

HORNTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE PAVILION ON
MONDAY 9 NOVEMBER 2015 AT 7.30pm

Present: Councillors Burden, Griffiths, Hewlett, Jarrett, Offord and Wain.

Also in attendance: Clerk & RFO Katherine Mills

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest

3. PUBLIC PARTICIPATION SESSION

There were no members of the public present

4. MINUTES AND MATTERS ARISING - to confirm the minutes of the previous meeting held on the 23 September 2015 and any matters arising from those minutes.

Minute 4.– Cllr Wain advised that the village green spaces map would be downloaded on to the village website as soon as possible.

Minute 7.3 website – Cllr Wain advised that whilst the new broadband facility in the village was working well there was a problem with wifi connection due to the thick limestone walls of some houses in the village. Cllr Wain would publish information with advice and recommendations regarding this issue on the website. **ACTION: KW**

Cllr Hewlett reported that Leanne Hancox was representing Quarry Road regarding future access to faster broadband.

Minute 17.3 – Cllr Offord had obtained a copy of the Marsh Gibbon Neighbourhood Development Plan (NDP) which was circulated at the meeting. The Clerk advised that the SLCC newsletter contained information regarding NDP. Cllr Offord invited cllrs to send him comments and suggestions regarding an NDP for Hornton for discussion at the next Parish Council meeting. **ACTION: All cllrs**

5. FINANCE REPORT

5.1 Cheques agreed for signature

Payment	Amount	Cheque no.
K.Mills December salary	£238	462
Arrow Accounting internal audit	£205	463

5.2 Payments made since the previous meeting

Payment	Amount	Cheque no.
Church mowing	£400	459
Insurance annual fee	£1836.12	461

5.3 Account balances

PC Main	£7,937.62	30/10/15
PC Reserve	£6,120.54	30/10/15
Playground main	£17,330.37	30/10/15
Playground Reserve	£28,896.47	30/10/15
Pavilion Main	£31,537.21	30/10/15
Pavilion Reserve	£3,152.52	30/10/15
JUMPA Main	£4,155.85	28/08/15

5.4 Finalise the review of the Internal Audit Efficiency document

The Internal Audit Efficiency document was reviewed by the Parish Council. The Clerk confirmed the Annual Governance Statement document had been approved by the full parish council at the meeting in July 2015. The Internal Audit Efficiency document was **APPROVED** by the parish council.

5.5 Review 2016-17 Parish Council budget and impact of OCC potential changes on the budget predictions.

The Clerk had circulated the 2016-17 budget in advance of the meeting. The following considerations were noted:

- A possible annual cost of £1,000 if the EE project was approved
- The final Playground loan repayment of £2,300 would be transferred in February 2016. The subcommittees had sent cheques for their final insurance split payment and from the financial year 2016-17 the insurance would be fully financed by the Parish Council.
- The insurance contract with Came and Company ended in October 2016 and the council would then review the policy.

Cllrs discussed OCC proposals of the transfer of responsibilities for areas such as grass cutting, tree maintenance, some drainage and road maintenance to Parish Councils and the possible impact on the Parish Council budget.

It was agreed that at this stage the financial implications were unclear. Several OCC consultations and public meetings were taking place at present further information would be sent from OCC in the coming months.

It was agreed that the Clerk would send a short version of the proposed transfer of responsibilities to James Prentice to be published on the website. A copy would also be put on the notice board to ensure residents were aware of the future proposals and possible implications for the village. **ACTION: KM**

5.6 **Agree precept for 2016 -17**

Following consideration of the budget report the Parish Council agreed to keep the precept at the current level and **APPROVED** a precept of £9,000. The Clerk would submit the precept to Cherwell District Council. **ACTION: KM**

5.7 **Annual review of Clerk salary and future pension provision**

Cllrs **APPROVED** the contracted annual increase to the Clerk salary of 1 point on the salary scale from the 1st January 2016.

The Clerk advised that the Parish Council was required to set up a pension for the Clerk & RFO by 2017 and would forward further details to the Chair. **ACTION: KM & JO**

5.8 **Review Standing Orders and Financial Regulations**

It was agreed to **DEFER** the reviews until the next meeting in January to allow cllrs more time to review the documents.

5.9 **The Parish Council APPROVED the Arrow Accounting letter of engagement for the 2016-17 internal audit. The Clerk & RFO would liaise with Arrow Accounting. ACTION: KM**

5.10 **Bank mandate – approve and sign**

The Parish Council **APPROVED** and signed a bank mandate for the Clerk & RFO to become a signatory. It was noted that the Clerk & RFO would not sign cheques but would now have the authority to make queries regarding the Parish Council accounts directly with the bank.

