

HORNTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD IN THE PAVILION
ON MONDAY 11th November 2019 AT 7.30pm

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

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

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

None

3. PUBLIC PARTICIPATION SESSION

Cllr. Hewlett, the chairman of today's meeting, welcomed Mrs. Woodcock. Mrs. Woodcock would like to provide updates on MotoCross status. The chair moved MotoCross from agenda item 7 to item 5.

4. MINUTES AND MATTERS ARISING - TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING HELD ON 9TH SEPTEMBER 2019 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 20 Footpath Bridge between Jumpa and Pavilion –

Cllr. Woodcock contacted Oxfordshire County Council for an update on the bridge. The Countryside Access Officer of OCC confirmed it is currently with the Task Team, she would chase it up and provide an update. **Action: SW**

Minute 7 Risk Assessment –

All committees had reviewed and signed off risk assessment 2019-20.

Minute 10.2.2 Pavilion BT –

Cllr. Overton negotiated with BT a cheaper broadband tariff for the Pavilion. BT agreed to lower the tariff from £46.99 plus VAT to £29.99 plus VAT. The account would also be credited £112.50 due to over-charge in the past. Unfortunately the account was debited for £47.68 this month, Cllr. Overton would continue dealing with BT until the account is correctly charged.

Action: AO

Minute 5.5 Insurance –

The Parish Council entered a three year agreement with the current insurance provider – Zurich.

Minute 7 Tree maintenance –

The clerk requested the appointed tree surgeon Kevin Preston to carry out the maintenance of village trees. The planning was submitted under 19/01958/TCA and the work was carried out on 6th November 2019. The Laburnum logs were left where the tree was, anyone could take them if interested. The replacement for both cherry tree and Laburnum were discussed.

Councillors would carry out more research on the replacements for discussion in the next meeting.

Minute 8 Blocked drains on Millers Lane –

The clerk logged the issue under ENQ19842280, Oxfordshire County Council closed the file advising “Due to limited funding at present, we are only able to attend to flood risk areas”. Cllr. Offord provided evidence that Hornton is subject to flooding from surface water under OCC ref. ENQ19843785, the file was again closed because “There is no standing surface water to indicate any drainage issues and the gullies inspected on Millers lane, were clear and free flowing.” Cllr. Hewlett further raised the issue with OCC under ENQ19844210 presenting the photos taken by Cllr. Wain which showed that drains were blocked and flood water cascaded down Millers Lane. OCC responded “There is no evidence of flooding at present and I have not received any reports in Hornton informing me of flooding to property. Any drainage work that doesn't require immediate action, will be added to our forthcoming programme.”

Cllr. Hewlett said there was evidence that the more pictures we provide to OCC, the more likely it would be dealt with even if it would not happen instantly. Cllr. Tilling would like to upload video evidence of the blocked drains to OCC if the file could be compressed. Cllr. Wain noticed the surface water had a slight improvement, this might contribute to the less standing water on the top of the Millers Lane. Cllr. Overton would approach the local farmer for assistance to clear standing water on the top of Millers Lane. While the drains were still blocked on Millers Lane, Cllr. Hewlett would continue to raise the issue with OCC to clear the drainage.

Action: TH/ST/AO

Minute 9 Ramp Access to Pavilion –

Cllr. Overton had ordered, installed and tested the ramp access at the main entry of the pavilion.

Minute 14.2 Village Parking

Cllr. Overton drafted a notice on behalf of the parish council to encourage residents to park sensibly. The notice had been published in the Gossip with no obvious effect. Cllr. Overton contacted school and the school would continue to persuade staff to park away from the green. Further actions such as notice on the screen of the cars which parked on the bend or obstructing entrance, yellow lines, mirrors, personal approach, notice on the wall were discussed but no conclusion was made. Cllr. Hewlett would contact the Highways to seek options on legal solutions so the council could review this in the next meeting.

Action: TH

5. MOTOCROSS

Cllr. Hewlett read out the following updates from Cllr. Offord: “The planning enforcement officer was drawing up a lists of questions that the operator is obliged to answer and support with back up information. We have to be able to help him to improve, there are more larger events which constitute the change of the use effectively.”

Mrs. Woodcock explained the procedure on councillor's request: The questions drawn up by the enforcement officer were standard questions such as how many events, the duration of the events, the number of bikes, the size of the engine of the bikes, how many people, vehicle camped at the event – the general questions of the usage of the site. The operator would be obliged to provide answer within 21 days. Once the responses were received, the planning officers would start to investigate, this could take months.

The councillors tasked Cllr. Offord in his absence to keep in touch with the enforcement officer to find out what the questions were and if we get sight of responses.

