

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON
MONDAY 21 MAY 2018 AT 7.30pm

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

Also in attendance: Clerk & RFO Katherine Mills

In the absence of Chair Cllr Offord, Vice Chair Cllr Hewlett chaired the meeting.

1. APOLOGIES

Cllr Offord gave his apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest

3. PUBLIC PARTICIPATION SESSION

There was no public participation.

4. ELECTION OF CHAIR AND VICE CHAIR

Deferred to the next meeting.

5. DECLARATION OF ACCEPTANCE OF OFFICE

Cllrs signed their Declaration of Acceptance of Office forms which were then signed by the Clerk for filing. Cllr Offord would sign the Declaration of Chair and of Office at the next meeting.

6. CO-OPTION OF COUNCILLORS

The co-option of Louise McKenzie was **APPROVED** by the Parish Council.

7. ALLOCATION OF COMMITTEE RESPONSIBILITIES

The allocation of responsibilities was amended as follows:

- Cllr Hewlett – Jumba
- Cllr Wain – Pavilion and Playing Field
- Cllr Woodcock – Roads and Highways.

The Clerk would update the list and put a new copy on the village notice board and the website.

Action: KM

8. APPOINTMENT OF RESPONSIBLE OFFICER

Katherine Mills was appointed as the Responsible Officer

9. APPOINTMENT OF BANKERS

NatWest was appointed as banker.

10. FREQUENCY OF MEETINGS

Seven meetings a year with extra meetings as required.

11. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on 12th^h March 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 Tinka Tank – Cllr Overton would contact Clive Porter to ask him to cut back the overhanging branches along Tinka Tank. The Clerk would contact the owners of Geranium Cottage to ask them to arrange the necessary repairs to the Tinka Tank wall bordering Blenheim Cottage. **Action: AO & KM**
- Minute 4 village mower – the village mower was now in use.
- Minute 4 Building Society – the RFO would investigate the possibility of opening an account with Cambridge Building Society. **Action: KM**
- Minute 4 motorcross – deferred to the next meeting.
- Minute 13 village website – the best use of the village website was discussed by cllrs. Cllr Wain would discuss further with James Prentice and would report back to cllrs. **Action: KW**
- Minute 14 Warwickshire Hunt – Cllr Offord had been in contact with the hunt and was arranging a date for a meeting to discuss the use of the hunt of private land and footpaths in the village. **Action: JO**

12. FINANCE REPORT

12.1 Payments made since the last meeting:

19/03/2018	OALC subscription	transfer	PC	£135.06
19/03/2018	Church committee	cheque 519	PC	£250.00
19/03/2018	Jennie Tyrell March	transfer	Pavilion	£80.00
20/03/2018	Arrow Accounting audit	transfer	PC	£238.36
26/03/2018	Community First	transfer	PC	£55.00
26/03/2018	K.Mills salary March	tSO	PC	£300.00
26/03/2018	Castle Water	DD	Pavilion	£7.59
27/03/2018	Bin Shop	transfer	PC	£234.48
27/03/2018	TEN license payment	transfer	Pavilion	£21.00
27/03/2018	Pavilion keys	transfer	Pavilion	£5.50
27/03/2018	Pavilion wine chiller	transfer	Pavilion	£30.00
27/03/2018	Abbott Fire test	transfer	Pavilion	£83.30
06/04/2018	Southern Electric	DD	Pavilion	£796.99
23/04/2018	Jennie Tyrell Pavilion cleaning 008	transfer	Pavilion	£100.00
26/04/2018	Castle Water	DD	Pavilion	£7.59
16/05/2018	Cleenol		Pavilion	£167.77

Bank balance before transfer and closure of committee accounts

PC Main	£100,309.30	30/04/18
PC Business	£6,124.98	28/02/18

12.2 Budget - The RFO presented a budget for the first quarter of the year which was reviewed by cllrs. Variances were minimal for the year to date. Cllrs agreed that a contingency plan of £1000 should be added to the budget. The RFO would amend.

Action: KM

12.3 Annual accounts - The RFO was in the process of preparing the annual accounts and had scheduled a meeting with the internal auditor on the 13th June. An extraordinary meeting would then be held for the approval of the accounts for submission to the external auditor.

12.3 Transparency grant – the RFO confirmed that there were no restrictions regarding the allocation of funds from the grant providing it was allocated within the PC spending powers. The RFO would calculate any transparency expenses such as a new PC scanner, upgrades to the PC computer and training costs and would report back to cllrs.
Action: KM

12.4 Pavilion extension- Cllr Overton confirmed that 3 quotes would be obtained for the Pavilion maintenance work to ensure the Parish Council financial regulations were being adhered to.