6. **PLANNING**

It was noted that CDC planning documents were now being sent directly to Cllr Hewlett for consideration by the Parish Council.

Pending Consideration

15/00273/TCA Mrs Whitby, Chapel Cottage, remove 3 x xmas trees & prune cedar

15/01415/F Eastgate Farm, single storey garden room

Permission granted

15/00279/TCA Mr Frickle, Foxgloves, fell 2 x cherry and left canopy 1 x cedar

Split decision – part granted part refused

Consent granted for T1 x cedar- canopy lift & T2 x cherry – fell.

CDC Objection to T3 x cherry – fell. Considered to be detrimental to character of local preservation area. CDC had made tree subject to a Tree Preservation Order (TPO No 15/2015)

12/00804/OUT

Duncan Dawes' at Poplars Farm

7. WEBSITE – update on Parish Council website and transparency information

7.1 The Clerk had sent transparency information to James Prentice who had uploaded the documents on to the website.

7.2 Cllr Wain was looking in to the possibility of setting up a second Parish Council bank account to be used as a Paypal account for use by the village to assist in the collection of funds for fundraising events in the village. The Clerk & RFO would query end of year accounts implications with Arrow Accounting. **ACTION: KM**

Cllr Wain would report back on progress at the next Parish Council meeting in January.

ACTION: KW

8. CORRESPONDENCE

8.1 OCC Consultation on the Provision of Intermediate Care – the Clerk had circulated this document to Cllrs and James Prentice had uploaded the document on to the website. Intermediate care was the provision of care for people at home once they had been transferred from hospital. The document also had a link to all other OCC consultations which residents could access and comment on. The Clerk would also put a copy on the notice board. **ACTION: KM**

8.2 The Clerk had received a phone call from a village resident regarding the grass and leaves in the churchyard and along the path to the church. The resident felt that Clive Ported did a very good job mowing the churchyard and queried when the grass would be mown again. Cllrs reported that mowing of the churchyard usually stopped at this time of the year but Cllrs Wain and Burden would have a look at the leaves to see if they needed to be cleared. **ACTION: KW & PB**

9. DEFIBRILLATOR

9.1 Valerie Ingram, Cllr and Clerk to Shotteswell Parish Council, attended the meeting at this point to advise cllrs on the possibility of obtaining a Big Lottery grant to fund the purchase of a village defibrillator. Valerie Ingram advised that the grant would cover the cost of the defibrillator and the cabinet, both of which would be covered by the Parish Council insurance. In the event that the defibrillator had to be used a call would be put through to the ambulance service; at this point the ambulance service insurance would take over from the Parish Council insurance cover. The supplier would train volunteers and invites would be circulated to the whole village to attend the training session.

Cllrs confirmed that they would like to go ahead with the grant application and thanked Valerie for her invaluable advice and offer to assist with the application. Valerie would liaise with the Clerk and Chair regarding possible locations for the cabinet and the information required for the grant application. **ACTION: JO and KM**

10. CELEBRATION STREET PARTY FOR THE QUEEN'S 90TH BIRTHDAY

10.1 It was agreed to **DEFER** the decision of a date for the celebration until after the Christmas break and to discuss further at the meeting in January. **ACTION: agenda item**

11. TREE MAINTENANCE SURVEY AND PROPOSED MAINTENANCE WORK

11.1 Ben Acreman had carried out a tree survey of the village and had sent a quotation for tree maintenance work. Some of the trees in question may be on OCC land and the Clerk would query this with OCC. **ACTION: KM**

11.2 Cllrs agreed that the maintenance work to the willow tree, hawthorne and tree stump by the school, all of which were on Parish Council land, should go ahead. The Clerk would contact Ben Acreman. **ACTION: KM**

12. EE RURAL COVERAGE

Cllr Hewlett attended a meeting with Christian Saxtoft from EE on the 30th Sep 2015 and resumed as follows.

HPC were approached by EE, a mobile phone and broadband network provider, to consider adopting an EE Micro network in Hornton Village. Hornton has been identified as having a poor mobile phone signal and there is some pressure from Government for the Telecoms companies to improve rural communications. An EE micro Network would potentially give Hornton residents who were EE customers a good mobile signal and a 3G capability. Customers from other companies contracted to EE (currently Virgin Media, for example) would also benefit from the improved service.