Action: JO

Mrs. Woodcock further provided updates on the issue. There were over 100 villagers had been in contact with Mrs. Woodcock either written to her or talked to her expressing their concerns about Motocross from different parts of the village. The main concern on the enforcement side was the site had already got very large, it held national championships and other large events -nobody wanted to ban it, to move it, or have the place to be stopped from operating- but if the events got even bigger, we would need to have a stand to intervene to ensure the events would be operating within the limited parameters. She had expressed these concerns to the enforcement officer. The hope was that the enforcement officer would ensure the events to be operating within permitted boundaries, size, volume, frequency and duration so it wouldn't have such a big impact on us.

The other aspect was the environmental protection side of it. The two departments (planning enforcement and environmental protection) in Cherwell District Council worked side by side. The concern of the noise level were mainly from Millers Lane side of the village but also from all four corners of the village. On the days when the environmental officer came to village to measure the noise levels, the readings were under the threshold to be considered as nuisance. Mrs. Woodcock advised that there was an app for the mobiles called the Noise App which is considered to be trusted and acceptable by local district councils to provide accurate readings. If the villagers could help to get readings using this app when the events start again, the readings would be sent directly to Cherwell district council. The environmental protection officer would have to take action when the readings reached the threshold. The information about the app could be found on the villagers' Face Book. The council thanked Mrs. Woodcock's contribution and would provide support to encourage the use of the Noise App. The clerk would put this on the agenda of the meeting next spring at the beginning of the season.

Action: CK

Mrs. Woodcock left the meeting room at 8.13pm

Cllr. Tilling reported the public foot path was closed for another unofficial Motocross event at a different site - Dry Hollow quarry. The site was located in the Warwickshire so the parish council had no direct contacts. Cllr. Tilling would continue to monitor to see if this happens again and would bring it to the next meeting for discussion.

Action: ST

6. FINANCE REPORT

6.1. The following payment was **approved**:

Details	Account	Payment
K. Preston village trees felling and maintenance	PC	£ 840.00

6.2. Payments made since the last meeting:

Date	Details	Method	Account	Payment
10/09/2019	C. Porter mowing/strimming	Online	Pavilion	£ 96.00
23/09/2019	Campaign to Protect Rural England Subscription	DD	PC	£ 36.00
30/09/2019	C. Koberl Salary	SO	PC	£ 309.00
30/09/2019	C. Koberl Allowance	SO	PC	£ 9.00
30/09/2019	Zurich Insurance Annual Premium	Online	PC	£ 1,318.45
03/10/2009	SSE Southern Electric	DD	Pavilion	£ 262.32
07/10/2019	Castle Water	DD	Pavilion	£ 36.33
07/10/2019	A. O'Driscoll Cleaning September	Online	Pavilion	£ 100.00
07/10/2019	A. Overton Access Ramp	Online	Pavilion	£ 229.98
07/10/2019	Moore East Midlands External Audit	Online	PC	£ 240.00
07/10/2019	CDC Dog bins emptying	Online	PC	£ 180.18
07/10/2019	P. Lemon Pavilion decoration	Online	Pavilion	£ 256.79
08/10/2019	BT	DD	Pavilion	£ 55.08
28/10/2019	C. Koberl Allowance	SO	PC	£ 9.00
28/10/2019	C. Koberl Salary	SO	PC	£ 309.00
05/11/2019	Castle Water	DD	Pavilion	£ 36.33
06/11/2019	ROSPA playground safety inspection	Online	Playground	£ 6.60
06/11/2019	A. O'Driscoll Cleaning September	Online	Pavilion	£ 80.00
06/11/2019	C. Porter mowing/strimming	Online	Pavilion	£ 96.00
08/11/2019	BT	DD	Pavilion	£ 47.68

6.3. Bank balances as of 11th November 2019

Bank Statements

PC Main	£44,119.43
PC Business	£26,185.12
Total	£70,304.55

Committee Balances

	HPC	Jumpa	Pavilion	Playground	Grand Total
Balance B/F (as of 09/09/19)	£21,202.42	£5,591.38	£8,574.46	£32,971.13	£68,339.39
Total Payment	£2,410.63	£0.00	£1,296.51	£6.60	£3,713.74
Total Receipt	£5,008.90	£0.00	£670.00	£0.00	£5,678.90
Balance (as of 05/11/19)	£23,800.69	£5,591.38	£7,947.95	£32,964.53	£70,304.55

