

**HORNTON PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON  
MONDAY 28 NOVEMBER 2016 AT 7.30pm**

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

**Also in attendance:** Clerk & RFO Katherine Mills and District Cllr Douglas Webb

**1. APOLOGIES**

Cllr Wain gave his apologies and these were accepted.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PUBLIC PARTICIPATION SESSION**

None.

**4. MINUTES AND MATTERS ARISING -** to confirm the minutes of the previous meeting held on the 31 October and any matters arising from those minutes.

The minutes from the 31<sup>st</sup> October 2016 were approved as an accurate record of the meeting and signed by the Chair for filing.

**Matters arising:**

**Matters arising Minute 13** – Finlay Scott had contacted the Clerk to confirm that the hedgerow along Bell Street would be cut back in December.

**Minute 11** – the Clerk had contacted Finlay Scott who had agreed to remove the padlock on the gate access to the public footpath past Hart View. Mr Scott did however ask that residents take care to shut the gate to ensure the sheep did not get on the road and also requested that walkers stay on the public footpaths. The Clerk would prepare a notice to be attached to the gate to this effect.

**ACTION: KM**

**Minute 13** – the Clerk had spoken to Planning at CDC regarding dropped curves. CDC had advised that in 95% of cases the footpath between the dropped curve and the property was the responsibility of Highways and the issue should be reported on the website FixMyStreet. The Clerk had submitted a report on the website and a subsequent message had been received to advise that the maintenance work would be carried out in due course.

The Clerk advised that the Parish Council did have the power to fund footpath maintenance around the village if approved by the full Parish Council.

**5. COMMITTEE TERMS OF REFERENCE AND FINANCIAL REPORTING SYSTEMS – to be approved**

5.1 JO had invited the subcommittee Chairs to a meeting to discuss the proposed terms of reference and financial reporting system and to discuss any concerns. Glen Walther, Chair of the Pavilion, and Jo Langton, Pavilion Secretary, were present. There were no representatives from JUMPA or Playground.

5.2 Pavilion representatives had the following concerns:

- Size of committee as proposed in the terms of reference – the Chair would address this issue with the Pavilion committee to ensure committee membership adhered to the terms of reference. It was noted that additional volunteers would be very welcome to assist the committee.
- Delays of approval and payments to suppliers in-between Parish Council meetings – JO had run through the Parish Council proposal that two Parish Councillors would be present at Pavilion committee meetings in order to approve financial matters in line with the terms of reference. It was agreed that the committee would give the Parish Council more notice of meeting dates to ensure two councillors could attend.
- Payments - in excess of £1000 would be approved at a full Parish Council meeting. Payments required in-between meetings would be approved by councillor email discussion. If there was disagreement an extraordinary Parish Council meeting would be called.
- Internet banking would be used whenever possible.
- The Pavilion cleaner would invoice the clerk for a standard monthly amount which would be paid by direct debit. Any variation in the amount would be confirmed with the Pavilion committee.
- Other regular users of the Pavilion would be encouraged to make monthly direct debit payments.

5.3 The Chair reported that he had received written confirmation from the Chairs of the three subcommittees to confirm that the committees had agreed to stay as part of the Parish Council and to merge their financial reporting systems with the main Parish Council reporting systems.

5.4 The Parish Council **APPROVED** the new subcommittee terms of reference and reporting systems.

**6. STANDING ORDERS AND FINANCIAL REGULATIONS – to be approved**

6.1 The RFO requested that the approval of the standing orders and financial regulations be deferred to the next meeting in order to allow the RFO and all Parish Councillors additional time to read the documents in order to ensure that future financial arrangements adhered to the regulations. This was particularly relevant to future contracts and payments for the Pavilion extension. **ACTION: All**

## 7. FINANCE REPORT – budget review and approval of precept

7.1 The RFO had circulated the budget in advance of the meeting. Cllrs reviewed the budget and noted that the subcommittee Treasurers had reported that no unusual income or payments were expected in the 2017-18 financial year.

7.2 Cllrs noted that the Parish Council and subcommittees had healthy balances at the end of the 2016-17 financial year but acknowledged that the financial situation would be easier to assess under the new reporting system which would be up and running in the 2017-18 financial year. It was agreed to keep the precept at the same level as the previous year.

7.3 The Parish Council **APPROVED** a precept of £9,000 for the financial year 2017-18. The RFO would submit the precept claim once the form had been received from Cherwell District Council.

8.

