land has been discussed several years ago, but OCC had not supported the proposal. The piece of land was now smaller, would have access issues for school traffic and was also the proposed site for the installation of the Western Power substation. Cllr Wain would liaise with the school regarding the asset query. **ACTION: Cllr Wain**
- 7.3 Correspondence from Mr & Mrs Higgins to be considered – the Parish Council had received a request from Mr & Mrs Higgins for the replacement of a missing litter bin lid by the village green on the wall of the school playground and a sign at the bottom of Hollow Way advising drivers that there is no vehicle access to Hornton Grounds Farm via this lane. Cllrs agreed that an audit of the village bins would be carried out during the Spring Clean on the 18<sup>th</sup> March and necessary repairs/replacements carried out as required. Cllr Hewlett would obtain costs for a sign to be located at the bottom of Hollow Way. **ACTION: TH**
- 7.4 Mole hills – Cllr Wain reported that the moles hills on the village green and the playing fields need to be treated. The Clerk would request a quote from a local company. **ACTION: KM**
- 7.5 CDC Street Trading policy – the Clerk had contacted CDC regarding the implications for the new Trading Policy for one off and fund raising events. The Licensing Enforcement Officer at CDC had advised that if CDC were informed in advance of such events there should be no implications. CDC would however need to know the traders, dates and times of these events and would then be able to advise if there are any implications (such as food hygiene etc.). Cllr Offord would liaise with other local Parish Councils regarding their thoughts and approach towards this policy. **ACTION: JO**

## **8 SCHOOL FOREST GARDEN – use of copse by the Pavilion**

Laura Short had contacted the Parish Council to ask for permission to use the copse by the Pavilion as part of her Forest School qualification activities. The Parish Council agreed to the proposal. The Clerk would contact Laura Short to advise of the decision and would also confirm with Laura that the Forest School activities would be covered by the school insurance and that Laura would carry out a risk assessment. **ACTION: KM**

## **9 SPRING CLEAN 2017**

Cllrs confirmed the Spring Clean would take place on Saturday 18<sup>th</sup> March to start at 10am, meeting on the village green. The Clerk would send the Spring Clean form to CDC and would complete a risk assessment. **ACTION: KM**

## **10 DEFIBRILLATOR TRAINING DATE**

The Clerk advised that the defibrillator training, due to take place on the 31<sup>st</sup> January, had been postponed as the trainer had not been well and had been unable to attend the training session. The Clerk had now rearranged the training to take place on Tuesday 7<sup>th</sup> March in the Pavilion at 6pm and had notified the residents who had been on the list for the 31<sup>st</sup> January session. Details had also been added to the website and village notice board and the training was open to all Hornton residents.

## **11 LOCAL GOVERNMENT REORGANISATION**

The Parish Council had received various correspondence regarding the proposed local government reorganisation from OCC, CDC and District Cllrs. The Parish Council felt that savings from the proposal would be minimal, Parish Councils would lose resources such as bus services and hospitals whilst being requested to take on more local responsibilities. RB would put together a response form the Parish Council, to be circulated to Cllrs for agreement before being submitted to OCC and CDC. **ACTION: RB**

## **12 CHURCH CLOCK REPAIRS**

The Clerk & RFO confirmed that it was within Parish Council powers to provide funding for church clock maintenance. Cllr Wain would contact Sally Tweedsmuir to request an estimate for the required clock maintenance which would then be considered for approval by the Parish Council. **ACTION: KW**

## **13 ALLOTMENTS REPORT**

Cllr Burden reported that the allotments were in good order and 1.5 plots were still vacant. Cllr Burden would collect the rent at the end of March.

## **14 ROADS AND HIGHWAYS REPORT**

Cllr Hewlett had reported the potholes around the village green and along Quarry Road on Fixmystreet. Cllr Hewlett would also report the issue of the damaged verge by the motorhome field entrance which was getting progressive worse and left mud on the road. Cllr Jarrett would obtain the contact number for the event organisers. **ACTION: DJ**

Cllr Hewlett was also chasing a response from the BT Freedom contractors regarding the replacement electricity poles.

**15 PAVILION REPORT**

There had not been a committee meeting since the last PC meeting. It was noted that plans for the Pavilion extension had been submitted to CDC Planning.

**16 PLAYGROUND REPORT**

Cllr Burden reported that the lawn mower had been serviced. The committee would meet in March. The mower storage cabinet project was in progress.

**17 MEETING DATES 2017.**

The 2017 Hornton Parish Council meeting dates had been confirmed as follows and would take place in the Pavilion and would start at 7.30pm:

- Monday 20 March
- Monday 10 April - Annual Parish Meeting
- Monday 15 May – Annual General Meeting
- Monday 19 June –
- Monday Summer – call as necessary
- Monday 11 Sept
- Monday 13 Nov

**18 AOB**

- Cllr Bellamy would research the Care Commissioning Group and would report back to the Parish Council. **ACTION: RB**
- Horton Hospital meeting – several Cllrs would attend the meeting in the Pavilion on the 23<sup>rd</sup> February.
- Banbury Vision and Master Plan – Cllr Offord had read the documents which were given to the Clerk for filing.
- The Parish Council had received a message from Adam Busby who was purchasing Touchstone on Bell Street. Mr Busby had asked if the Parish Council was happy for the family to access the Pavilion fields from their back garden. Cllrs agreed to the proposal and Cllr Offord would contact Mr. Busby to convey the decision. **ACTION: JO**

The meeting closed at 9.30pm

**Signed .....**