

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON
MONDAY 25 JANUARY 2016 AT 7.30pm

Present: Councillors Burden, Griffiths, Hewlett, Jarrett, Offord and Wain.

Also in attendance: Clerk & RFO Katherine Mills

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest

3. PUBLIC PARTICIPATION SESSION

There were no members of the public present

4. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on the 9 November 2016 and any matters arising from those minutes.

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

Minute 4.– Cllr Wain advised that the village green spaces map would be downloaded on to the village website as soon as possible.

Minute 17.3 website – discussion regarding a Neighbourhood Development Plan was deferred to the next meeting.

Minute 8.2 leaves in churchyard– Cllr Burden had assessed the issue of fallen leaves in the churchyard and suggested the possibility of constructing a compost heap in the churchyard for the leaves. Residents would be able to make use of the compost over time. Cllr Burden would liaise with Andrew Overton regarding the proposal.

ACTION: PB

Minute 17 Highways – the clerk would report back regarding the ownership of Tomkinsons Lane and maintenance issues along the lane.

ACTION: KM

Minute 18 school parking – Cllr Wain had spoken to the school regarding inappropriate parking and it had been agreed that the school would give parents and residents advance warning of school events such as Christmas concerts in order to assist with parking in the village.

5. FINANCE REPORT

- 5.1 The Clerk had circulated a finance report in advance of the meeting which summarised financial issues. The cllrs discussed the issues as follows.

5.2 NatWest report

- Mandates – NatWest are updating all Parish Council bank accounts to ensure they all have the correct signatories.
- Paypal current account – the council **APPROVED** the proposal of a Parish Council paypal account to operate via the website and to be used for village fund raising events. The Clerk would contact the bank to set up the account. **ACTION: KM**
Cllr Wain also proposed a Just Giving website facility for a preferred charity which could be changed on a 6 monthly or annual basis. Cllr Wain would liaise with James Prentice regarding the website and would then refer the proposal to residents.
- Pavilion fund transfer – the Pavilion Treasurer had requested a bank transfer of £20,000 from the Pavilion current account to the reserve account. This was **APPROVED** and a cheque was written for signature.
- Internet banking – the clerk reported that the bank could set up internet banking for the Parish Council on a 1 signature basis to be operated by the RFO. Cheques would continue with a 2 signature system. The council **APPROVED** the provision of internet banking with the proviso that a ceiling figure of £100 be implemented by the bank. The Clerk would contact NatWest. **ACTION: KM**
- Direct debit – the Pavilion Treasurer had requested that the Pavilion electricity and water payments be made by direct debit and the Clerk & RFO requested that her salary also be paid by direct debit. Both proposals were **APPROVED** by the council.

5.3 **External Audit** – the RFO reported that the Audit Commission had ceased to exist on the 1 April 2015 and a new company, Smaller Authorities' Audit Appointments Ltd, had been created to take over the appointment of **external** auditors and the setting of audit fees for smaller authorities from 2017. The new company would appoint an external auditor unless the PC decided to opt out of the service and appoint an independent external auditor. The deadline for an opt out was the 31 March 2016.

Following discussion the council **APPROVED** the appointment of an external auditor via Smaller Authorities' Audit Appointments Ltd. No further action was required.

5.4 Roger Corke had reported that the stream project had been progressing well and all the wood and the stone used in the project had been donated from the village. However, funds from the Parish Council stream fund would soon be required. The council **APPROVED** to provide £400 towards the project as previously agreed. The clerk would prepare a cheque when required. **ACTION: KM**

5.5 **Precept** - The RFO had submitted the PC precept request of £9000 for the financial year 2016-17 to CDC. The RFO had been advised of the following by CDC:

- Allocation of New Homes Bonus - £728 to be paid in March
- Central government grant - £437

Cllrs noted that this was dependant on the resolution of the full council to pass these funds to Town and Parish Councils as part of their budget setting decisions to be taken in February 2015.

5.6 **Playground loan** - The final loan payment of £2300 was due to be paid. The PC had no outstanding loans.

5.7 **Calendar payments** - receipts of £1227 had been paid into the PC current account. A payment of £786 was subsequently paid to Dearne Printers. Cllr Burden would liaise with the calendar committee regarding the allocation of the funds to chosen charities.

