

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON
MONDAY 11 JULY 2016 AT 7.30pm

Present: Chair Offord and Councillors Bellamy, Burden, Hewlett, Jarrett and Wain.

Also in attendance: Clerk & RFO Katherine Mills

1. APOLOGIES

2.

There were no apologies

3. DECLARATIONS OF INTEREST

There were no declarations of interest. The Clerk gave declaration of interest forms to the Cllrs to be completed and returned at or before the next Parish Council meeting in September.

4. PUBLIC PARTICIPATION SESSION

None.

5. CO-OPTION OF COUNCILLORS

Roger Bellamy was co-opted on to the Parish Council and signed the Acceptance of Office form which would be filed by the Clerk.

6. ALLOCATION OF COMMITTEE RESPONSIBILITIES

Cllr Bellamy was allocated the JUMPA responsibilities. The Clerk would inform the JUMPA committee.

ACTION: KM

7. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on the 16 May 2016 and any matters arising from those minutes.

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

Matters arising:

Minute 13 Planning – Cllr Hewlett confirmed that the paper work for the West End House application had now been received and a spare copy had been passed to the residents of the neighbouring property.

Minute 13 tree work – Ben Acreman had started the tree work as formerly agreed. The Clerk would contact Ben Acreman regarding a cherry tree in front of 4 Holloway Cottages to access if it posed a safety issue. If this was the case the Parrish Council would ask Ben Acreman to fell the tree as soon as possible.

ACTION: KM

Minute 17 Community Enterprise – Cllr Hewlett had attended a meeting where cllrs had agreed that the Community Enterprise was a good idea but not relevant at present to most village were self-sufficient in the areas of maintenance discussed.

Minute 17 OCC Unitary workshop – Cllr Offord had attended a meeting which had been informative but felt that Parish Councils would not have much influence in the proposal.

Minute 17 Village Plan – the Clerk had not yet found a previous Village Plan which had been prepared by the Parish Council. Defer to next meeting. **ACTION: KM**

Minute 18 footpath repairs – the Parish Council noted that the repairs had been completed by a resident.

Minute 18 Playing fields – Cllr Wain reported that the primary school had agreed to pay the Pavilion committee £300 annually for use of the playing fields.

Minute 18 school 'No Parking' signs – signs had been installed on the end of the zig zag lines on the road and the school reported an improvement in parking. There had been a couple of visits by the community police during school pick up and drop off times.

8. FINANCE REPORT

8.1 Annual Accounts

The Parish Council **APPROVED** the Annual Governance Statement 2015/16 and the Chair and Clerk signed and dated the document.

The Parish Council **APPROVED** the Accounting Statements 2015/16 and the Chair and Clerk signed and dated the document.

The RFO would submit the Annual Return 2015/16 to External Auditors BDO.

ACTION: KM

7.2 Internal Audit Report

The RFO had attended a meeting with the internal auditor, Phil Hood from Arrow Accounting. The Internal Audit Report had been circulated to Cllrs in advance of the meeting.

The RFO advised that the report had queried the structure and financial arrangements of the three sub committees, Pavilion, Playground and JUMPA. The RFO had sought further advice regarding the matter from Oxfordshire Association of Local Clerks who had referred her to their internal audit advisor, Trish Ingham. The RFO reported that Trish Ingham would be available in August to provide further advice on the matter if requested by the Parish Council.

The Parish Council agreed that the meeting in August with Trish Ingham should be confirmed by the RFO and the RFO and Cllr Wain would attend on the 8th August and the RFO and Cllr Offord would attend on the 9th August and would report back to the Parish Council.

ACTION: KM

Following further discussion it was agreed that arrangements for a loan from the Playground committee to the Pavilion committee should be deferred until further advice had been sought by the Parish Council regarding the financial arrangements of the subcommittees. The RFO would contact the Pavilion committee to advise. **ACTION: KM**

7.3 Approval was requested for payment of the following:

Approval is requested for payment of the following:

| Payment | Amount | Cheque no. |
|--|---------------|-------------------|
| K Mills salary July 2016 | £246 | 494 |
| K Mills salary August 2016 | £246 | 495 |
| K Mills expenses May - July | £31.25 | 496 |
| Queen's 90 th Birthday expenses John Offord | £45.70 | 497 |
| Defibrillator gifts | £44.47 | 498 |

Payments made since the last meeting:

| Payment | Amount | Cheque no. |
|--|---------------|-------------------|
| K.Mills defibrillator expenses | £60.44 | 488 |
| Playground VAT refund | £2020.14 | 489 |
| Pavilion VAT refund | £876.44 | 490 |
| K.Mills defibrillator printing and laminating expenses | £71.97 | 491 |
| JA Electrics | £387.58 | 492 |
| AED Locator | £26.12 | 493 |

