

**HORNTON PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ONLINE  
ON MONDAY 8<sup>TH</sup> FEBRUARY 2021 AT 7.30pm**

**Present:** Councillors Mckenzie, Offord, Overton, Woodcock, Burden, Hewlett and Wain

**Also in attendance:** Clerk & RFO Cindy Koberl, Clerk Fiona Donaldson

**1. APOLOGIES**

There were no apologies.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PUBLIC PARTICIPATION SESSION**

Mr./Mrs. Corke, Mr./Mrs. P. Joyner, Mrs. Woodcock, Mr. Leay, Mr. Lemon, Mr. Langton, Mr./Mrs. Bellamy, Mrs. Fricke, Mr. Protheroe, Mr. Hill, Mr. Mills -, with respect to item 12 on the agenda. The chair moved agenda item 12 forward for the public participation session.

**12. MOTOCROSS**

Mr. Leay, the Parish Council (PC)'s planning consultant, summarised where we were with Motocross planning application so far. Cherwell District Council (CDC) had decided that an Environment Impact Assessment (EIA) would not be required and granted the applicant an extension to the planning application deadline of 12 February. The PC would submit the materials to respond to any application within three weeks upon receiving the application with its legal representatives. Individuals sending their comments to CDC planning would be very much encouraged.

Mr. Leay and councillors answered the following questions from the members of the public:

***Would we be doing anything about CDC's decision that an EIA was not required?***

CDC did not consult on this. The applicant's submission requesting a screening and scoping opinion was felt to be misleading in some areas e.g. in the track having no detrimental impact on neighbouring houses. It was agreed to write to CDC highlighting where we felt the information provided was incorrect and Mr Leay will advise on the text of a letter already drafted.

***Would our case strengthened with the support of neighbouring PCs?***

Hornton PC had been liaising with the neighbouring PCs and had received support from individuals. Unfortunately due to the geography, Hornton is worst affected, other than houses in Wroxton Heath. We were working closely with other PCs and understood that CDC had not communicated with Wroxton and Balscote PC on the delay to the application.

***On what basis was the extension of application granted, after the missed 6 January key deadline and, if the application was not submitted, what would happen?***

CDC granted the extension of application submission date because the applicant claimed there was enough time due to COVID restrictions. If the extended deadline was not met, we would go back to the route of enforcement, CDC had advised.

***What was the priority of the Motocross fund?***

The PC was focusing on getting a fair result from CDC, based on planning principles, and minimising the impact of the track's recent significant intensification.

***What could we do to help?***

Once the application is submitted, as many villagers as possible should write to CDC in their own words and also involve local press, ward councillors and our MP.

***Would the planning committee view the application as new?***

Clearly the history of the site would be considered.

***There were existing cases that CDC refused expansion.***

It was suggested that we could use the existing cases to back us up. For example, the expansion of a Cherwell sport venue was refused due to sustainability principles.

***Would the PC send a copy of their objection to CDC Planning Committee members?***

Definitely but a summary would be recommended. The PC would also have the right to speak to the committee.

***Could the PC appeal if the planning application was permitted?***

The applicant could appeal if the application was refused but if it was permitted, the PC could only go down the judicial review route.

***What was PC's aim and who oversees the enforcement, assuming we get what we wanted?***

Our goal was discussed and would be modified in light of the details of the track's application. If the application was refused or permitted with conditions, we would be reliant on CDC enforcement should there be any breach. Individuals, or the PC, could also take legal action.

***At what stage would the villagers or the PC have a chance to comment on the planning conditions?***

The planning consultant was instructed by the PC to pull together objections based on the previous community and expert contributions and their planning expertise. Incorrect statements in the track owner's and agent's submissions would be listed in summary.

The chairman concluded by asking all the parishioners that if they have any questions, they could drop an email: the chair would either respond or ask Mr Leay for advice.

The public participation session ended at 8.14pm and all public sign-ins logged out.

Cllr. Woodcock pointed out that CDC had required no activity at the MX site until the planning application is resolved and to go ahead with an offer to hold a meeting with CDC to discuss next steps and this was agreed. Cllr. Woodcock and Offord would participate.

**4. MINUTES AND MATTERS ARISING - TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING HELD ON 9 NOVEMBER 2020 AND EXTRAORDINARY MEETINGS HELD ON 9 DECEMBER 2020 & 18 JANUARY 2021 AND ANY MATTERS ARISING FROM THOSE MINUTES.**

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

4.2. Matters arising:

Minutes 4.2 -16.2 Lime trees in the green –

Acreman's Arboriculture carried out the lime trees pollard on 6<sup>th</sup> January 2021.

Minutes 20.3. No parking on the bend outside of the chapel –

Cllr. Overton arranged to place a “no parking” sign up on the wall by the bend outside of the chapel.

