

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE METHODIST CHURCH
MEETING ROOM ON
MONDAY 17 SEPTEMBER 2018 AT 7.30pm

Present: Councillors, Hewlett, McKenzie, Offord, Overton, Wain and Woodcock

Also in attendance: Clerk & RFO Katherine Mills

1. APOLOGIES

Cllr Burden gave his apologies and these were accepted.

2. DECLARATIONS OF INTEREST

Cllr Hewlett declared an interest in planning application 18/00206/TCA as the owner of an adjacent property.

3. PUBLIC PARTICIPATION

None.

4. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on 9th July 2018 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 4 Motocross Events – Cllr Offord had received a list of the remaining events scheduled for this year from the event organiser. Cllr Offord advised that the event licence allowed 14 event days and 14 practice days annually. This also included days when vehicles were on site but no competing was taking place.

Following discussion it was agreed that Cllr Offord would request a list of all events and practice days for 2019 and that the council would revisit the issue in January.

Action: JO

Minute 4 GDPR – the Clerk would start using the new clerk email address that had been set up for GDPR reasons. The cllrs would all set up their new council email addresses up for use.

Minute 4 Hornton Memorial Stone – Cllr Wain reported that the planning application had been approved.

Minute 10 Warwickshire Hunt – Cllr Offord had been assured by the Hunt Master that he had spoken to all of the hunt staff regarding previous incidents that had taken place on private land in the village to ensure that this did not happen again. The situation would be monitored.

Minute 16 village notice board – the Clerk would contact David Miles for a quote and also look at options for readymade notice boards.

Action: KM

Minute 16 maintenance of Mike Webber's gravestone – Cllr Overton reported that Keith Palmer had volunteered to carry out the necessary maintenance to the gravestone.

5. FINANCE REPORT

5.1 Approval was requested for the following payments:

Payment	Amount	Payment method
Hornton Church mowing	£500.00	cheque
Playground maintenance	£60.44	cheque
Parish Council cherry tree and allotment sign	£62.80	cheque
Methodist Church room hire	£20.00	cheque

5.2 Payments made since the last meeting.

Date	Details	Method	Committee	Receipt	Payment
16.7.18	CDC	Transfer	HPC		£39.00
24.7.18	K.Mills salary	Transfer	HPC		£300
24.7.18	K.Mills expenses	Transfer	HPC		£8.00
25.7.18	Football Club annual		Pavilion	£500	
25.7.18	Football talk		Pavilion	£25	
25.7.18	Hire for party		Pavilion	£100	
25.7.18	School hire		Pavilion	£90	
25.7.18	Keep Fit rental		Pavilion	£60	
26.7.18	Castle Water		Pavilion		£7.59
27.7.18	CDC general		HPC	£52.96	
30.7.18	HMRC VAT refund		HPC & committees	£917.71	
30.7.18	HPC transfer to savings		HPC		£20.000
30.7.18	David Moreton Pavilion windows		Pavilion		£35
8.8.18	BT bill		Pavilion		£51.48
23.8.18	Clive Porter strimming		HPC		£96
24.8.18	K.Mills salary		HPC		£300
24.8.18	K.Mills expenses		HPC		£8

5.3 Bank balance before transfer and closure of committee accounts

PC Main	£86,249.96	30/08/18
PC Business	£26,127.40	30/08/18

5.4 The RFO had received a Letter of Engagement from the Internal Auditor, Arrow Accounting. The Clerk would look in to another possible auditor who lived in Broughton in order to have a comparison. The decision regarding the engagement of an internal auditor was deferred to the next meeting. **Action: KM**

5.5 Clive Porter payments for Pavilion strimming and other work in the village. Following discussion it was agreed that terms of a 30 day payment period would be put in place. Cllr Wain would liaise with Clive regarding the payment terms. **Action: KW**

6 PLANNING REPORT

The Parish Council was considering:

18/00259/TCA Cromwells tree work

17/00056/UNDEV Enforcement Case

Application withdrawn

18/01103/LB The Dun Cow, West End Erection of new dwelling

Permission granted

18/01455/LB Cromwells Garden Studio extension

Permission Refused 18/00206/TCA Eastgate House tree work – Cllr Hewlett advised that the property owners would appeal the decision.