### 7.4 Approval was requested for payment of the following:

Payment	Amount	Cheque no.
K.Mills Nov additional salary	£48.89	210
Clive Porter Tinka Tank	£30	DD

### 7.5 Payments made since the last meeting:

Payment	Amount	Cheque no.
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### 7.6 Account balance 30.10.16

PC Main	£11,498.07	30/10/16
PC Reserve	£6123.36	30/10/16
Playground main	£9718.86	30/10/16
Playground Reserve	£28,909.80	30/10/16
Pavilion Main	£13,793.21	30/10/16
Pavilion Reserve	£23,154.56	30/10/16
JUMPA Main	£5001.01	30/10/16

### 7.7 Direct debit account details for approval

The following were approved for regular direct debit payments. The RFO would keep a document of approved direct debit accounts which would be reviewed every two years.

Name / company	Business	Date approved
Clive Porter	Village maintenance	28/11/16
Katherine Mills	Clerk & RFO	28/11/16

## 8 PLANNING REPORT

The Parish Council is currently considering:

16/02129/LB - Proffitts House installation of kitchen unit and granny annex in existing building – No Objections

16/02149/F - West End House alteration of existing porch – No Objections

16/00324/TCA – The Claverings, Millers Lane – tree maintenance

16/00328/TCA – Holloway House, Bell Street – tree maintenance

### Permission granted

16/01029/F Millers Lane 2 x detached dwellings

16/01855/F Land Parcel 2549 Adjacent To Millers Lane Hornton, creation of new field access

16/00752/F Hornton Grounds – erection of new agricultural buildings

## 9 CORRESPONDENCE

9.1 Church clock repairs – the Clerk confirmed that the Parish Council had the power to fund repairs to church clock repairs if approved at a full parish council meeting.

9.2 Barn dance insurance – the Clerk advised that Zurich Insurance could provide additional insurance to cover the barn dance and other one off events for £55. Any suppliers involved would be required to provide their public liability certificates. The Barn Dance proceeds would be donated to the village History Clun and the Pavilion. The Parish Council asked the Clerk to arrange the insurance. **ACTION: KM**

9.3 Tree work 20<sup>th</sup> December – the Clerk reported that Ben Acreman would carry out the maintenance work to the laburnum in front of Holloway Cottages on the 20<sup>th</sup> December.

9.4 Chapel light installation – the Clerk reported that Julian Aldred from JA Electrics would install the light on the 4<sup>th</sup> January. The cost of the light and installation would be covered by the Big Lottery defibrillator grant.

9.5 Powers in relation to bus service – the Clerk advised that Hornton Parish Council had limited powers to provide funding for village bus services. Residents were currently using a private service which seemed to be working well.

9.6 BT proposal to remove village telephone box – the Clerk had sent an email to Kevin Larnar at CDC to advise that the Parish Council objected to the removal of the telephone box on the grounds that there was very poor mobile phone reception in the village and the phone box may be vital in the event that the defibrillator needed to be accessed as this would require a call to the ambulance service to gain access to the equipment. The Clerk would follow this up with Kevin Larnar to ensure the objection had been submitted to BT. **ACTION: KM**

- 9.7 Playground donation from Mr Philip Parker – the Clerk advised that a donation from Mr Philip Parker of £94 to the Playground had been received. A letter had been sent to Mr Parker’s sister to acknowledge receipt and to pass on thanks from the Parish Council.
- 9.8 Cllr Burden reported that Bill Baker had donated a Christmas tree to the village and may also have other trees that could be added to those that had been planted for future years.
- 9.9 Cllr Webb gave a report. The CDC budget was on course for the medium term but may have a deficit in the longer term. There had been no proposals to date for additional housing in Hornton but there had been an application for development on the cricket field in Wroxton. The Banbury Masterplan was under consultation and concerns regarding infrastructure, access and traffic issues had been submitted. There was no additional funding for alternative roads around Banbury. Banbury and the surrounding area was still short of schools and it was felt that the plan was short sighted regarding traffic and infrastructure.

Cllr Webb reported that the overgrowing hedge along the Drayton road, which was dangerous to traffic, had been referred to CDC but the council had advised that there were no extra funds to cut back the hedge.

Cllr Webb advised that Shenington were looking in to 20mph speed signs for the village and were in liaison with the PCSO regarding the use of a speed strip to gather the required speeding evidence. The Parish Council could contact the PCSO to request that they visit the village during school drop off and pick up time to monitor the increased traffic, congestion, parking, and speeding traffic. The Clerk would contact the PCSO.