## 5. FINANCE REPORT

5.1. The following payment was **approved**.

Details	Account	Payment
Information Commissioner’s Office (ICO)	PC	£35 DD
Repay C. Koberl Zoom Pro online meeting subscription	PC	£ 14.39
Abbot Fire Pavilion Certificate/inspection	Pavilion	£154.88
Repay F. Donaldson Arnold-Baker on Local Council Administration 12th ed.	PC	£149.99
Castle Water	Pavilion	£ 7.94 DD
BT	Pavilion	£ 35.99 DD
C. Koberl Allowance (01/02/21-10/02/21)	PC	£ 3.21
C. Koberl Salary (01/02/21-10/02/21)	PC	£148.32
F. Donaldson Allowance	PC	£ 6.00 SO
F. Donaldson Salary	PC	£214.44 SO
L. Wilkinson Allowance	PC	£ 4.00 SO
L. Wilkinson Salary	PC	£ 128.68 SO

The council **authorised** to set up direct debit to register with ICO.

5.2. Payments made since the last meeting:

Date	Details	Method	Account	Payment
05/11/2020	Castle Water	DD	Pavilion	£ 7.94
09/11/2020	BT	DD	Pavilion	£ 37.01
10/11/2020	C. Koberl Zoom Pro online meeting subscription	Online	PC	£ 14.39
10/11/2020	Microrenewable Solution Ltd. Pavilion Heating Pump Repair	Online	Pavilion	£ 1,972.05
10/11/2020	OALC CiLCA Mentoring Sessions	Online	PC	£ 275.00
10/11/2020	OALC Planning training	Online	PC	£ 120.00
10/11/2020	J. Silva Pavilion Window inv. 195	Online	Pavilion	£ 75.00
10/11/2020	Moore External Audit 2019/20	Online	Pavilion	£ 360.00
30/11/2020	C. Koberl Allowance	SO	PC	£ 9.00
30/11/2020	C. Koberl Salary	SO	PC	£ 309.00
30/11/2020	SSE Southern Electric (End of contract Final Bill)	DD	Pavilion	£ 67.38
07/12/2020	Castle Water	DD	Pavilion	£ 7.94
09/12/2020	BT	DD	Pavilion	£ 35.99
12/12/2020	P. Burden Allotment minutes of meeting 09.11.20 item 15	Online	PC	£ 20.00
22/12/2020	C. Koberl Payroll Nov Adjustment	Online	PC	£ 69.33
29/12/2020	C. Koberl Allowance	SO	PC	£ 9.00
29/12/2020	C. Koberl Salary	SO	PC	£ 412.00

30/12/2020	J. Silva Pavilion Window inv. 209	Online	Pavilion	£	25.00
05/01/2021	Castle Water	DD	Pavilion	£	7.94
05/01/2021	BT	DD	Pavilion	£	35.99
06/01/2021	J. Offord Claranet internet host annual subscription		PC	£	300.00
11/01/2021	SSE Southern Electric	DD	Pavilion	£	338.22
21/01/2021	Shakespeare Martineux LLP (item 5 minutes of 18.01.21)	Online	MX	£	3,589.80
25/01/2021	B. Acreman Village Green Lime trees pollard	Online	PC	£	1,670.00
26/01/2021	Archer Signs & Panels Ltd no parking sign	Online	PC	£	52.98
26/01/2021	OALC F. Donaldson training course 23.02.21	Online	PC	£	60.00
28/01/2021	C. Koberl Allowance	SO	PC	£	9.00
29/01/2021	C. Koberl Salary	SO	PC	£	412.00

### 5.3. Bank balances as of 29<sup>th</sup> January 2021

#### Bank Statements

PC Main	£ 32,716.26
PC Business	£ 26,216.95
<b>Total</b>	<b>£ 58,933.21</b>

#### Committee Balances

	HPC	Jumpa	Pavilion	Playground	MX	Total
Balance B/F (as of 02/11/20)	£20,295.10	£5,415.66	£5,244.35	£33,147.39	£0.00	£64,102.50
Total Payment	£4,075.70	£0.00	£2,970.46	£0.00	£3,589.80	£10,635.96
Total Receipt	£169.01	£1,095.00	£410.00	£0.00	£3,792.66	£5,466.67
<b>Balance (as of 29/01/21)</b>	<b>£16,388.41</b>	<b>£6,510.66</b>	<b>£2,683.89</b>	<b>£33,147.39</b>	<b>£202.86</b>	<b>£58,933.21</b>

5.4. Staff payrolls were reviewed and bank standing orders were **authorised** to be set up for monthly staff salaries and home working allowances.