13. PLANNING REPORT

The Parish Council is currently considering:

17/00056/UNDEV Enforcement Case – the Clerk would contact DDC to request an update on the case. **Action: KM**

Permission granted

17/02560/F The Quarries Erection of detached garage
18/00215/F Cromwells Garden studio extension

Miller Lane development – Cllr Woodcock reported that following concerns regarding the height of the development and the possibility of subsidence, a Planning Officer from Cherwell District Council would be carrying out a site visit this week. Cllr Woodcock would report back at the next meeting. **Action: SW**

14. CORRESPONDENCE

The Clerk reported that a letter of concern had been received from a village resident regarding the possible lamping that had taken place on the 16th May between 10.15pm and 10.45pm in a field behind Jumpa and the Pavilion which had disturbed and worried residents. Cllr Woodcock had researched regulations for lamping and advised that permission was required from landowners and that residents should be informed prior to the lamping taking place. Cllr Woodcock would investigate further and the Clerk would contact the landowner to enquire if permission had been given. **Action: SW and KM**

15. HORNTON STONE MEMORIAL

Cllr Wain presented the planning details for the installation of the memorial stone on the village green. Cllrs agreed that this could be sent to Cherwell Planning for permission to proceed. The stone had been provided from the Millers Lane building site and Hornton Quarry was cutting, cleaning and inscribing the stone free of charge. The History Group was planning to arrange a Memorial Service for the November 2018 Armistice.

As representative of the History Group, Cllr Wain advised that the planning application would cost £385. The History Group asked that the Parish Council consider funding half of the application cost.

Cllrs **APPROVED** the funding of £170 towards the cost of the planning application.
(Parish Councils and Burial Authorities Act 1970)

Cllr Wain would liaise with the RFO regarding the payment. **Action: KM**

16. ROADS AND HIGHWAYS

Cllr Hewlett reported that all potholes in the village had been reported on FixMyStreet website. OCC had advised that the potholes could not be filled until the collapsed drains in Millers Lane had been rebuilt. Cllr Hewlett and the Clerk would continue to chase CD and OCC regarding the repairs. **Action: TH & KM**

There was no update on Western Power installation of sub stations.

Broughton, Tadmarton and Swalcliffe had all agreed to join the Speedwatch initiative. The Clerk would contact Shenington to ask them to confirm if they would also be joining the initiative. Once this had been confirmed Cllr Hewlett and the Clerk would arrange the purchase of the equipment and Cllr Hewlett would then arrange a rota for the use of the equipment between villages. **Action: KM**

17. ALLOTMENTS REPORT

Cllr Burden reported that allotment holders were very busy preparing the ground and planting and Martin was mowing on a weekly basis. Cllr Burden had purchased petrol for the lawn mower and the RFO would raise a cheque for the total amount. A new sign was needed for the allotment gates.

18. PLAYGROUND REPORT

Cllr Burden gave a report. A new mowing rota had been drawn up and trees had been pruned and strimming had taken place around the playground. Nettles and weeds had been treated. Cllrs Burden and Wain had looked at a proposal for the gate at the bottom of the path leading out of the playground, Cllr Burden would liaise with the RFO regarding payment for the gate. The committee was considering the purchase of a toddler play house for the playground. **Action: PB**

19. PAVILION

Cllr Overton reported that a new telephone connection had been installed in the Pavilion. Leaflets to advertise the Pavilion facility were in preparation and would be going to the printers. A village hall hire webpage was also being designed.

20. JUMPA REPORT

Cllr Woodcock advised that there had been no recurrence of previous misuse of the Jumpa grounds. Moss on the court surface was being treated. The committee needed a new mowing volunteer to add to the rota. The mowers would be encouraged to trim the area where Christmas trees were growing. Cllr Burden would order some more Christmas trees to be planted in the autumn. Trees around Jumpa would be pruned in the autumn.

21. REVISED STANDING ORDER TO APPROVE

Deferred to the next meeting.

22. AOB

- GDPR - the Clerk had circulated several GDPR documents to Cllrs in advance of the meeting. The Clerk would review the documents and report back to Cllrs regarding action that needed to be taken. **Action: KM**
- Cllr Burden would purchase a cherry tree to plant in the autumn. **Action: PB**
- Cllr Woodcock advised that a recent Open Spaces survey from CDC had not included the Pavilion playing field. Cllr Woodcock would contact CDC regarding this issue. **Action: SW**
- Cllr McKenzie reported that the primary school needed to replace the school playground fence that ran adjacent to the stream as the current fence was unstable and was therefore a safeguarding concern. A new 4ft wooden fence would be installed but the school wanted to ensure the Parish Council had no objections before they purchased the fence. Cllrs confirmed they had no objections.
- The Clerk would liaise with Cllrs regarding the date of an extraordinary meeting in June.
- The meeting closed at 9.00

Signed