

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON
MONDAY 5 SEPTEMBER 2016 AT 7.30pm

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

Also in attendance: Clerk & RFO Katherine Mills

1. APOLOGIES

Cllrs Burden and Jarrett gave their apologies and these were accepted.

2. DECLARATIONS OF INTEREST

Cllr Bellamy declared a personal interest regarding the Rose Cottage planning application 16/00715/F. The Clerk collected completed declaration of interest forms for filing.

3. PUBLIC PARTICIPATION SESSION

None.

4. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on the 11 July 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 17 Village Plan – the Clerk had found various filed documents regarding a previous Village Plan that had been drawn up by Alan Carter and David Miles. It was agreed that Cllr Wain would speak to Ian Harris regarding information about the plan and the Clerk would then update the documents and circulate to residents. **Action: KW & KM**

Minute 8.1 Finance report – the Clerk had submitted the annual return 2015/16 to the external auditors, BDO.

Minute 13 churchyard mowing – an invoice had now been received for the mowing and a cheque was raised and would be forwarded to Sally Tweedsmuir.

Minute 13 village post box – Cllr Bellamy had repaired the post box.

5. FINANCE REPORT

5.1 Feedback from OALC Locum Trish Ingram regarding finance re-profiling was discussed by Cllrs. Cllr Offord advised that he had been contacted by a resident who was interested in taking over the Pavilion accounts.

5.2 It was agreed that an Extraordinary Parish Council meeting should be called and an invite would be sent to the Pavilion, JUMPA and Playground committees, as well as to all residents, to attend the meeting. A leaflet drop would be arranged once a meeting date, which was likely to be the 26th September, had been confirmed.

Cllr Offord would contact the Pavilion secretary, Jo Langton, to see if it was possible to reschedule the Pavilion committee meeting to take place after the Extraordinary meeting. Cllr Offord would also repair a report to be presented at the meeting. **Action: KM & JO**

- 5.3 Internal audit review – deferred to the next meeting.
- 5.4 External audit review – the RFO had received notice from the external auditors that a qualification issue had been raised regarding the total sum of Hornton PC assets. The RFO had amended the asset register and this was noted by the Cllrs.
- 5.5 Gossip funding – Roger Corke had sent £300 of funds raised by the Banbury Guardian column to the Gossip to cover the cost of the remaining 2016 newsletters. Cllrs discussed the future development of the newsletter and the possibility of recruiting new volunteers. The creation of a monthly website newsletter was also discussed. It was proposed that the Parish Council would provide 50% of Gossip 2017 funding and the Banbury Guardian column would provide the other 50% in 2017. Cllrs **APPROVED** the proposal, to be reviewed annually, and the Clerk would contact Julie Stanley and Roger Corke to advise of the funding agreement. **Action: KM**
- 5.6 Insurance quotes – the Clerk had obtained two insurance quotes which had been circulated in advance of the meeting. The Clerk was waiting for a 3rd quote from Suffolk Acre insurers and would circulate this once received. The Parish Council would then decide which quote to accept. It was noted that the Parish Council had two employees, the Clerk & RFO and the Pavilion cleaner.
- 5.7 SSE contract renewal – following the receipt of 3 quotes the parish council had signed a one year contract with SSE which would be paid by direct debit from the Pavilion current account. The Clerk would contact the Pavilion Treasurer to advise of the Direct Debit arrangement. **Action: KM**

5.8 Approval was requested for payment of the following:

6. Payment	Amount	Cheque no.
K Mills salary September 2016	£246	504
Churchyard mowing	£500	503
Kevin Wain computer deposit	£250	502

Payments made since the last meeting:

Payment	Amount	Cheque no.
AED Locator	£26.12	493
K.Mills July salary	£246	494
K.Mills Aug salary	£246	495
K.Mills expenses May - June	£31.25	496
Queen's 90 th Birthday expenses (John Offord)	£45.70	497
Defibrillator gifts	£44.47	498
Gossip - CANCELLED	£170	499
Trish Ingam audit meeting	£66.95	500
Ben Acreman tree maintenance	£420	501

PC Main	£8,382.15	29/07/16
PC Reserve	£6,122.57	29/07/16
Playground main	£9,777.19	30/06/16
Playground Reserve	£28,907.30	29/07/16
Pavilion Main	£33,558.42	29/07/16
Pavilion Reserve	£3,153.58	29/07/16
JUMPA Main	£4351.01	29/07/16