#### 5.5 Parish council accounting software:

The accounting software would enable HPC to generate reports such as actual vs. budget, monthly bank reconciliations and also help with the audit and annual return. Lisa Wilkinson (RFO to be appointed in agenda item 7) obtained quotes from 3 different companies:

Scribe 2000 – £144 pa

Rialtas (Alpha) – £495.50 for 1st year then £123 annually

MoneyManager – £110 pa

The council **agreed** to purchase and set up Scribe accounting software.

5.6 NatWest Mandate – to add Lisa Wilkinson to and remove Cindy Koberl from authorised signatories was **approved**.

## 6. PLANNING REPORT

6.1. The Parish Council was considering:

Reference No.	Location	Proposal/ Description	Validated	Status
21/00269/TCA	St John The Baptist Church Church Lane Hornton OX15 6BY	T1 Norway Spruce. T2 Yew. T3 Holly. T4 Blue Cedar.	27/01/21	Case Officer Assigned
21/00164/TCA	Greenhaven Pages Lane Hornton OX15 6BX	G1 x Various - Re-reduce fruit trees back to previous. T1 x Pear - Re-reduce back to previous.	19/01/21	Case Officer Assigned

No objections were raised by the Council.

6.2. Under Consultation - Cherwell District Council:

Reference No.	Location	Proposal/ Description	Validated	Status
20/02460/F	Old Poplars Farmhouse Eastgate Hornton OX15 6BT	Erection of a stable / field shelter in top field	13/11/20	Under Consultation
20/03489/TCA	The Old Coach House West End Hornton OX15 6DA	T1 x split Willow - Requires pollarding as close to power lines.	12/11/20	Under Consultation
20/02850/F	Foxgloves Millers Lane Hornton Banbury OX15 6BS	Widening of the means of access, formation of additional hardstanding to provide increased parking area, felling of two trees and rebuilding of natural stone faced retaining wall	12/10/20	Under Consultation

6.3. Application refused:

Reference No.	Location	Proposal/ Description	Validated	Status
20/02453/F	Hornton Grounds Quarry Hornton	A fuel depot including ancillary offices, the installation of plant and hardstanding	08/09/20	Application Refused

#### 6.4. Application Permitted:

Reference No.	Location	Proposal/ Description	Validated	Status
20/03063/TCA	The Gables Millers Lane Hornton OX15 6BS	T1 x Portugese Laurel - Fell as the tree overhangs a public footpath, the neighbouring roof and a stone wall. A large branch is split and on closer inspection the entire trunk is split. The tree is in a dangerous condition.	28/10/20	Application Permitted
20/03397/LB	Crosby Millers Lane Hornton OX15 6BS	Re-instatement of a thatched roof and roof structure together with repairs to the stone walls at roof level and rebuilding of a chimney.	26/11/20	Application Permitted
20/03396/F	Crosby Millers Lane Hornton OX15 6BS	Re-instatement of a thatched roof and roof structure together with repairs to the stone walls at roof level and rebuilding of a chimney	26/11/20	Application Permitted

#### 6.5. Garage – Millers Lane

A resident had contacted the Parish Council noting that one of the garages near the green at Miller's Lane has recently been significantly remodelled. Being in the conservation area, an retrospective planning application should be submitted, the clerk would contact the owner of the garage. **Action: FD**

#### 7. CLERK AND RFO APPOINTMENT

Fiona Donaldson was **appointed** as the clerk.

Lisa Wilkinson was **appointed** as the Responsible Finance Officer (RFO) .

#### 8. INTERNAL AUDITOR APPOINTMENT

Jane Olds was **appointed** as internal auditor for the financial year of 2020-2021.

#### 9. RISK MANAGEMENT SCHEME

Risk Management Scheme was **approved**.

All electronic payments must be authorised at council meetings was discussed - the council **agreed** that payments could be authorised (signatures obtained by signatories) between meetings and had to be presented in the meetings after the payments.

#### 10. FREEDOM OF INFORMATION SCHEME

Freedom of Information Scheme was **approved**.

#### 11. CODE OF CONDUCT

Code of Conduct was **approved**. Declaration of interests would be further reviewed to ensure all interests are registered and published.

#### 13. PAVILION DRIVEWAY

Thames Water (TW) carried out extensive work on the sewage plant about 6 years ago and although they put some tarmac down on completion it was totally inadequate and lacked drainage. The

surface has deteriorated considerably in the last year. TW did not agree to resurface this stretch because the PC had not taken action until now and the stretch was owned by the PC.

Cindy Koberl, the RFO, put out a tender to 3 companies and 2 provided estimates (the third company could not be on site due to COVID restrictions). The council decided to pursue with Davies Surfacing.

Further to Cllr. Hewlett's negotiation with TW, TW agreed to pay half of the cost if drainage was included in the estimate. David Surfacing revised its estimate to include drainage to £10,600. The council **authorised** 50/50 split with TW to pay £5,300 to resurface the driveway. Cllr. Hewlett to contact David Surfacing to commence the work.