- 6.4. **External Audit Report** was reviewed and **approved**.
Further to external auditor's comments on the size of general reserve, the RFO identified the majority of the playground funds should be set aside as an investment due to the nature of the funds. Various investment possibilities were discussed. The RFO would research options of investment and bring the proposals to the next council meeting. Cllr. Woodcock advised Jumpa funds should be ear marked as maintenance costs at £12K roughly every 10 years
Action: CK
- 6.5. **Financial Regulations** were **reviewed**.
Cllr. Tilling suggested a simpler version of financial regulations should be produced to suit Hornton Parish Council's needs. The RFO would work with internal auditor and Cllr. Tilling/ Cllr. Offord on this.
Action: CK/ST/JO
- 6.6. **Internal Control** was reviewed and **approved**.
The RFO would present the approved internal Control for Cllr. Offord to sign.
Action: CK
- 6.6. **Budget** was reviewed and **approved**.
The budget of the replacement of the posts on the green and pavilion projects were to be discussed on later agenda items.
- 6.8. **Precept** was reviewed and **approved**.
The precept was agreed to remain at £10,000.
- 6.9. Bank statements were reviewed and signed by the Cllr. Offord as part of internal control.
- 6.10. Pavilion payments
Cllr. Overton raised the issue that the pavilion cleaner would like to have her invoices to be paid promptly at the end of the month. Cllr. Overton suggested the council to issue banker's standing order, the RFO would require contracts stating regular payment amount each month and all the self-employment requirements are met before setting up the standing orders. Cllr. Hewlett suggested the payment could be paid before the end of months if the cleaner would issue invoices on 20th of each month for the normal procedure of payments to go through and this method was agreed among councillors. Cllr. Overton would have this organised with the committee.
Action: AO

7. PLANNING REPORT

7.1. The Parish Council was considering:

Reference No.	Location	Proposal/ Description
<u>19/01942/DISC</u>	Hornton Grounds Quarry Street From Stratford Road To Hornton Grounds Quarry Hornton OX15 6HH	Discharge of condition 3 (Landscaping) of 16/00752/F

<u>19/02133/DISC</u>	Upper Reaches Bell Street Hornton OX15 6DB	Discharge of condition 4 (render details) of 16/01401/F
<u>19/01686/F</u>	Proffitts House Millers Lane Hornton Banbury OX15 6BS	Single storey extension reinstating a previous building to rear
<u>19/01687/LB</u>	Proffitts House Millers Lane Hornton Banbury OX15 6BS	Single storey extension reinstating a previous building to rear

7.2. Application Permitted:

<u>19/01499/F</u>	Land Adjoining And North Of 1 Bankside Millers Lane Hornton	Erection of one dwelling (part revised scheme of 16/01843/F to alter the orientation and layout plot 1 to be identical to plot 2)
<u>19/02026/TCA</u>	Trinity Cottage Church Lane Hornton OX15 6BY	T1x Common Beech - Raise canopy to around 8ft to allow more light into flower bed below. T2 x Lawson Cypress - (situated to the left of Common Beech) Fell to ground level, allowing more space for canopy of Beech.
<u>19/01958/TCA</u>	Land Adjacent To Stable Cottage The Green Hornton	T1 x Willow - Crown raise over road to 5.5m, crown raise over footpath to 3.5m T2 x Lamburnum - Fell, tree is dead T3 Cherry- Fell, tree is dead T4, T5 Hawthorn - Prune crown back to strong growth and remove dead wood, crown is in a state of decline

7.3. Enforcement No. 5 Bell Street

Cllr. Offord requested CDC to action on the planning requirements before the property is occupied. The Clerk would follow up on this and keep this on the agenda.

Action: CK

7.4. Parish Council Training by CDC Planning

Cllr. Woodcock and Cllr. Tilling attended the training on 6th November 2019. Cllr Woodcock said the training was worth attending and the CDC would hold separate training on the enforcement which would be beneficial if several councillors could attend. During the training, CDC admitted that they were experiencing problems in the enforcement department at the moment and there were difficulties to recruit enforcement officers.

Cllr. Hewlett mentioned Parish Liaison Meeting was another session worth attending. There were different desks and groups that you could talk about issues that were relevant to the parish council such as the Highways and drainages. The clerk advised the dates for the next Parish Liaison Meeting would be 10th June and 11th November 2020.

Cllr. Tilling suggested one issue raised in the training which would be good for the village is the neighbourhood plan – where villagers get together deciding the future for the village. It would make a stronger case when it comes to argue against or to support a particular planning/development issue. Cllr. Hewlett raised the concern of splitting the village with a precedent case. Cllr. Woodcock said the neighbourhood plan would provide the parish council leverage against local plan. The plan would be a significant thing to do which require several years of work but it would be meaningful for the future of the whole village. Cllr. Tilling and Cllr. Woodcock would invite someone with the experience to come to talk to parish before making any decision.

Action: ST/SW

8. PROPOSED TELEPHONE BOX REMOVAL IN HORNTON

It was agreed that the council would not object the telephone box removal proposal by BT. Cllr. Woodcock asked if the BT would remove everything including the concrete base, the clerk would find out from the CDC when informing the decision of the parish council. Cllr. Overton suggested to utilise the electricity supply for the lighting, the suggestion was not adopted.

