

**HORNTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ONLINE
ON MONDAY 6th JULY 2020 AT 7.30pm**

Present: Councillors Burden, Mckenzie, Offord, Tilling, Overton, Woodcock and Wain

Also in attendance: Clerk & RFO Cindy Koberl and Mrs. Chris Woodcock

1. APOLOGIES

Apologies were given by Cllr. Hewlett and these were accepted.

2. DECLARATIONS OF INTEREST

None

3. PUBLIC PARTICIPATION SESSION

Mrs. Woodcock attended the meeting to participate in one agenda item from 7.58 to 8.17pm.

4. MINUTES AND MATTERS ARISING - TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING HELD ON 16TH MARCH 2020 AND ANY MATTERS ARISING FROM THOSE MINUTES.

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

4.2. Matters arising:

Minutes 18.4 Pavilion Salt Bin –

The clerk ordered and placed a salt bin at the pavilion driveway.

Minutes 8 Donation to Village Good Causes –

Funds distributed to the approved allocation on 17/03/2020.

Minutes 17 Footpath between Jumpa and Pavilion –

Oxfordshire County Council Countryside Access updated Cllr. Woodcock that the work was not expected to be completed until the end of July due to staff shortage due to Covid-19.

Minutes 23 Wroxton Heath/ Hornton Dip –

Wroxton Parish Council contacted the Highways regarding the road surface between Wroxton and Hornton. The stretch was dragon patched at the end of April.

Minutes 7 Covid-19 Community Support –

Further to council's discussion in the meeting on 16.03.20, Cllr. Woodcock and Cllr. McKenzie set up "Homers and Buddies" community support system in aid of anyone in need during Covid-19 lockdown. Cllr. Tilling also communicated the council's support for Dun Cow which later provided takeaway services during the lockdown.

Minute 9 Pavilion Car Park –

Thames Water is investigating the responsibility of the road maintenance but was unable to advise due to inability to access archive files during Covid-19 lockdown. The clerk would continue following up with Thames Water.

Action: CK

5. FINANCE REPORT

5.1. Bank Reconciliation 31.03.20 **approved** and **signed**.

5.2. External Audit Report 2019/20 **approved** and **signed**.

5.3. The following payment is **approved** - C. Koberl Zoom Pro online meeting subs £ 14.39

5.4. Payments made since the last meeting:

Date	Details	Method	Account	Payment
17/03/2020	ABILITY Community transport OCC Cllr's fund	Online	PC	£ 500.00
17/03/2020	A. O'Driscoll Cleaning March (Final)	Online	Pavilion	£ 20.00
17/03/2020	Donation allocated to Dun Cow	Online	PC	£ 500.00
17/03/2020	Donation allocated to The Gossip	Online	PC	£ 290.00
17/03/2020	Donation allocated to Church	Online	PC	£ 1,000.00
17/03/2020	Donation allocated to Chapel	Online	PC	£ 1,000.00
17/03/2020	Donation allocated to Jumpa	Int. tfr.	PC	£ 200.00
17/03/2020	Donation allocated to Playground	Int. tfr.	PC	£ 200.00
24/03/2020	Fir Tree Falconry Mole Control	online	Playground	£ 75.00
28/03/2020	C. Koberl Allowance	SO	PC	£ 9.00
28/03/2020	C. Koberl Salary	SO	PC	£ 309.00
03/04/2020	SSE Southern Electric	DD	Pavilion	£ 981.02
03/04/2020	Cherwell Business Services - TaxAssist	Online	PC	£ 268.64
03/04/2020	CDC Dog bins emptying	Online	PC	£ 180.18
06/04/2020	Castle Water	DD	Pavilion	£ 7.94
07/04/2020	J. Silva Pavilion Window inv. 181	Online	Pavilion	£ 25.00
08/04/2020	BT	DD	Pavilion	£ 35.99
16/04/2020	C. Boone Pavilion Cleaning March	Online	Pavilion	£ 60.00
27/04/2020	S. Woodcock JUMPA mower parts	Online	Jumpa	£ 14.51
28/04/2020	C. Koberl Allowance	SO	PC	£ 9.00
28/04/2020	C. Koberl Salary	SO	PC	£ 309.00
05/05/2020	Castle Water	DD	Pavilion	£ 7.94
11/05/2020	BT	DD	Pavilion	£ 35.99
14/05/2020	P. Lemon Pavilion lighting parts	Online	Pavilion	£ 443.50
28/05/2020	C. Koberl Salary	SO	PC	£ 309.00
28/05/2020	C. Koberl Allowance	SO	PC	£ 9.00
04/06/2020	P. Burden Playground Maintenance	Online	Playground	£ 33.12
05/06/2020	C. Koberl Allotment Thames Water quote	Online	PC	£ 120.00
05/06/2020	Castle Water	DD	Pavilion	£ 7.94
08/06/2020	BT	DD	Pavilion	£ 35.99
23/06/2020	C. Koberl Pavilion driveway salt bin	DD	PC	£ 118.55
25/06/2020	Arrow Accounting Internal Audit 2019/20	DD	PC	£ 300.00
26/06/2020	JUMPA VAT return	Int. tfr.	PC	£ 22.50
26/06/2020	Pavilion VAT return	Int. tfr.	PC	£ 479.84
26/06/2020	Playground VAT return	Int. tfr.	PC	£ 717.70
29/06/2020	C. Koberl Allowance	SO	PC	£ 9.00
29/06/2020	C. Koberl Salary	SO	PC	£ 309.00