ACTION: PB

5.8 Cheques agreed for signature

Payment	Amount	Cheque no.
K.Mills January 2016 salary	£246	467
K.Mills February 2016 salary	£205	468
K.Mills expenses Nov '15 – Jan '16	£21.60	469
Playground transfer final	£2300	470
P.Burden mower petrol	£5.25	471
T.Hewlett travel expenses	£18.00	472
The Gossip	£170	473

5.9 Payments made since the previous meeting

Payment	Amount	Cheque no.
Christmas trees	£30	464
Arrow Accounting travel costs	£21.60	465
Dearne Valley printers (calendar)	£786	466

5.10 Account balances

PC Main	£8,960.31	30/12/15
PC Reserve	£6,120.54	30/10/15
Playground main	£5,637.39	30/12/15
Playground Reserve	£28,897.70	30/11/15
Pavilion Main	£30,166.90	30/12/15
Pavilion Reserve	£3,152.62	30/11/15
JUMPA Main	£4481.03	30/12/15

The Clerk advised that the Parish Council was required to set up a pension for the Clerk & RFO by 2017 and would forward further details to the Chair. **ACTION: KM & JO**

5.8 Review Standing Orders and Financial Regulations

Both documents were **APPROVED** by the council with the following amendments to the Financial Regulations:

4.4 Budget control – change from £5000 to £1000

4.4 Salary review – change from October to November

- 5.9 Cllr Wain reported that the next edition of The Gossip would be the 100th edition after 25 years in print. The Gossip cost £120 per edition to produce and print and currently had £70 in the bank. Julie Stanley was prepared to carry on producing the Gossip for another year if it was felt there was still support for the newsletter in the village.

The Cllrs agreed that the Gossip played an important role in the village and had plenty of content. It was felt that new volunteers were needed to help with the Gossip and there were opportunities to expand with advertising, although a balance of content was needed. An article could be included in the next edition regarding the 100th edition and the need for volunteers. It was agreed that the Parish Council would fund £170 to cover the cost of the next two editions of the newsletter.

ACTION: Clerk

6. PLANNING

Permission granted:

- 15/00273/TCA Mrs Whitby, Chapel Cottage, remove 3 x xmas trees & prune cedar
- 15/01415/F Eastgate Farm, single storey garden room
- Mr T Hewlett Copscap Barn, Hornton, Reduce lime crown by 25%
- Gracelands Millers Lane, Hornton, Reduce spruce by 35%
- Manor House The Green, Hornton, Five day notice to fell willow

7. WEBSITE – update on Parish Council website

- 7.1 Cllr Wain reported that the website was running well and positive feedback had been received from residents. Cllr Wain would meet with James Prentice to discuss setting up a payment page for events and fund raising.

8. CORRESPONDENCE

- 8.1 Post office proposal – following discussion the council decided not to accept the post office proposal of a weekly service in the village. It was felt that at present there was not a need for the service in the village and if similar weekly services were provided in other small villages there may be a negative impact on the operating post offices such as Tysoe. The council invited comments from residents and the clerk would then advise the post office of the council's decision.

ACTION: KM

- 8.2 Queen's 90th Birthday Street Party – the council agreed to hold a street party on Saturday 11th June 2016 to run from midday onwards. At previous similar events those attending had brought along their own food and drink, chairs and tables were provided. Information and a request for volunteers would be included in the Gossip and on the website.

ACTION: KM

8.3 Katharine House Hospice 25th Anniversary – the Clerk had been contacted by the hospice to advise of the anniversary and encourage parish council participation. The Chapel was holding a monthly coffee morning to raise funds for the hospice and any raffle prizes were welcome. Information would be put on the website. **ACTION: KM**

8.4 Lumina Early Bird rates – following discussion the council decided not to sign up to SSE early bird rates but to look for the best rates at the end of the contract in October 2016. The Clerk would advise Lumina of the decision. **ACTION: KM**

9. TREE MAINTENANCE SURVEY AND PROPOSED MAINTENANCE WORK

9.1 Ben Acreman had submitted a planning application for proposed tree maintenance work which would take place in February 2016.

10. PROPOSED ELECTRICITY SCHEME FOR HORNTON

Cllr Hewlett reported on a meeting with Western Power Distribution (WPD) who had approached the HPC following requests from some Hornton residents to consider removing telegraph poles from the village and routing power cables underground. WPD need to identify a suitable location for a Ground Mounted substation to be positioned in the centre of the village and to discuss all factors that might affect the project. The substation would need road access for maintenance and underground cable access. The substation would be 4 metres square and about 6 ft high. Possible location sites were outside the Manor House against the wall underneath the willow tree and the Methodist Chapel car park. Cllrs also discussed an alternative location near the childrens playground.

WPD would cover the entire cost of the project and felt there would not be a problem gaining approval from CDC/OCC. The earliest this could happen is in 4 to 6 months' time. There would be some disruption with temporary road closures and one way traffic lights etc during the cable laying phase. Possible conflicts were the street party on 11th June. It would be preferable for the work to be carried out during the school holidays.

WPD would advise BT of their intention to remove poles and invite BT to consider alternative options for telecommunications cables. Poles with street lights attached would remain although the pole might be reduced in height.