Action: CK

9. WELFARE OF VULNERABLE PARISH RESIDENTS

Mrs. Langton saw a notice issued by Tysoe PC and asked Cllr. Wain to put this forward for the council to discuss. It was agreed that it happened by default in the village that we looked after our neighbours and the Chapel and the Church were already doing a good job. The council would issue a notice to encourage the parish to come forward to make the council aware if such need is required. Cllr. Mckenzie volunteered to be the point of contact in this task and the clerk would draft a notice.

Action : CK

10. DOG FOULING

The School raised this issue with Cllr. Mckenzie for the parish council to take action. It is believed some of the mess would be foxes' and the new school fence would provide deterrence to dog fouling within the school. For the issue in general in the village, the clerk would invite a dog warden to investigate and Cllr. Woodcock would write something for the Gossip.

Action: CK/SW

11. REPLACEMENT FOR THE WOOD POSTS ON THE GREEN

Cllr. Woodcock updated the current situation with the granite sets: the sets Mrs. Bellamy could supply were too small for the purpose so it would be justified to go back to the wood posts because of the costs. Cllr. Woodcock would obtain three quotes for wood posts with sleeves to provide a durable solution.

Action: SW

12. PAVILION REPORT

Cllr. Overton advised the stage funds were still to be determined among the committee. Another project would be the sound proofing for the pavilion which was estimated to cost

£7,000 - £8,000 based on the Shutford village hall. It would cost £461.50 plus VAT for the company to come and provide a more accurate quotation.

Cllr. Wain mentioned there was problem with the external lights, it might have something to do with water ingress. The committee would need to sort this out.

Cllr. Burden reported that he had fixed the door that would not open. Cllr. Overton thanked Cllr. Burden on behalf of the committee.

13. ALLOTMENTS REPORT

Cllr. Burden reported the allotments were very wet at the moment. He had three people approached him recently that there would be three plots available next year. Mr. Hemmings who had been mowing all these years and supplied the fuel had not requested any reimbursement so far. The new mower was working well. Cllr. Burden was also approached by the sub-contractor of Western Power to cut down the tree to reduce foliage and clear the ground around the Pylon.

14. ROADS & HIGHWAYS REPORT

Cllr. Hewlett reported there were some successes and some on-going issues in Road and Highways. The badger holes in the Horley Road had been fixed thanks to many people's contribution over past 5 years. The condition of Bell street was diabolical and it would be done eventually with the kit. The worse road signs of Eastgate, West End, Church Lane and Pages Lane would be replaced. The Speedwatch scheme had most success in Broughton. It was working well as deterrent in all four parishes.

15. JUMPA REPORT

Cllr. Woodcock reported all was good apart from the mower perhaps required to be serviced and spring clean or cutback might be needed. The tree felling last year had definitely improved the surface with much less moss so much easier to keep it looking clean, tidy and safe.

16. PLAYGROUND REPORT

Cllr. Wain reported the playground was looking very good. We recently had our Rospa report which was pretty good. We had some little jobs to do around the tiles, to concrete the dip near the gate. We had a new bench so maybe to move the other one to the football field. It had been a good year and we had a good mowing team. The mower could be serviced. Cllr. Wain would arrange the committee to meet up and tidy up on a weekend.

Cllr. Burden would complete some safety reports. He also mentioned the mower rota was working well and everyone on the rota were brilliant.

17. MEETING DATES 2020

The dates proposed were agreed with meeting location alternate between the pavilion and the chapel.

10th February	Pavilion
16th March	Chapel
27th April – Annual Parish Meeting	Pavilion
18th May – AGM	Chapel
6th July	Pavilion
14th September	Chapel
9th November	Pavilion

18. AOB

18.1. Christmas tree funds

Cllr. Woodcock queried the signatures required for the village Christmas Tree Funds, given Lisa Segens had now moved.. Cllr. Burden was in contact with Adrian Segens regarding the funds. Adrian would contact Lisa for the signatures. Cllr. Mckenzie would speak to Lisa to be in touch with Cllr. Burden. Cllr. Burden would try to locate a tree.

Action: LM

18.2. Pub signs

Cllr. Hewlett asked the clerk if there were any update on the pub sign the parish council offered to purchase. The pub was aware of the offer and was still waiting for the costs.

18.3. Donations

Cllr. Burden reported there would a donation more than a thousand pounds to come through for the council to decide how to distribute the funds.

18.4. Winter Salt

Cllr. Mckenzie asked if the council had enough salt for the road in the winter. There were and the salt bags were located next to the bottle banks. Cllr. Overton would order salt bins for the pavilion drive.

Action: AO

FUTURE MEETING DATES

The next meeting will take place on 10th February 2020 7.30pm in Pavilion.

The meeting closed at 10.15pm

Signed