**ACTION: KM**

Cllr Webb advised that villages were putting up 20 is Plenty signs which now seemed to be accepted by Highways. Although they were unenforceable they were often within budget. The flashing VAS signs were expensive. JO reported that at one point the Parish Council had funded the use of flashing signs for 6 weeks and power cables had been installed at the entrance and exits of the village. JO queried if the use of these signs was still an option. Cllr Webb would investigate and report back to the PC.

The Chair thanked Cllr Webb for attending the meeting and Cllr Webb left at 8.55pm.

## **10 DEFIBRILLATOR TRAINING DATE**

- 10.1 The Clerk advised that a training session would be possible on a Tuesday or Thursday evening or Saturday morning and required approximately 20 pax to attend. It was agreed to hold the training on Tuesday 31<sup>st</sup> January. The Clerk would confirm with the trainer and start to advertise to village residents once the venue had been confirmed.

**ACTION: KM**

## **11 ALLOTMENTS REPORT**

Cllr Burden reported that the allotments were in good order and Martin had carried out the final mow of the season. One and a half plots had not been claimed.

## **12 PLAYGROUND REPORT**

A report from David Miles was read by Cllr Burden as follows:

The Playground committee had cleaned down and re-stained the benches, cut back shrubs along the front wall and fixed a 'No dogs allowed' sign to the bottom of the playground steps. Jobs still to undertake were to re-fix the loose stones on the top of the boundary wall, replace one swing seat and chains which were beginning to wear, repaint the framework of the swings, concrete a narrow strip under the railings and secure a loose fence post.

Tom Gibbs was making a lockable metal store shed to house the lawn mower and strimmer. Tom Gibbs was also going to repair the small split in the metal tube on the snowstorm multiplay system.

The Playground had been given a donation by the late relatives of Mr Philip Parker to use on a project in the playground in his memory. It was decided to use this to pay for part of the new lawnmower store shed and the rest of the money would come from the playground funds.

The annual playground coffee morning on the 3<sup>rd</sup> September had raised £194 for Helen and Douglas House Hospice despite the rain.

The annual playground inspection had been carried out by Playsafety Limited in early October and there had been no major issues. The playground risk assessment was low to medium risk.

Mowing had stopped for the season and the mower would be serviced ready for the next years mowing.

The Playground committee had formally agreed to remain as a subcommittee of the Parish Council and to allow the bank accounts to be amalgamated in to the main Parish Council accounts. The decision would be ratified at the next committee meeting.

Weekly inspections had been carried out and there had been no major problems.

### **13 ROADS AND HIGHWAYS**

- 13.1 Cllr Hewlett reported that there were no updates on the Western Power sub stations and the onus was now on Jonathan Pritchard from the contractors Freedom who now had all of the information regarding access to the site.
- 13.2 Cllr Hewlett would add the potholes on the exit road from the village near the entrance to the motorbike venue to Fixmystreet.
- 13.3 Cllr Jarrett reported that Mr.Hancock of Hart View had made alterations to the footpath from Hart View along Bell Street and requested that the Clerk contact Highways to ask them to inspect the alterations to ensure they were permitted. **ACTION: KM**

### **14 PAVILION**

There was no report.

### **15 MEETING DATES 2017**

The first meeting in the new year was confirmed as Monday 30<sup>th</sup> January and would take place in the Chapel. The Clerk would send round suggested dates for the remaining meetings. **ACTION: Clerk**

16 AOB

- 16.1 Cllr Burden reported that the dog bin in Townsend was full. He had reported this to CDC who would empty the bin asap.
- 16.2 Cllr Burden reported that the gate by Townsend was split and the bolt was no longer there. Cllr Burden would repair the gate if necessary. **ACTION: PB**
- 16.3 Cllr Jarrett reported that dog waste bags had been put in the Pavilion bin. **The Parish Council requested that residents use the dog bins in the village to dispose of dog waste and not the Pavilion bin.**
- 16.4 Cllr Offord had renewed the Hornton website hosting and would invoice the RFO. **ACTION: JO**
- 16.5 The Clerk had spoken to Clive Porter regarding overgrowing shrubs along Tinka Tank. The Cllrs agreed that the shrubs needed to be cut back, as well as overgrowing branches. The Clerk would contact Clive to ask him to carry out the work. **ACTION: KM**

The meeting closed at 9.30pm

Signed .....