

HORNTON PARISH COUNCIL

Minutes of the Parish Council meeting
held at the Pavilion on Monday, 14 March 2022

Present: Cllrs P. Burden, T. Hewlett (Vice Chair), L. McKenzie, J. Offord (Chair), A. Overton, S. Woodcock, S. Yates, F. Donaldson (Clerk), Kirsty Buttle (RFO)

- 1. To receive apologies for absence** – none.
- 2. To receive declarations of interests** – none were declared.
- 3. To approve the accuracy of the minutes of the Annual Parish Council meeting held on Monday, 7 February 2022** – minutes were approved and signed.
- 4. Matters arising from the minutes:**

Minute 5.7 Playground investment: Information from CCLA has been circulated to the PC. Cllr. Burden explained that playground funds are going to be spent (@£5,000) on new playground equipment and the PC decided that once the remaining balance is known options of where to invest the remaining money will be discussed.

Minute 9 Warwickshire Hunt: Cllr. Woodcock has had aerial maps printed of Hornton and the surrounding land which will be marked up with where the hunt can and can't go after discussions with villagers whose land is affected. Cllr. Woodcock and the Chair will meet with the Warwickshire Hunt to explain the boundaries and give them a marked up map.

Minute 10 Platinum Jubilee Street Party: Cllr. Yates has arranged a meeting with volunteers on Tuesday, 22 March. There is a CDC grant available up to £300 available which Cllr. Yates will apply for.

5. Finance Report

5.1 *The following payments already made using delegated powers were approved:*

Date	Payee	Description	Amount	Account
08.02.22	BT	Pavilion internet	£54.00	Pavilion
14.02.22	ICO	Data protection fee	£35.00	PC
24.02.22	John Offord - Reimbursement re No5 Barristers	MotoX legal	£1,080.00	MotoX
25.02.22	Southern Electric	Pavilion electricity	£1,153.17	Pavilion
28.02.22	Castle Water	Pavilion water	£5.00	Pavilion
01.03.22	Stratford Heating Services	Pavilion heating repair	£444.00	Pavilion
07.03.22	Cherwell Garden Machinery	Mountfield Mower	£270.00	Playground

5.2 *The payment of the following invoices were approved:*

Payee	Description	Amt	Account
Monika Cleaning Services	Cleaning of Pavilion 21/02, 28/02	£85.00	Pavilion
OALC	Annual membership 2022-2023	£150.00	PC
John Offord - Reimbursement zoom	Monthly subscription	£14.39	PC
K Wain	Kettles	£28.00	Pavilion
Cleenol	Cleaning supplies	£167.69	Pavilion

5.3 The following receipts were noted:

Date	Payment submitted by	Description	Amount	Account
01.02.22	Morris	Pilates	£12.00	Pavilion
02.02.22	COIF	Interest	£4.26	Playground
08.02.22	Girobank	Pavilion and JUMPA rent	£168.00	Pavilion & JUMPA
09.02.22	Triforia	Keep fit	£24.00	Pavilion
14.02.22	Morris	Pilates	£24.00	Pavilion
08.02.22	Credit 36	Pavilion fundraising	£125.00	Pavilion
01.03.22	Triforia	Keep fit	£36.00	Pavilion
02.03.22	COIF	Interest	£7.56	Playground
07.03.22	Morris	Pilates	£12.00	Pavilion
07.03.22	Morris	Pilates	£12.00	Pavilion
07.03.22	Morris	Pilates	£12.00	Pavilion

Bank balances as at 9th March 2022

PC Current	£10,870.20
PC Savings	£9,000.55
CCLA fund (playground)	£30,000.00
Total	£49,870.75

Committee Balances as at 9th March 2022

	HPC	Jumpa	Pavilion	Motocross	Playground	Grand Total
Balance B/F as at 31/01/22	£9,443.00	£6,955.13	£3,058.17	£690.77	£32,966.96	£53,114.03
Total Payments	£553.21	£0.00	£1,776.89	£1,080.00	£270.00	£3,680.10
Total Receipts	£0.00	£24.00	£401.00	£0.00	11.82	£436.82
Balance to 03/03/22	£8,889.79	£6,979.13	£1,682.28	-£389.23	£32,708.78	£49,870.75

*Please note changes to opening balances from that shown on last report for HPC, and JUMPA due to charge of £158.35 being transferred from HPC to JUMPA.

The Council were satisfied with the balances recorded.

- 5.4 To review the spend against budget for 2021/22 to 14th March 2022 (see attached document – HPC Spend to budget to 14th March 2022) - The spend against budget was reviewed and reasons for overspend explained.
- 5.5 To approve the regular payments list for 22/23 (below), delegating authority to the RFO to make these payments up to the total annual budget without requesting pre approval from the council. The dual authorisation process will remain in place so all payments will be authorised by the Clerk and at least one councillor before going out and will be listed on the next agenda. The Parish Council approved the regular payments and for the RFO to make these payments.