Tree Preservation Order

TPO Eastgate House lime tree

The Clerk would contact Cherwell Planning Department to ask them to forward planning documents directly to Cllr Hewlett. **Action: KM**

6. WINTER SALT ORDER AND SALT BINS

It was agreed that the Clerk would order 2 bags of salt and would liaise with OCC regarding the delivery. Cllrs agreed that the village required 2 more green salt bins, the Clerk would request more information from OCC regarding the purchase and delivery of salt bins.

Action: KM

7. SPEEDWATCH SYNDICATE UPDATE

Cllr Hewlett reported that Broughton, Tadmarton and Swalcliffe Parish Councils had all committed to the Speedwatch Syndicate. The order for the Speedwatch equipment had been placed but there was a lead time of 4-6 weeks before the equipment could be delivered. On delivery Cllr Hewlett would arrange a training session with the other Parish Councils.

8. CHURCH MOWING FUNDING REQUEST.

See minute 5.

9. TREES OF REMEMBRANCE PLAQUE AND SAPLING

As part of the nation's commemoration of the Centenary of the Armistice of WW1, OCC was working in partnership with The Woodland Trust for a project of lasting remembrance. The Woodland Trust had donated young native species tree saplings and OCC was offering a commemorative plaque to go alongside the trees to all town and parish councils in Oxfordshire.

The Parish Council agreed that they would like to receive a sapling and plaque and Cllr Offord would liaise with the Church Committee regarding the possibility of planting the sapling in the churchyard as part of the village commemoration ceremony. The Clerk would contact OCC to order the sapling and plaque. **Action: KM and JO**

10. INSURANCE POLICY RENEWAL

The Parish Council had received the renewed policy which was in the 2nd year of a 3 year contract. Cllrs APPROVED payment of the annual fee of £1281.12 and the RFO would arrange payment. **Action: KM**

11. PAVILION COMMITTEE REPORT

Cllr Overton reported that he committee Secretary, Jo Langton, would be stepping down from her post at the end of the year and cllrs agreed that her input and hard work would be greatly missed. Whilst the committee had done a great job in fund raising this year there were concerns regarding the structure and membership of the committee. It was also felt that communication between committee members could be improved. New volunteers were needed to ensure that the Pavilion Committee had sufficient members to push forward with the proposed Pavilion building improvements.

Cllr Overton would advertise for new members in the village and it was hoped that new residents would be interested in getting involved. **Action: AO**

12. ALLOTMENTS REPORT

No report.

13. ROADS AND HIGHWAYS

Cllr Hewlett reported that a new Parish Council focus would be on signpost maintenance around the village. Many signs were dirty, broken or missing or needed to be replaced.

Cllr Hewlett asked cllrs and residents to continue to report highways issues on the council website www.fixmystreet.com or to liaise directly with him.

Cllr Overton advised that the roadside hedgerow at the bottom of the hill coming in to the village from the Stratford road was overgrown. The Clerk would contact Finlay Scott to establish if he was the landowner of the field in question. **Action: KM**

14. JUMPA REPORT

Cllr Woodcock reported that the site had recently been mown but already needed to be mown again. The committee was facing similar issue to the Pavilion committee. The Clerk advised that the committees were required to review and approve their terms of reference on an annual basis and would send the documents to the Jumpa, Pavilion and Playground committees as a reminder. This would give the committees an opportunity to address any membership issues and requirements. **Action: KM**

15. PLAYGROUND REPORT

Cllr Wain reported that the committee, which had new members, had held a meeting last week and had discussed maintenance issues with the foam flooring tiles around some of the play equipment. The swing chains also needed to be shortened and the slide and swings painted. There were a couple of new mole hills so it may be necessary to contact the mole man. The committee was looking in to the purchase of additional play equipment for toddlers.

16. FUTURE MEETING DATES

Monday 26th November.

The 2019 meeting dates would be agreed at the November meeting.

The meeting closed at 8.50pm

Signed