

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE METHODIST CHURCH
MEETING ROOM ON
MONDAY 25TH FEBRUARY 2019 AT 7.30pm

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

Also in attendance: Clerk & RFO Cindy Koberl, Mrs. Julie Stanley, Mrs. Ann Hemmings and Mrs. Kate Fricke

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC PARTICIPATION

Cllr Hewlett presented Mrs. Stanley and Mrs. Hemmings with bouquets as a token of thanks for their hard work on behalf of the village for their contribution to the village newsletter, the Gossip, for more than 25 years. Mrs. Stanley and Mrs. Hemmings left the meeting.

4. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on 26th November 2018 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 6 winter salt order – There was a pile of salt bags near the glass recycling area delivered by Highways. Cllr Overton delivered 4 salt bags to the school. Cllr Woodcock reported the salt bin behind the railing of the drive leads to the Pavilion is missing. The clerk would check if this can be replaced by county council. **Action: CK**

Minute 8 & 13 Jumpa trees and maintenance – The removal of Sycamore trees between the Pavilion and Jumpa had been carried out with proceeds of £120 from the logs sale. The Jumpa mower has also been serviced.

Minute 9 the Gossip newsletter – Further to the resignation letter received from Julie Stanley and Ann Hemmings, Cllr Woodcock asked Jane Martin, Lorna Abbot and Cindy Koberl to continue producing the village newsletter and would see if any other villagers might care to take the Gossip forward.

Minute 14 Playground gate – Cllr Burden arranged hampers to be sent to Tom and Adrian to show council's gratitude towards their work on the playground gate.

Cllr Wain joined the meeting at 7:37pm.

Cllr Offord joined the meeting at 7.38pm.

Minute 4 Motocross – The council would continue monitoring the number of visitors and the days of the events taken place to ensure they stay within the guidelines. **Action: JO**

Minute 15 Dun Cow – The pub is undergoing private sale procedure, Cllr Offord would contact the current pub owner to invite the buyer to attend the next council meeting. **Action: JO**

5. FINANCE REPORT

5.1 Approval was requested for the following payments:

Details	Acc	Amount	Payment method
P. Burden Playground April	Playground	£ 21.48	Online
C. Koberl Home Office Allowance Dec	HPC	£ 6.00	Online
C. Koberl Salary Dec	HPC	£ 231.75	Online
C. Koberl Home Office Allowance Jan	HPC	£ 9.00	Online
C. Koberl Salary Jan	HPC	£ 309.00	Online
Cleenol	Pavilion	£ 78.53	Online
Annual OALC subscription 2019-20	HPC	£ 138.97	Online
C. Koberl Home Office Allowance Feb	HPC	£ 9.00	Standing Order
C. Koberl Salary Feb	HPC	£ 309.00	Standing Order
OALC Course - The RFO's year	HPC	£ 102.00	Online
Flowers/gifts for Ann & Julie (the Gossip)	HPC	£ 35.98	Online

Approved apart from payment for Cleenol to be checked by the Pavilion committee.

Action: AO

5.2 Payments made since the last meeting:

26/11/2018	Castle Water	DD	Pavilion	£ 7.59
26/11/2018	Jordan Silva Window Cleaning	DD	Pavilion	£ 25.00
26/11/2018	K.Mills expenses	DD	HPC	£ 8.00
26/11/2018	K.Mills salary	DD	HPC	£ 309.00
26/11/2018	ROSPA Play Safety annual inspection	DD	Playground	£ 96.60
03/12/2018	John Offord internet annual sub	DD	HPC	£ 139.75
03/12/2018	K.Mills expenses June - November	DD	HPC	£ 97.06
04/12/2018	Bosch Thermo Ltd	DD	Pavilion	£ 934.95
05/12/2018	BT	DD	Pavilion	£ 53.28
10/12/2018	K. Mills Leaving Flowers	chq. 523	HPC	£ 20.00
10/12/2018	S. Woodcock Mower Service	transfer	Jumpa	£ 96.75
12/12/2018	Mowing of the church yard	chq. 521	HPC	£ 500.00
14/12/2018	Charlie Mawle Tree Care	chq. 524	Jumpa	£ 950.00
27/12/2018	Castle Water	DD	Pavilion	£ 7.59
04/01/2019	SSE Southern Electricity	DD	Pavilion	£ 316.65

07/01/2019	OALC Course - Year End & Audit	chq. 528	HPC	£ 102.00
08/01/2019	Jennie Tyrell cleaning 016/017	chq. 526	Pavilion	£ 180.00
08/01/2019	K. Mills Salary Dec	transfer	HPC	£ 178.90
10/01/2019	BT	DD	Pavilion	£ 53.28
15/01/2019	Paul Burden- gifts for Gibbs	chq. 527	Playground	£ 224.47
25/01/2019	John Offord internet annual sub	chq. 525	HPC	£ 139.75
28/01/2019	Castle Water	DD	Pavilion	£ 7.59
30/01/2019	British Legion	chq. 522	HPC	£ 600.00
04/02/2019	PPL/PRS Licence	chq. 529	Pavilion	£ 121.20
16/02/2019	Jordan Silva Window Cleaning Jan	DD	Pavilion	£ 25.00
16/02/2019	Transfer to PayPal account- int	online	HPC	£ 0.34

5.2.1. Pavilion committee would review the boiler service charge (Bosch Thermo Ltd). **Action: AO**

5.2.2. ROF would monitor the use of the PayPal account to see if the account should be closed.
Action: CK

5.2.3. There is a duplicate payment for the internet annual subscription. Cllr Offord would rectify this.
Action: JO

5.2 Bank balance before transfer and closure of committee accounts

PC Main	£86,151.35	24 February 2019
PC Business	£26,145.98	24 February 2019
PC PayPal	£ 0.00	24 February 2019

5.3 Speedwatch Syndicate – All participating councils paid their contributions. The equipment had been added to the insurance schedule.