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|--------------------|------------------|-----------------|
| PC Main | £8,995.57 | 30/06/16 |
| PC Reserve | £6,122.33 | 30/06/16 |
| Playground main | £9,777.19 | 30/06/16 |
| Playground Reserve | £28,906.15 | 30/06/16 |
| Pavilion Main | £33,648.40 | 30/06//16 |
| Pavilion Reserve | £3,153.18 | 30/06/16 |
| JUMPA Main | £4376.84 | 29/04/16 |

8 PLANNING REPORT

The Parish Council is currently considering:

16/01029/F Land adjoining 1 Bankside, Millers Lane Erection of two detached dwellings

OBJECTION

Comments to submit to CDC Planning as follows:

- Access issue – the proposed garage for Bankside is on a higher gradient than the other garages in the road. The gradient is also higher than detailed in the original architectural drawings – this will create an access issue
- Privacy issue - the back door behind the garage looks in to the neighbours garden
- Parking issue – the proposed dwellings will be the only properties in the road where it will not be possible to park more than two cars on the property. This will leading to visitor parking issues and further congestion along a busy lane.

16/01155/CM Hornton Grounds Quarry **NO OBJECTION**

16/01263/F Eastgate House internal connection changes **NO OBJECTION**

Permission granted

16/00126/TCA The Glen, Millers Lane T1 x holly – reduce

16/00670/F West End House 1st floor extension & orangery

16/00691/LB Woodcocks, Cromwells, Eastgate – single storey extension

Application Refused

16/00715/F 716/F Rose Cottage, Bell Street lead canopy over door

CDC Planning refused permission on the grounds of materials, appearance and design causing harm to the building and impacting on the conservation area. Also not in agreement with the Cherwell Local Plan.

Highland House skip – a resident had advised that a skip would be positioned outside Highland House at the end of the path on the Parish Council owned grass area and may overlap with the grass area in front of Profitts House. This would be from the 15th August for two weeks. The Parish Council had no objections.

9 ALLOTMENTS REPORT

Cllr Burden gave a report. The vacant plots had become very overgrown. To keep the plots under control they would be sprayed in the spring. Left over logs were on a plot and were free for use. Cllr Burden would send an email to allotment members to advise.

ACTION: PB

10 PLAYGROUND REPORT

Cllr Burden would advise the Playground committee of the decision to defer the Pavilion loan arrangements until further notice.

ACTION: PB

11 PAVILION

Cllr Wain reported that Jo Langton was busy looking in to various grant possibilities for the Pavilion. Various fund raising projects were under way and the committee was still seeking a new treasurer to replace Justina Marot.

12 JUMPA REPORT

There was no report.

13 ROADS AND HIGHWAYS

Western Power – Cllr Hewlett reported that he had met the Western Power sub-contractor Operations Manager to discuss the location of the proposed substation. The options were by the bus stop or behind the wall in the field next to the playground. Whilst the substation would be close to the playground the overhead cables currently located near the playground would be removed. Cllr Hewlett had forwarded contact details of the owners of the field in question, Mr Finlay Scott and Mr James Martindale, to Western Power and it was noted that there would be wayleave implications or this location. No further correspondence had been received from Western Power to date. If the location by the playground was confirmed there would be disruption to traffic during the works along Millers Lane. Cllr Hewlett had requested that the work be carried out in the school summer holidays if possible but no time scales had been provided by Western Power to date.

Bus Service – Cllr Offord had received a note from a resident regarding the village bus service which would cease to operate on the 20th July. The resident would not be able to get in to Banbury and asked for assistance from the Parish Council. Cllr Hewlett had previously been in touch with the dial-a-ride service who were able to provide a service, possibly on Thursdays, for £5 return. Cllr Hewlett had given the registration forms to Glenis Griffiths, who had been a Parish Councillor at the time, to distribute to users of the current bus service. Unfortunately the resident’s note did not have a name so the Parish Council was unable to send a response.

Road Closure – Cllr Jarrett advised that the Hanwell Estate road would be closed from the 10th August for 10 weeks which was likely to increase traffic on the Bell Street exit route from the village. There were large potholes along the connecting road to the A422. Both Cllr Hewlett and the Clerk had previously added this to the Fixmystreet website but would add this again to request that OCC carry out repairs to the road. **ACTION: TH & KM**

Churchyard mowing – The Clerk advised that she had not yet received an invoice from Sally Tweedsmuir for the churchyard mowing but would raise a cheque when the invoice was received. **ACTION: KM**

Village post box – the village post box had fallen off the wall. Cllr Bellamy would fix the box. **ACTION: RB**

Clerk & RFO computer – the Parish Council had previously been paying an annual rental fee to Bloxham Parish Council for the Clerks use of their computer. However, the Clerk had handed in her notice at Bloxham Parish Council so would no longer have use of the computer. The Parish Council agreed to purchase a computer to be used by the Clerk & RFO, as detailed in the Clerk & RFO contract of employment. **ACTION: JO**

The meeting closed at 9.40

Signed