The 'contract' is as follows:

EE would pay for all the hardware and installation costs and subsequent annual maintenance. The hardware consists of 4 separate cabinets at ground level (approx. 2ft high, 1ft wide and 9" deep) connected to a cylindrical antenna at roof height about 2ft long and 6" diameter. Each cabinet would require a power connection and annual cost for each cabinet would be between £150 and £250 pounds totalling approximately £1000. This would be at village expense. Each cabinet is metered individually and the 4 would be located at high points around the village, typically 2 either side of the valley to give the best coverage. Trees would dissipate the energy so antenna should not be positioned close to trees or where trees would restrict the line of sight to other antenna.

Cllr Hewlett summarised with the following comments:

- Although the results are not guaranteed, it would clearly improve mobile and internet signal in the village but for EE customers only.
- £1000 per year would have to be funded. Precept??
- House/Farm owners would have to approve cabinets and antenna being attached to their roofs or barns.

- EE are aware we are in a conservation area and would carry out all the negotiations required with CDC.
- There are no H&S implications from these low powered aerials.
- Does our new Fibre broadband influence our decision whether or not to proceed?

Cllrs agreed that feedback regarding the proposal should be sought from residents to be discussed at the next Parish Council meeting in January. Cllr Hewlett would prepare an email to be sent to villagers by Roger Corke. **ACTION: TH**

13. ALLOTMENTS

Cllr Burden reported that a resident was taking over 1 empty plot and Martin was still mowing due to the mild weather.

14. PLAYGROUND

Cllr Jarrett presented a report by David Miles. Ben Tyrell had joined the committee and Ian Donaldson was also assisting with the playground mowing. Another 'No Dogs' sign would be installed on the wall next to the steps. There was a split in a metal tube on the Snowstorm system due to frost damage and Tom Gibbs had offered to carry out repairs free of charge. Hook Norton Brewery had accepted liability for the damage caused by a lorry to the safety barrier. An estimate had been sent to the brewery which they had accepted. David Miles would install the barrier in the next few weeks. A kind donation had been received from Adrian Horsley to put towards a project in memory of his late mother Joan Horsley. Weekly equipment inspections had been carried out. ROSPA had carried out the annual inspection in September and there were no major issues and the Risk Assessment was medium risk.

The weekly inspection sheets were signed by the Chair.

15. HORNTON PAVILION REPORT

Cllr Wain gave a report. There had been a committee meeting on the 30th September and Joanne Langton had taken over as Secretary from Claire Bottoms. The committee would ask JUMPA if the pavilion car park could be extended by 2m on to JUMPA land. Pavilion exterior lights had been repaired and Glen Walther had repaired a leak in the roof. The Pavilion now had a total of £34,000. £1,000 was required to fund lights and an external camera. Fund raising events had taken place and the Progressive dinner had raised approximately £1,000. The committee was considering ways to utilise space in the hall. The committee was hoping to host film evenings. Anne Joyner had donated a projector but spare parts for the projector were not available to carry out repairs. Another high tech projector had now been sourced for £90. The committee had researched the possibility of having a full bar licence but due to the terms and conditions this may not be possible.

16. JUMPA REPORT

Cllr Griffiths gave a report. The AGM was being held on the 10th November. Cllr Griffiths would raise the request to extend the pavilion car park on to JUMPA land. **ACTION: GG**

17. ROADS AND HIGHWAYS REPORT

Cllr Hewlett gave a report. There were no major issues. Signs in the village were dirty and dented. The subsidised bus service was under an OCC consultation and may be discontinued. There was a drain problem outside the pavilion car park. Cllr Burden would look at this over the weekend. There were maintenance issues along Tomkinsons Lane. The Clerk would refer to the footpath map to see if this was a private lane. The footpath by the Holloway cottages presented an H&S issue and required maintenance work. Cllr Hewlett would look in to the local road, pothole and verge issues. A bag of grit salt in the Pavilion car park could be used in the village if required. **ACTION: KM & TH**

18. AOB

- Cllr Burden presented an invoice for £30 for the purchase of 6 Christmas trees; they would be planted and were for use by the Parish Council in future years.
- Cllr Burden reported that the village flag pole had been replaced.
- There had been several residents' complaints regarding inappropriate school car parking. Cllr Wain would liaise with the school and the Clerk would contact the Neighbourhood Watch. **ACTION: KW & KM**
- The Clerk would send suggested meeting dates for 2016 to Cllrs.

(The meeting closed at 10pm)

John Offord, Chairman

2015