

HORNTON PARISH COUNCIL

Draft Minutes of the Parish Council Annual Meeting
held at the Pavilion on Monday, 11 July 2022

Present: Cllrs P. Burden, Calum Harris, T. Hewlett (Vice Chair), J. Offord (Chair), F. Donaldson (Clerk), Kirsty Buttle (RFO) for Finance section

1. **Apologies for absence** received from Cllr. Woodcock, Cllr. Overton. The Chair informed the meeting that Steve Yates had stepped down from his role as Councillor due to work commitments. The PC expressed how much they would miss Steve and also acknowledged how much time and effort Steve had made to arrange the Jubilee Street Party which was a great success and enjoyed by everyone in the village.
2. **Members' declarations of interest for items on the Agenda** – No declarations of interest
3. **To approve the accuracy of the minutes of the Parish Council meeting held on Monday, 16 May 2022** – The minutes were approved and signed by the Chair.
4. **Outstanding matters/actions from previous meetings:**
 - i) Missing Councillors' election papers – Missing documents completed.
 - ii) Village trees inspection – Cllr. Harris has contacted all the companies who previously quoted. PC to mark up a map of areas where trees need to be inspected to get more accurate quotes.
 - iii) Changes to Unity Bank Mandate - New mandate has gone in but Unity Trust are slow to update.
 - iv) Right Community Action – Awaiting feedback from other Parish Councils.
5. **Finance**

a) Payments and Receipts:

- i) Approved the following payments already made using delegated powers:

Date	Payee	Description	Amt	Account
29.06.22	Paul Burden	Ink cartridge	£16.00	PC
29.06.22	Paul Burden	Petrol can and petrol	£23.53	Playground
30.05.22	Southern Electric	Electricity 8 Feb to 10 May	£204.04	Pavilion
31.05.22	Castle Water	Pavilion water	£5.00	Pavilion
29.06.22	Monika Cleaning Services	Pavilion cleaning	£136.00	Pavilion
29.06.22	S A Palmer Electrical Services	Electrical test pavilion	£400.00	Pavilion
29.06.22	John Offord	Zoom monthly subscription	£14.39	PC
29.06.22	Fiona Donaldson	Salary, allowance, stationery reimbursement June	£300.02	PC
29.06.22	Kirsty Buttle	Salary, office allowance, postage	£133.43	PC
29.06.22	HMRC	Tax June	£85.80	PC
08.06.22	BT Group Ltd	Pavilion phone	£60.25	Pavilion
29.06.22	Cleenol Group Ltd	Blue centrefeed roll	£21.98	Pavilion
29.06.22	St John the Baptist Church	Mowing contribution for 2022	£500.00	PC
15.06.22	Castle Water	Pavilion water	£53.68	Pavilion
30.06.22	Unity	Cash/cheque handling fee	£15.60	Pavilion
30.06.22	Unity	Bank account fee	£18.00	PC
05.07.22	Monika Cleaning Services	Cleaning 06. 13, 20, 27/06/22	£136.00	Pavilion
05.07.22	Abbott Fire Group Ltd	Pavilion Fire Certificate	£179.25	Pavilion

ii) Approved payment of the following invoices:

Payee	Description	Amt	Account
John Offord	Zoom monthly 25 Jun to 24 Jul	£14.39	PC
Kirsty Buttle	Ink cartridge	£40.99	PC
Fiona Donaldson	Salary and allowance July	£220.20	PC
Kirsty Buttle	Salary and allowance July	£132.68	PC
HMRC	Tax July	£85.60	PC

iii) The following receipts were noted:

Date	Payment submitted by	Description	Amt	Account
12.05.22	Morris	Hall hire	£12.00	Pavilion
12.05.22	Morris	Hall hire	£24.00	Pavilion
13.05.22	The Warriner	Jumpa	£450.00	JUMPA
20.05.22	CDC	Jubilee Grant	£300.00	PC
31.05.22	Girobank	Pavilion	£66.00	Pavilion
06.06.22	Public Sector Deposit	Interest	£21.74	Playground
06.06.22	Morris	Hall hire	£48.00	Pavilion
07.06.22	Triforia	Keep fit	£60.00	Pavilion
07.06.22	Tyrrell	Allotment	£20.00	PC
08.06.22	Credit 40	Hornton Football Club	£300.00	Pavilion
21.06.22	HMRC	VAT Refund Pavilion	£473.08	Pavilion
21.06.22	HMRC	VAT Refund HPC	£476.40	PC
21.06.22	HMRC	VAT Refund JUMPA	£39.99	JUMPA
21.06.22	HMRC	VAT Refund Playground	£20.22	Playground
28.06.22	Girobank	Hall hire - party and other	£120.00	Pavilion
28.06.22	Hornton Community	Progressive Dinner	£445.00	Pavilion
28.06.22	Hornton Community	Progressive Dinner	£1,055.00	Pavilion
28.06.22	Hornton Community	Refund of Ball donation	£1,000.00	PC
30.06.22	Unity	Interest	£7.77	PC
04.07.22	Public Sector Deposit	Interest	£23.62	Playground
05.07.22	Triforia	Keep fit	£36.00	Pavilion
05.07.22	Morris	Hall hire	£24.00	Pavilion
05.07.22	Morris	Hall hire	£24.00	Pavilion
06.07.22	Credit 42	WI Hall hire	£60.00	Pavilion

iv) The bank balances as at 6th July 2022 were noted:

PC Current	£21,793.79
PC Savings	£9,013.20
CCLA fund (playground)	£30,000.00
Total	£60,806.99

v) The committee balances as at 6th July 2022 were noted:

	HPC	Jumpa	Pavilion	Playground	Grand Total
Balance B/F as at 31/03/22	£7,873.33	£6,979.13	£1,316.57	£32,595.67	£48,764.70
Total Payments	£2,419.69	£0.00	£1,742.94	£23.53	£4,186.16
Total Receipts	£8,354.17	£904.99	£5,876.40	92.89	£15,228.45
Balance to 08/06/22	£13,807.81	£7,884.12	£5,450.03	£32,665.03	£59,806.99

*Note - Discrepancy of £1k with the total bank balances relates to payment received from Hornton Community on 28.06.22 which is not yet allocated to an account.

The Chair gave a £142.21 cash surplus from the Jubilee fundraising from Steve Yates to be paid into Unity Bank. FD to arrange. Accounts and receipts were also given to the RFO.

b) Proposal to cancel the BT broadband and telephone line contract for the Pavilion and open a new account. It was agreed to cancel the BT broadband and the PC chose the following Sky package:

- Sky – 40-59mb download speed – Includes 1 digital phone line - £16.95 per month on a 12 month contract then £29.95 per month

6. Planning Report:

6.1. New planning applications received and CDC planning decisions outstanding:

Reference No.	Location	Proposal/ Description	Status	PC Decision
22/01758/REM	Varneys Garage Quarry Road Hornton Oxfordshire OX15 6DF	Reserved Matters application to 21/00766/OUT - Details of access, layout, scale, appearance and landscaping	Under Consultation	Concerns for the three driveways to be added to a busy fast road.
22/01571/DISC	Varneys Garage Quarry Road Hornton Oxfordshire OX15 6DF	Discharge of Condition 5 (potential contaminative uses on site) of 21/00766/OUT	Under Consultation	No objection
22/01604/CM	Hornton Grounds Quarry Hornton	To continue the development permitted by permission MW.0089/14 (open storage within class B8) to amend condition 8 to limit the storage uses permitted to palletted natural stone products only - MW.0061/22	Under Consultation	No objection
22/01199/F	Sheraton Bell Street Hornton OX15 6DB	Single storey rear extension	Under Consultation	No objection
22/01199/F	Land At Hornton Grounds Quarry Stratford Road Hornton OX15 5HH	Variation of condition 11 (use of land) of 16/00736/F - The Section 73 application seeks the removal of this condition and its replacement with the following condition: 'No use other than stone storage shall be carried out on the site until details of the surfacing and drainage of the site have been submitted to and approved in writing by the Mineral Planning Authority"	Under Consultation	No objection

7. **To following policies were reviewed and adopted for the coming year:**
 - i) Standing Orders
 - ii) Financial Regulations
 - iii) Risk Management Scheme
 - iv) Freedom of Information Policy
8. **Clerk replacement:** Agreed to re-advertise position once salary/working from home allowance increase was agreed /laptop – Clerk to contact Andy at IT Wizard.
9. **Pavilion Report :** Cllr. Overton was not present to give report.
10. **Allotments Report:** Cllr. Burden thanked the Halls for arranging the Beacon for the Jubilee. Allotment fees have now all been paid.
11. **Roads & Highways Report:** Cllr. Hewlett is continuing to report issues but only some of the repairs are being carried out. Information has been sent to CDC for top of Millers Lane water issues.
12. **JUMPA Report:** We are at an impasse with the Environmental Agency and Thames Water. It was decided Cllr. Hewlett would contact Broughton Drainage to get a quote for investigating the drains. Cllr. Woodcock sent a message to say there is no further explanation to the water logging and to thank Ian Donaldson for fixing the mower.
13. **Playground Report:** Cllr. Burden explained that the Playground Committee are looking at repairing the roundabout with new bearings. Wickstead are going to send a revised quote to fix the roundabout as it has been modified. The quotes to fix and replace the roundabout should be available at the next meeting to compare.
14. **Correspondence received:** i) Maggie and Andrew Higgins have written to inform the PC that they have been appointed as Parish Path Wardens for the Hornton Area so any complaints/issues regarding the footpaths in our area can be directed to them to arrange the appropriate action. ii) Clare Fox wrote to mention that the overgrown hedges by the S-bends towards the main road are restricting visibility. Some work has been carried out on the hedgerows.
15. **Other items to note:** i) Motocross – no further progress at present , nothing to report. ii) Recruitment of new Councillor – Clerk to arrange advertising for a new Councillor.

The meeting closed at 8.49pm.

Date of next meeting: Monday, 12 September 2022

.....Signed