Budget item	Total budget
Clerk's/RFO's Salary	£5,785.00
Clerk's/RFO's Expenses	£120.00
Insurance	£1,373.00
Subscriptions	£270.00
Audit	£430.00
Stationery	£400.00
IT	£500.00
Payroll	£250.00
Training	£475.00
Website	£320.00
Defib	£100.00
Tree maintenance	£1,250.00
Grass cutting (Church)	£500.00
General maintenance	£600.00
Dog poo bins	£300.00
Pavilion Utilities	£2,720.00
Pavilion Cleaning	£350.00
Pavilion Fire extinguisher	£130.00
Pavilion Repairs	£500.00
Pavilion General	£300.00
JUMPA	£250.00
Playground Annual Inspection	£90.00
Playground Maintenance	£410.00
Allotments	£200.00
Contingency fund	£250.00

- 5.6 To review and adopt Financial Regulations (last adopted March 2021) for the coming year.** The Parish Council adopted the Financial Regulations for the coming year.
- 5.7 To discuss Asset List and use of Parish Online.** The Clerk to trial Parish Online and share log in details with Councillors.
- 5.8 To discuss village tree inspection arrangements.** Clerk to gather quotes for inspecting the village trees as the last inspection was in 2019.

**6. Planning Report:
New planning applications received:**

Reference No.	Location	Proposal/ Description	Status	PC Decision
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22/00587/TCA	Eastgate Cottage Eastgate Hornton Banbury OX15 6BT	G1 x Beech - re-reduction by up to 3 - 4 metres. T1 x Ash - pollard to a height of up to 5 metres above ground level. T2 x Birch - removal.	Case Officer Assigned	No objections
22/00448/DISC	Cornerways Millers Lane Hornton Banbury OX15 6BS	Discharge of condition 3 (garage door design details) of 19/00153/F	Case Officer Assigned	No objections

- 7. To review and adopt the following policies for the coming year:**
- 7.1 Risk Management Scheme (last adopted February 2021) – The Risk Management Scheme was reviewed and adopted for the coming year.
- 7.2 Freedom of Information Scheme (last adopted February 2021) – Freedom of Information Scheme was reviewed and adopted for the coming year.
- 8. Hornton Parish Council Elections May 2022 update** – Clerk attended an online Parish Briefing Presentation with CDC explaining the process of the election. Clerk to send a timetable and actions spreadsheet to all Councillors. Clerk to start advertising Elections. Parish Meeting to be re-scheduled until after the Elections but before end May.
- 9. Website and email addresses** – Website is still progressing, information is being added and updated on a regular basis. Nearly all the Councillors email addresses are now set up.
- 10. Pavilion Report**
- 10.1 Cleenol Account – The Parish Council agreed to authorise the Cleenol account. Cllr. Overton to arrange an employment contract for the new cleaner which can be approved at the next PC meeting. Clerk to update Pavilion hire information on the website.
- 11. Allotments Report** – Clerk to send emails to all the allotment tenants requesting rental payment by BACS. Cllr. Burden has arranged a John Fox Charity meeting being held in March.
- 12. Roads & Highways Report** – Cllr. Hewlett has registered a number of potholes on Fix My Street. The verge on Bell Street is damaged and needs repairing. Drainage is still an issue at JUMPA and top of Millers Lane and there has not been much progress with Thames Water. Cllr. Hewlett advised to contact Environmental Agency. Speed watch equipment is back in Hornton this week.
- 13. JUMPA Report** – Cllr. Woodcock cordoned off area around flood area. Cllr. Hewlett is still pursuing with the authorities the cause of the flooding issue.
- 14. Playground Report** – Cllr. Burden will give the PC information on the new play equipment at the next PC meeting.
- 12.1 Playground inspection forms – Signed by the Chair, Clerk to scan and email to the RFO.
- 15. Correspondence received** – An email was received regarding the overgrown hedge on Bell Street. Clerk has corresponded with the landowner, Parish Council to send a letter requesting the hedge is cut back due to road safety concerns which allows this to take place after 1 March.
- 16. Other items to note** – (i) MotoX – the Parish Council agreed for the Chair to send letter to CDC. (ii) Platinum Jubilee Street Party – The Parish Council agreed to contribute £1,000 towards the celebrations being arranged by Cllr. Yates.

The meeting closed at 9.17.

Next meeting Monday, 16 May 2022 is the HPC Annual Meeting.

.....Signed