5.4 External Audit required for year 2018-19 due to the total account receipts exceeded £25,000 threshold (£25,009.25 at 25th February 2019).

5.5 The RFO acquired full online banking facilities on 24th February 2019. Internal control would be reviewed.
Action: CK

5.6 Pavilion finance report from Cllr Overton:

5.6.1 Pavilion received a donation of £500 from Roger Freeman.

5.6.2 Pavilion income:

Lettings: £2,875/ Fundraising: £10,059/ Donation: £878

Together with upcoming Pantomime proceeds, the pavilion did exceedingly well this year.

5.6.3. Committee to investigate £50 profit made from the antique valuation day not yet received.
Action: AO

5.7 Risk assessment to be reviewed in next meeting.

Action: CK

6 PLANNING REPORT

The Parish Council was considering:

19/00097/F	Canada Cottage West End	Timber garden building
19/00153/F	Connerways Millers Lane	Replacement and alteration of existing roofs to kitchen, store and garage
19/00157/F	Manor Farm Bungalow	Demolition of existing buildings and construction of replacement dwelling
19/00028/TCA	Highland House Millers Lane	T1 x Lawson Cypress - Fell

Withdrawal of Planning Application:

18/01653/F	Land SW of Dun Cow West End	Stone wall demolition
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Cllr Hewlett would look into the reason of withdrawal.

Action: TH

Application Refused/Objected:

18/02012/CLUE	Manor Farm Bungalow	Implementation of existing planning permission
18/00206/TCA	Eastgate House	Lime tree reduction

Application Permitted:

18/00340/TCA	Old Orchard The Green	Fell Cherry/Leylandii
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Conservation:

Apple Cottage Pages Lane Shed
No further action required.

Hornton Primary School Boundary Fence and Gate
No planning permission received so far, Cllr. McKenzie would speak to school to ensure that planning is submitted before work is done.

Action: LM

Millers Lane Development site
Mark Andrews, the site owner, was made aware the site needs to be kept in better condition.

Enforcement:

17/00056/UNDEV Bell Street

The enforcement department closed the file. Council agreed this case should be reopened. Cllr Offord to speak to Douglas Webb, the district councillors to look into this.

Action: JO

7. HPC Standing Orders 2019 review

The Parish Council reviewed and **APPROVED** HPC Standing Orders. Cllr Tilling would review and amend the current SO to be manageable and tailored for HPC for year 2020. **Action: ST**

8. HPC Financial Regulations 2019 review

The Parish Council reviewed and **APPROVED** HPC Financial Regulations.

9. HPC Statement of Internal Controls 2019 review

The Parish Council reviewed and **APPROVED** HPC Internal Controls.

10. Village Notice Boards Maintenance

The contents of the notice boards:

The council agreed the contents should be periodically reviewed. The notices should be dated, relevant to Hornton, of a non-commercial nature and posted by people living in Hornton. All advertisement notices should be published in the village newsletter, the Gossip. Cllr. McKenzie agreed to keep the contents of the board maintained. **Action: LM**

The state of the boards:

The condition of the current notice board was deteriorating and the Clerk would look in to options for a replacement. **Action: CK**

The council thanked Mr. and Mrs. Francis for their kind supply of the wall, as well as the light and electricity to light up the notice boards.

11. Pavilion Report

Cllr Overton reported the pavilion building work is due to commence on 1st April 2019 for 12 weeks. The contract for the building work which covers the broad spectrum was signed. The committee would discuss and confirm details with the builder as well as arrange a bat survey for the roof renovation scheduled in July. It was agreed with the builder that payments should be made after each section is completed with 5% retention. **Action: Pavilion Committee**

12. Allotments Report

Cllr Burden went to look at the allotments and reported they looked well but dry. There was half plot available to rent. The allotments were asked to take part in this year's open garden.

13. Roads & Highways Report

Cllr Hewlett reported there were some progress:

Road sign

The new "Hornton", "Wroxton" and "Shutford" signs were put in place at the junction meeting the road leading to A422. The application was initially rejected as it was considered as part of Warwickshire but Cllr Hewlett took photos and successfully argued it was an Oxfordshire council matter. There was also a new sign on Millers Lane.

Potholes

Most of the potholes which had been complained about were filled. The county council had filled the potholes on the road leading to A422, around the Green and the West end. Cllr Hewlett met the county council officer who is responsible for this area. The officer said the material used would last longer than tarmac. Cllr Hewlett expressed it would be better to have road resurfaced but this was what we could get at the moment.

Speedwatch

The speedwatch equipment was working and it was shared among Tadmerton, Swalcliffe and Broughton. The data recorded time and registration of cars travelling above 5% of the limit which was then passed to the police.

14. JUMPA report

Cllr Woodcock said that after the Sycamore and Ash trees were removed and the logs were sold, the area looked a lot tidier. The next job is to clean up the moss in the court. The mower had been serviced and was working well. Cllr. Woodcock praised Charlie Mawle's good work on the trees at a very competitive price.

15. Playground report

Cllr Wain would continue pursuing quotes for additional toddler play equipments. Cllr Burden advised that he had carried out weekly safety checks. Cllr Wain reported there were mole hills in the lawn and he would contact the Fir Tree Falconry for a quote to remove the moles. Cllr Wain went to the playground with his grandchildren at the weekend and all was looking very nice at the moment.

Action: KW

16. FUTURE MEETING DATES

The next meeting will take place on 1st April 2019 7.30pm at the Chapel.

The meeting closed at 9.17pm

Signed