**Action: TH**

#### **14. 20'S PLENTY**

The PC fully supported the initiative of "20's plenty for Oxfordshire" campaign but would not to take part on the legislation side. Cllr. Hewlett would look into suitable signs to remind drivers to slow down through the village.

**Action: TH**

#### **15. CLIMATE ACTION**

##### 15.1. OCC Climate Action Framework

Oxfordshire County Council (OCC) approved Climate Action Framework in October 2020 and formed Climate Action Team to offer PCs support on becoming carbon-neutral. The PC had previously reviewed the alternatives to household oil heating systems but the costs were too high. The councillors would continue to research for viable solutions.

##### 15.2. Bus and car pooling for Hornton

Bus and car pooling services were not practical under the COVID restrictions. This should be reviewed after the restrictions were lifted.

##### 15.3. Further recycling

Mrs. Offord would find out more on further recycling household rubbish such as crisp packs, she also had put an article in the Gossip to look for volunteers to help with the project.

#### **16. HORNTON GROUNDS QUARRY PLANNING CONDITIONS ENFORCEMENT**

When reviewing the fuel depot planning application, CDC planning committee members had concerns about worked out quarries being considered as industrial sites in perpetuity. Cllr. Woodcock would investigate if quarries which had planning conditions for restitution that had not been obeyed.

**Action: SW**

#### **17. EXTRA DOG BIN**

Cllr. Burden reported on his weekly playground inspections when he emptied the two playground bins also the two village green bins, these were approximately 90% full of dog fouling bags. The council **approved** the funding for an extra dog bin in the centre of the village due to the increase of dog population. Cllr. Burden would speak to the school if the PC could place a bin on the school wall because the dog fouling issued was raised by the school previously. Clerk would contact CDC for a new bin.

**Action: PB/FD**

#### **18. PAVILION REPORT**

Cllr. Overton hoped that the pavilion would be able to start to raise funds soon with heavy bills on heating maintenance. The committee would provide the PC quotes for further heating maintenance work.

It was reported to the council that there were wires hanging out of a light that had its cover off on the Pavilion, near the handrail section on the driveway side. There were also lights out of order along the concrete path to the bottle banks area/car park. The pavilion secretary was looking into this.

Cllr. Wain would plant some wild flowers on the bank of the football pitch path.

Cllr. Hewlett logged out due to connectivity issue at 9.12pm.

## **19. ALLOTMENTS REPORT**

Cllr. Burden reported all the connected IBC containers were nearly full which would provide 1000 litres of water each if the weather is dry.

Without Mr. Hemmings, the allotment life would never be the same. He was a great inspiration for the new holders with his knowledge and he always kept tidiest plot. He mowed the lawns for many years. I was pleased to report that the plot would be kept by the family.

The lawnmower would be serviced by Mr. Rossiter and the invoices for the replacement parts would be presented to the RFO to repay.

Regarding John Fox Charity, we had £5,800 to allocate to school. The school would provide Cllr. Burden with the proposal of the project. John Fox Charity are looking for a new governor and Andrew Overton has offered.

## **20. ROADS & HIGHWAYS REPORT**

Cllr. Overton reported that the ditches at the top of Millers Lane need to be dug deeper to prevent overflow water and mud running all the way down Millers Lane. Cllr. Burden suspected there were leak in some of the pipes because water running down even when it was not raining. Cllr. Overton and Cllr. Burden would investigate what caused the overflow.

**Action: AO/PB**

## **21. JUMPA REPORT**

JUMPA was closed. There was a build-up of water next to JUMPA, it could just be it was damp at the moment.

## **22. PLAYGROUND REPORT**

Weekly inspection had been carried out by Cllr. Burden. A meeting would be arranged in March if possible.

## **23. AOB**

### **23.1. Directional drill rig - Holloway Cottages**

Mr. and Mrs. Higgins asked the PC 's permission locate a rig on the grass by the external stop valve at the front of Holloway Cottages. The directional drill rig was needed to replace the leaking water pipe, it would not impede the road and for duration a few days. The PC **granted** the permission.

### **23.2. Potholes**

It was reported that two potholes outside the front of Holloway House need repairing - especially dangerous if walking in the dark. Cllr. Woodcock would log this on OCC fix-my-street.

**Action: SW**



23.3. Bell Street Footpath

The footpath on Bell Street was uneven and needed relaying. The clerk would contact OCC to investigate.

**Action: FD**

23.4. The council thanked Cindy, the clerk for the past two years and welcomed Fiona and Lisa on board.

FUTURE MEETING DATES

The next meeting will take place on 15<sup>th</sup> March 2021 7.30pm online.

The meeting closed at 9.32pm

Signed .....