The council agreed to give their support to the project and the decision of the cabinet location would be made in conjunction with the Parish Council. Cllr Burden would contact the Methodist Church committee and Cllr Hewlett would inform WPD of the council's decision. **ACTION: PB & TH**

11. EE RURAL COVERAGE

Cllr Hewlett reported that EE had offered to install a micro network in Hornton giving EE customers a mobile phone signal and access to the internet through a 3g/4g capability. The micro network installation, maintenance and running costs would all be borne by EE, but up to 4 aerials would be required on suitably positioned houses. The HPC sent a survey to village by email requesting information and views on the scheme and feedback was as follows:

- There were 130 recipients of the email and 25 people responded, either individually or on behalf of families or couples. As a few recipients live outside Hornton, this approximates to 19%.
- Of those that responded, (10) 40% were with EE; (11) 44% with Vodaphone and (4) 6% with other companies. Generally, EE performance as expected, was poor in the village but good on Quarry road.
- Of the 15 non EE customers, 8 were prepared to switch and 7 preferred to remain with their existing company.
- There were 8 households who would be prepared to have an aerial attached to their house and 12 who were not. The remainder of the responses fell into the 'not sure' category.
- Listed Buildings: some of the responses that supported having an aerial fitted lived in Grade 2 listed buildings and EE have indicated that, whilst not impossible, it would be difficult to get permission to attach an aerial to a listed building.
- BT/EE Merger: EE have indicated that it is 'business as usual' until the BT/EE deal is complete and would not affect the installation of a micro network if we chose that option.

Following discussion of the survey results the council decided that village support for the scheme was minimal and they would therefore not give their support to the proposal. Cllr Hewlett would advise EE of the decision. **ACTION: TH**

13. SPRING CLEAN

The clerk had received information regarding a 2016 national spring clean scheme named 'Clean for the Queen' which would run in preparation for the Queen's 90th Birthday. The council agreed to hold the spring clean on Saturday 5th March to start at 10am. The Clerk would send the relevant form to CDC and would forward the information to the Gossip and the website. **ACTION: KM**

14. ALLOTMENTS

Cllr Burden reported that Martin had already mowed the allotments once this year. A refund of £5.25 would be arranged to cover petrol costs. A resident had requested use of the allotments for several days for storage which had resulted in some extra muddy areas but these would recover by the spring. There were still a few vacancies on the allotments and rent would be collected in March.

15. PLAYGROUND

Cllr Burden presented a report by David Miles. A Playground committee meeting would be held in the near future and various maintenance issues would be discussed. A new 'No Dogs' sign would be ordered and Tom Gibbs had kindly offered to repair a small split in a metal tube on the play equipment.

The damaged barrier at the bottom of the steps had been repaired by Hook Norton Brewery and would be painted yellow. A project would be discussed regarding the kind donation of £202.50 from Adrian Horsely. There was a mole problem in the playground and a mole catcher may be enlisted. The annual mower service would be arranged and children would soon be able to enjoy the playground when the weather improved.

The weekly inspection sheets were signed by the Chair.

15. HORNTON PAVILION REPORT

Cllr Wain reported that a Pavilion committee meeting had been held to discuss the planned extension. The current plans would cost £40,000 which would cover the changing rooms but would not leave additional funds for renovation of other parts of the building which had been the original goal. JUMPA had agreed to the 3 metre extension in to the car park area. A further meeting had been scheduled to discuss revised plans which would include a 6m extension with changing rooms in a new block. Cllr Wain had spoken to Val Ingram regarding possible lottery funding. It was noted that lettings of the Pavilion were quiet at present.

16. JUMPA REPORT

A fund raising 70s disco would be held in conjunction with the Pavilion in June. Cllr Burden would liaise with the committee regarding dates to ensure they did not coincide with the Queen's birthday street party celebrations. **ACTION:**

PBCCllr Burden had planted 7 Christmas trees which had been funded with the sponsor money.

17. ROADS AND HIGHWAYS REPORT

Cllr Hewlett gave a report. Road maintenance requirements reported on the website Fixmystreet had been carried out although the area concerned was outside of the parish boundaries and the bare minimum had been done. Cllr Hewlett had attended a meeting in Oxford regarding the village bus service. The government would take its decision in February regarding bus subsidies but it was likely that the 504 bus service would stop running at the end of March 2016. Cllr Hewlett had looked in to alternative options which included a subscription system or a subsidised system but decisions for clarification had not yet been made. Information had been received from OALC to advise that the Parish Council could subsidise the service under S137 funding. The Parish Council would have to wait for further information from OCC.

18. AOB

- The residents of Proffitts House had contacted the Parish Council regarding possible alterations to the grass access to Proffitts House. The grass access area was becoming very muddy and crossed a registered Parish Council green area. The Clerk would investigate. **ACTION: KM**
- The primary school now had a new structure as an academy in the Warriner trust. Matt Green was the new Head teacher and Jenny Perry was the new Chair of Governors.
- Cllr Offord was now away working during the week and unable to attend to much Parish Council business. Although happy to continue as Chair Cllr Offord was also prepared to stand down if another cllr would like to take on the role. The council agreed they would like Cllr Offord to continue in the role.

(The meeting closed at 9.50pm)

John Offord, Chairman