

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON
MONDAY 31 OCTOBER 2016 AT 7.30pm

Present: Chair Offord and Councillors Bellamy, Burden, Jarett, Hewlett 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

None.

4. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on the 5th and 26th September 2016 and any matters arising from those minutes.

The minutes from the 5th and 26th September were approved as an accurate record of the meeting and signed by the Chair for filing.

Matters arising:

Minute 4 Village Plan – Cllr Wain had spoken to Ian Harris who had confirmed that he had previous Village Plan documents that he would forward to the Parish Council in due course.

Minute 5 Finance – following a resident query the Chair confirmed that the cost of mowing in 2015-16 had been £500 but that this included a back payment of £100. The rate would return to £400 in 2016-17.

Minute 13 Roads and Highways – Cllr Jarett advised that the hedge along Bell Street had not yet been cut back. The Clerk would contact Finlay Scott again. **ACTION: KM**

Minute 8 Tree Maintenance – Cllrs agreed that the tree work maintenance to the laburnum in front of Holloway Cottages, as recommended by Acreman's, should be carried out. The Clerk would contact Ben Acreman to confirm. **ACTION: KM**

Minute 14 Defibrillator training – it was agreed that enough residents had expressed interest in attending a second training session. The Clerk would contact the trainer to ask if he would be able to attend another session. **ACTION: KM**

5. ZURICH INSURANCE POLICY

The Clerk had arranged the new 3 year insurance contract with Zurich who had provided the most competitive annual quote at £1,187.85 including VAT. This was considerably lower than the previous insurance policy rate.

The Chair signed the Zurich invoice.

6. FINANCE REPORT

6.1 External audit – cllrs reviewed the audit report which had raised the following issues:

- Failure to approve section 2 of the annual return by the 30 June
- Inclusion of the fixed assets in box 9 of the annual return at a valuation amount. All assets should be included at cost.

6.2 The audit issues were noted and the audit was **APPROVED**.

6.3 Internal audit checklist and renewal for 2016-17 – cllrs **APPROVED** the 2016-17 internal audit to be completed by Arrow Accounting and the Chair signed and dated the Agreement of Terms document. The Clerk would contact Phil Hood. **ACTION: KM**

6.4 Finance report:

7.

Approval was requested for payment of the following:

Payment	Amount	Cheque no.
K Mills salary October 2016	£246	505
Zurich Insurance	£1187.85	506
K Mills salary November 2016	£246	507
BDO audit fee	£240	508
K.Mills expenses Aug – Oct '16	£48.98	509

Payments made since the last meeting:

Payment	Amount	Cheque no.
Trish Ingam audit meeting	£66.95	500
Ben Acreman tree maintenance	£420	501
Kevin Wain laptop for Clerk	£250	502
Churchyard mowing	£500	503
Katherine Mills salary Sept '16	£246	504

PC Main	£11,498.07	30/09/16
PC Reserve	£6123.10	30/09/16
Playground main	£9718.86	30/09/16
Playground Reserve	£28,909.80	30/09/16
Pavilion Main	£34,100.52	30/09/16
Pavilion Reserve	£3153.85	30/09/16
JUMPA Main	£4451.01	30/09/16

7. PLANING REPORT

The Parish Council is currently considering:

16/01843/F	Land adjoining 1 Bankside, Millers Lane	Erection of two detached dwellings
16/01855/F	Land Parcel 2549 Adjacent To Millers Lane Hornton,	creation of new field access
16/02061/F	4 Holloway Cottages, The Green	Single storey rear extension
16/02419/F	West End House, West End	Alteration of existing porch

Permission granted

16/00286/TCAT1 & T2 lombard poplar fell

Application withdrawn

16/01689/F Change of use of open storage within use class B8

8. SUBCOMMITTEE FINANCIAL AND REPORTING STRUCTURE

- 8.1 The Chair reported that the Pavilion, Playground and JUMPA committee Chair had confirmed that they had decided to stay as committees of the Parish Council and not to become trustee run charities.
- 8.2 Cllrs reviewed section 4 committees and sub committees of the Standing Orders. There were no changes and section 4 of the Standing Orders was APPROVED.
- 8.3 Cllrs reviewed the committee terms of reference and discussed the details at length. Following several amendments, it was agreed that the Clerk would prepare an amended draft of the document to be circulated to the cllrs for approval at the next Parish Council meeting on the 21st November 2016. **ACTION: KM**
- 8.4 The Clerk would investigate if it was possible for committee recommendations to the Parish Council to be agreed by cllrs by email or if recommendations had to be approved at an official meeting. This would be particularly relevant to payment recommendations from the Pavilion for the extension. **ACTION: KM**

8.5 Cllrs discussed and considered the issues raised by the Chair of the Pavilion committee. Cllrs recognised that some committee members had concerns regarding the future management of smaller payments and expenditures.