6 PLANNING REPORT

The Parish Council is currently considering:

Application under consideration

16/01689/F Hornton Grounds Farm Change of Use for the open storage

NO OBJECTION

Permission granted

16/00076/LB Eastgate House Hallway replacement

Application withdrawn

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

Rose Cottage – the resident of Rose Cottage had contacted the Parish Council to ask if they could assist with the planning application. Cllr Offord would contact the resident to discuss the application and the large hippo bags that were currently positioned on the road outside the property. **Action: JO**

The Clerk was requested to feed back to Cllrs the current regulations for farm structures, in particular regarding planning application requirements. **Action: KM**

The Parish Council noted that Manor Farm Bungalow had a number of vehicles parked by the bungalow and the neighbouring grounds and would continue to review the situation.

Cllr Hewlett had received several copies of the new Enforcement Plan which were circulated at the meeting and given to the Clerk to file.

7 CORRESPONDENCE

- Comet bus service – information on the new service was on the PC notice board and the village website. The Clerk would also send the information to Julie Stanley to be included in the next Gossip. **Action: KM**
- Community First Transport Representative and meeting 6th September – Cllrs felt it was not necessary to send a representative to the meeting.

- Horley PC grass cutting enquiry – the Clerk had received an email from the Horley Clerk asking if cllrs could recommend a grass cutter for areas that OCC no longer cut in and around Horley. The Clerk would forward the contact details of the Churchyard grass cutter. **Action: KM**

8 TREE MAINTENANCE

Acremans Arboriculture had sent information regarding required work to the leaning laburnum in front of 4 Holloway Cottages. Ben Acreman had advised that the tree's root system was settled and the tree had high amenity value and was worth conserving. Cllrs agreed to have the tree crowned and for two rustic structural timber props to be secured to aid the tree's stability. This would cost £258. The Clerk would contact Ben Acreman. **Action: KM**

9 ALLOTMENTS REPORT

Cllr Bellamy reported that the allotments were in good shape, the mowing was being done and the plots were tidy. Cath Bellamy had contacted the Parish Council to ask for permission to install a 6 x 6 greenhouse on the allotment which was duly given.

10 PLAYGROUND REPORT

Cllr Wain reported that the Playground committee had held a coffee morning on Saturday 3rd September and had Raised £190 for Katharine House Hospice. The committee was considering installing some new non ride play equipment suitable for toddlers and babies.

11 PAVILION

Cllr Wain reported that the Pavilion had a new cleaner. There was no other report.

12 JUMPA REPORT

Cllr Bellamy, as new PC Representative on the JUMPA committee, would contact Ian Donaldson and would report back to the Parish Council. **Action: RB**

13 ROADS AND HIGHWAYS

Cllr Hewlett gave a report. The Clerk had circulated information regarding a road closure and Cllr Hewlett advised that this was to enable new cabling to be installed to feed power to several properties. It was agreed that hedges along Bell Street needed to be cut back to allow for increased traffic during the road closure. The Clerk would contact Finlay Scott regarding the matter. **Action: KM**

Cllr Hewlett had been met with the Freedom representative responsible for the installation of the sub stations. Cllr Hewlett advised that Freedom would need to dig up the footpath by the Joiners as well as along the road.

It was noted that there would be two sub stations, not one as previously minuted.

They would be located on West End and by the bus stop. Freedom was currently in contact with Scott Finlay and James Martindale regarding the West End site.

The Clerk had circulated a letter from OCC which advised that a new Parish Council Liaison department had been set up to improve communication between OCC and Parish Councils regarding Highway issues and other community matters. The Parish Council considered this to be a positive development.

The issue of speeding in the village was discussed and concerns were raised. Cllr Hewlett had previously investigated possible speed control measures and the associated costs and Cllr Offord advised that past speed reviews had led to measures being put in place. However, it was agreed that the matter should be looked at again and Cllr Hewlett would make enquiries with the new Liaison Department. **Action:** TH

14 DEFIBRILLATOR TRAINING

The Clerk has received a good number of responses from residents interested in attending a second defibrillator training evening. The Clerk would contact the trainer to discuss. **Action:** KM

The meeting closed at 9.30pm

Signed