5.5. Bank balances as of 30th June 2020

Bank Statements

PC Main	£37,813.10
PC Business	£26,215.40
Total	£64,028.50

Committee Balances

	HPC	Jumpa	Pavilion	Playground	Grand Total
Balance B/F (as of 31/03/20)	£12,577.89	£5,716.39	£6,330.58	£33,089.53	£57,714.39
Total Payment	£3,161.41	£14.51	£1,641.31	£33.12	£4,850.35
Total Receipt	£9,034.42	£222.50	£1,189.84	717.7	£11,164.46
Balance	£18,450.90	£5,924.38	£5,879.11	£33,774.11	£64,028.50

5.6. HMRC VAT Refund 2019-20

HMRC VAT refund 2019-20 has been credited to the accounts on 26/06/2020 with details below:

Total VAT refund claimed	£ 3,950.28
PC VAT refund	£ 2,730.24
Jumpa VAT refund	£ 22.50
Pavilion VAT refund	£ 479.84
Playground VAT refund	£ 717.70

5.7. Internal auditor

Due to health concern of the internal auditor, the parish council might have to appoint a new internal auditor for the next financial year. The parish council would make decision in November's meeting and the clerk to research upon qualification required for an internal auditor in the meantime.

Action: CK

6. PLANNING REPORT

6.1. The Parish Council was considering:

Reference No.	Location	Proposal/ Description	Validated	Status
20/01535/LB	Bay Tree House Bell Street Hornton OX15 6DB	RETROSPECTIVE - To replace existing front door with identical new one; the restoration of middle panels of windows at front of house	25/06/2020	Under Consultation

6.2. Under Consultation - Cherwell District Council:

<u>Reference No.</u>	<u>Location</u>	<u>Proposal/ Description</u>	<u>Validated</u>	<u>Status</u>
20/01463/TCA	The Dun Cow West End Hornton OX15 6DA	T1 x Sycamore - Fell as tree close to gas tank. T2 x Ash - Lift crown over parking area to 4.0m and reduce 2 nos laterals over parking area by 2.5m. T3 x Willow - Remove deadwood (exempt) G1 x Leylandii hedge - Fell/remove.	01/06/2020	Case Officer Assigned
20/01302/F	The Quarries Quarry Road Hornton OX15 6DF	Erection of detached oak framed storage / domestic workshop building with lean-to	26/05/2020	Under Consultation
20/01300/F	Stone Cutting Yard Street From Stratford Road To Hornton Grounds Quarry Hornton	Part retrospective full planning permission for the erection of an internal boundary wall.	18/05/2020	Under Consultation

Cllr. Tilling joined the meeting at 7.53pm.

6.3. Application Permitted:

<u>Reference No.</u>	<u>Location</u>	<u>Proposal/ Description</u>	<u>Validated</u>	<u>Status</u>
20/01586/TCA 5	The Gables Millers Lane Hornton OX15 6BS	FIVE DAY NOTICE T1 x Unknown Species - Fell.	17/06/2020	Application Permitted
19/02800/F	Bankside Millers Lane Hornton OX15 6BS	New double garage.	09/12/2019	Application Permitted

7. MOTOCROSS

The noise level of the latest MotoX event yesterday (5th July) was clearly audible in the village once again and the cause of concern, adding to many other previous complaints received. The track's development, enlargement and growing popularity in hosting international, major commercial race events, bringing hundreds of top riders to the site, were talked about and concerns debated. All agreed the situation had worsened considerably, in all aspects, since 2017-2018. The parish council had made appeals to them but the track had been further developed during the lockdown period. It was agreed that professional advice might need to be sought and that the situation would continue to be closely monitored.

8. FIRE INCIDENT REVIEW

In light of recent fire incident, it was a concern that parking irresponsibly could obstruct access for fire engines and ambulances, both to properties and fire hydrants, which could potentially cost someone's life. Various methods such as double yellow lines, signs or communicating with the owners of the cars were discussed. Cllr. Offord suggested to set up a group of a few councillors to go around the village to assess areas where parking could cause obstruction. **Action: JO**

9. FOOTPATH - HOLLOWAY TO HORNTON GROUNDS

It was reported to Cllr. Woodcock that the stile on the footpath which links Holloway to Hornton Grounds has been removed. Clerk would write a letter to the owner to request them to reinstall the stile.