8.6 Cllrs agreed that as many payments as possible should be made by direct debit or electronic transfer, such as payments to utility providers and staff wages. In addition it was proposed that committee cllr representatives would collect and bank cash and cheque payments from the committee member who dealt with these transactions. The cllr would then send a report by email to the RFO who would enter the transactions in the cash book spread sheet.

8.7 Committee members would be able to continue making payments under £1000 without the approval of the Parish Council. An invoice could be sent by email to post to the RFO and payment would be arranged on receipt. The payment would be included in the finance report to be presented at the next Parish Council meeting.

8.8 The Chair would contact the committee Chairs to give an update on the discussions and proposals. **ACTION: JO**

9. BUDGET PREPARATION

9.1 The RFO would liaise with the committee Treasurers regarding budget forecasts for the 2017-18 financial year in preparation for the submission of the Parish Council precept to Cherwell District Council. **ACTION: KM**

10. CORRESPONDENCE

- Cllr Burden reported that the John Fox Charity Bank Account was arranging a meeting in the new year in order to allocate the bank account interest to the primary school.
- Cllr Burden had sent a request to the Gossip to ask if anyone in the village had a 15-20ft Christmas tree that they would like to donate to the Parish Council..

11. ALLOTMENTS REPORT

Cllr Burden reported that the allotments were in good order and Martin was still mowing the grass. Two new green houses were being installed. A resident had asked why the gate access to the public footpath past Hart View on to the field towards Horley had been padlocked. The Clerk would contact Finlay Scott to ask that the padlock be removed.

ACTION: KM

12. PLAYGROUND REPORT

Cllr Wain reported that the Playground committee had held a coffee morning on Saturday 3rd September and had Raised £190 for Katharine House Hospice. The committee was considering installing some new non ride play equipment suitable for toddlers and babies.

13. ROADS AND HIGHWAYS

Western Power substation - Cllr Hewlett reported that Finlay Scott had given permission for the ground level substation to be located in the field opposite the Duns Tew pub. Vehicle access to the field was being sought by the owner of the land in question, Tim

Nunley. Finlay Scott had arranged a wayleave agreement with Western Power. Cllrs discussed the possibility of increasing the height of the wall to restrict the view of the substation. This would be reviewed at a later date.

Speeding in the village - Cllrs discussed the issue of speeding in the village at length. Cllr Hewlett advised that Oxfordshire County Council (OCC) would only fund speeding measures where a road accident had occurred and had also been advised that the Twenty Is Plenty signs were illegal. OCC were also legally required to enforce 20pmh speed limits.

Cllr Offord put suggested other options to consider such as gates at the entrance of the village, road narrowing measures and pedestrians on the road signs. These were not enforceable measures but evidence showed that they did help to slow down traffic. Cllr Offord also reported that the Parish Council had paid for power cables to boxes at either end of the village for temporary OCC signs. Cllr Bellamy would be willing to carry out a 12 hour speed survey using a speed gun in order to obtain evidence to present to OCC. Cllrs agreed that the Parish Council would fund the purchase of the speed gun and the Clerk would contact the community police to ask if they could calibrate the un to ensure the evidence was correct.

ACTION: RB & KM

Pavement maintenance – Cllr Wain queried who was responsible for repairs to pavements around the village following a conversation with a resident regarding the overgrown footpath between Bell Street and The Manor House and several cracked pavement slabs around the village. The Clerk was also asked to clarify who was responsible for the pavement between a curb that had been lowered and the property concerned. The Clerk would investigate and report back.

ACTION: KM

Cllrs queried the legalities of parking on pavements and asked the Clerk to contact the community police to request further information. Cllrs als felt it would be beneficial if a community police officer could attend a Parish Council meeting to enable Cllrs to discuss various issues.

ACTION: KM

14. CLERK & RFO ROLE TO BE REVIEWED

The Clerk left the meeting at this point and cllrs discussed the role and hours of work of the clerk regarding future changes with the financial and reporting structure of the committees.

The meeting closed at 9.30pm

Signed