Action: CK

Cllr. Wain mentioned the gates were padlocked on the footpath from West End but if they were on public footpath was debated. Cllr. Woodcock would investigate further.

Action: SW

10. COMMUNICATION PROCEDURE

Cllr. Tilling reviewed council's Standing Order and found no procedure on communication between council and public. Cllr. Tilling would draft a few paragraphs to ensure members of the parish council have opportunities to review and comment on communications before they were made public

Action: ST

11. PAVILION REPORT

Cllr. Overton reported that the committee was reviewing plan to re-open the pavilion. He also queried if the committee ought to be looking for a more cost effective way of heating in the pavilion. It was agreed that this was a very good idea and Cllr. Offord was able to provide contacts if the committee would like to take it further.

Action: AO

12. ALLOTMENTS REPORT

Cllr. Burden said the bottom end of the allotments was mown creating more parking for tenants so the parking issue raised by residents at Perkins Close was currently resolved.

The clerk obtained a quote at £1,610 from Thames Water to supply water to the allotments. Cllr. Burden further investigated the quote and understood that the water supply quoted was only to the end of Millers Lane. Thames Water would not install the pipe of 60 metres from Millers Lane to the allotments as it was a private land and would only connect the water if a pipe was laid in a trench deeper than 750 mm, costing a lot more than the quote. There were also cost of water meters at the end of each allotment in order to share water bill fairly. Some tenants argued a water supply only kept plants alive until rain arrived during a hot dry spell and there were very likely hose pipe bans. Most of the tenants have sheds to collect water in butts from the guttering. The best way forward was to provide each allotment an IBC containers. The parish council would cover the costs of containers from the donation. Cllr. Burden would find out more about the quantities and cost of containers.

Action: PB

13. ROAD & HIGHWAYS REPORT

Cllr. Hewlett emailed the clerk and advised that SpeedWatch is back in action in all 4 villages.

14. JUMPA REPORT

Cllr. Woodcock reported there was a recent tidy-up and the committee was due to paint the new white lines as they had faded. Special thanks to Mr. Rossiter for servicing the mower. The committee switched mower service from FN Piles to Bruce Hopkins, however, there were still problems. The Christmas trees were getting quite big and Cllr. Burden would take a look.

15. PLAYGROUND REPORT

Cllr. Wain and the clerk posted a few messages for volunteer or suggestions to help to reopen the playground and received no response. Cllr. Burden reported many playgrounds remained closed while many re-opened with signage. We were to find out from those re-opened so we could open ours safely. There were a few maintenance tasks which ought to be done before the reopening, the committee arranged to have them done as well as to fix the pull cord of the

mower. The strimmer would hopefully work once the correct fuel was used. There were a lot of work done in the playground, the benches had been re-stained, all was looking well.

16. AOB

16.1. Bonfire wood pile

The organisers informed the parish council that they were in keeping with government guidelines to collect donated wood for village bonfire in November. They had also flattened the mound to reduce obstructions for neighbours. It was brought to council's attention that some furniture appeared on the pile which should be discouraged.

16.2. Lime trees in the Green

The size of Lime trees in the Green and whether they should be reduced in size was discussed. It was decided that the clerk contact Ben Ackreman who had pollarded the trees for the parish council about 5 years ago for his professional opinion.

Action: CK

16.3. Building site – early use of heavy machinery

It was reported to the council that the use of heavy machinery started as early as 7am. The council had not received other complaints and would continue to monitor if it became a problem. The parking of heavy machinery blocking the road was also discussed.

16.4. Response from the hunt

The chairman received an acknowledgement from Warwickshire Hunt upon receiving the letter addressing our concern in March and had not received further comments. The council would follow it up in October when the season resumed.

16.5. Bell Street pedestrian pavement maintenance

The clerk received a letter requesting the parish council to improve the pavement along Bell Street which was uneven and the overhanging branches sometimes reduced the pavement width. The clerk was asked to investigate the liability of pavement.

Action: CK

16.6. Pavilion regular cleaning

The pavilion cleaner asked the clerk when to resume regular cleaning, the parish councillors agreed this should be decided by the pavilion committee.

16.7. Thanks

Cllr. Overton paid tribute to the clerk for her hard work and communication during the lockdown. Cllr. Burden thanked Cllr. Woodcock, Cllr. McKenzie and the team for all the work done on Covid-19 community support. Cllr. Wain thanked Cllr. Burden for his sterling job of repainting slides and benches in the playfield.

FUTURE MEETING DATES

The next meeting is APM and will take place on 14th September 2020 7.30pm in Chapel.

The meeting closed at 9.32pm

Signed