

# HORNTON PARISH COUNCIL

Minutes of the Parish Council Annual Meeting  
held at the Pavilion on Monday, 16 May 2022

**Present:** Cllrs P. Burden, Calum Harris, T. Hewlett (Vice Chair), J. Offord (Chair), A. Overton, S. Woodcock, S. Yates, F. Donaldson (Clerk), Kirsty Buttle (RFO), Roger Bellamy (Hornton resident).

1. **Election of Chair** – John Offord was elected to continue as Chair.
2. **Apologies for absence** – none received.
3. **Co-option of new Councillors** – Calum Harris was co-opted as a new Councillor.
4. **Election of Vice-Chair** – Tim Hewlett was elected to continue as Vice Chair.
5. **Members' declarations of interest for items on the Agenda** – none declared.
6. **To approve the minutes of the Parish Council meeting held on Monday, 14 March 2022** – minutes were approved and signed.
7. **Outstanding matters/actions from previous meetings:**
  - i) Asset List/Parish online – Clerk registered for a 30 days trial for all Council members to use.
  - ii) Yearly village tree inspection – Cllr. Harris offered to call tree surgeons to arrange quotes.
8. **Finance Report :**
  - 8.1 Annual Governance and Accountability Return 2021/22**
    - a) To receive the Internal Auditor's Report for 21/22 and agree any actions necessary in response to this – received Internal Audit Report and agreed for Clerk and RFO to make improvements.
    - b) To appoint an Internal Auditor for the 22/23 financial year – it was agreed to appoint a different Internal Auditor next year. It was agreed to approach Nick Chadwick who was recommended by the RFO.
    - c) To complete and approve for signature the AGAR Annual Governance Statement for 21/22 – completed and signed.
    - d) To approve for signing the AGAR Accounting Statements for 21/22 – approved and signed. Clerk to post on the notice board.
    - e) To confirm the dates for the Notice of Public Rights for the 21/22 Financial Year as 6<sup>th</sup> June to 15<sup>th</sup> July – dates confirmed.
  - 8.2 Payments and Receipts:**
    - a) Approved the following payments already made using delegated powers:

Date	Payee	Description	Amt	Account
16.03.22	Stratford Heating Services	Boiler repair	£120.00	Pavilion
11.03.22	BT	Pavilion phone	£54.00	Pavilion
25.03.22	Fiona Donaldson	Ink cartridge	£29.00	PC
25.03.22	Fir Tree Falconry	Mole control	£95.00	Playground
25.03.22	Paul Burden	Fuel for mowers	£18.11	Playground
25.03.22	Steve Woodcock	Printing of maps	£2.40	PC

25.03.22	Fir Tree Falconry	Mole control in verge area	£80.00	PC
25.03.22	Fiona Donaldson	Clerk salary Mar and allowance	£273.64	PC
25.03.22	Kirsty Buttle	RFO salary Mar and allowance	£132.68	PC
25.03.22	HMRC	Tax March	£32.00	PC
28.03.22	Castle Water	Pavilion water	£5.00	Pavilion
31.03.22	Unity Trust	Quarterly bank charge	£18.00	PC
08.04.22	BT Group Ltd	Pavilion phone	£54.00	Pavilion
11.04.22	Monika Cleaning Services	Cleaning - 07,14,21,28 March	£136.00	Pavilion
28.04.22	Castle Water	Pavilion water	£5.00	Pavilion
03.05.22	Kirsty Buttle	Salary and office allowance April	£132.68	PC
03.05.22	HMRC	Tax Mar 21	£32.01	PC
03.05.22	Fiona Donaldson	Salary and office allowance April	£220.40	PC
03.05.22	HMRC	Tax April	£85.42	PC
09.05.22	BT Group Ltd	Pavilion phone	£59.60	Pavilion
11.05.22	Isabelle Harris	Keys for pavilion	£26.00	Pavilion
11.05.22	Cherwell District Council	Emptying of 3 dog bins	£180.18	PC
11.05.22	Monika Cleaning Services	Pavilion cleaning 04,11,25/04	£102.00	Pavilion

b) Payments approved of the following invoices:

Payee	Description	Amt	Account
John Offord	Zoom monthly 25 Mar to 24 Apr	£14.39	PC
Jane Olds	Internal audit for 2021/22	£190.00	PC
John Offord	Items for village maypole event	£58.49	PC
Glen Walther	Items for Pavilion repair	£148.54	Pavilion
Fiona Donaldson	Salary and office allowance May	£220.20	PC
Kirsty Buttle	Salary and office allowance May	£132.48	PC
HMRC	Tax May	£85.80	PC

c) The following receipts noted:

Date	Pymt submitted by	Description	Amt	Account
17.03.22	Knight	Allotments	£10.00	PC
21.03.22	Furneaux	Allotments	£10.00	PC
21.03.22	Paul Burden	Allotments	£20.00	PC
24.03.22	Morris	Pilates	£12.00	Pavilion
25.03.22	A Hemmings	Allotments	£20.00	PC
30.03.22	Triforia	Keep fit	£60.00	Pavilion
30.03.22	Tilling	Allotments	£10.00	PC
31.03.22	Walther	Allotments	£30.00	PC
31.03.22	Unity Trust	Interest	£4.88	PC
04.04.22	J Fenn	Allotment rent	£10.00	PC
04.04.22	Public Sector Deposit	Interest	£12.05	Playground

04.04.22	Morris	Pilates 14,21,28	£36.00	Pavilion
11.04.22	Morris	Pilates 04/04	£12.00	Pavilion
13.04.22	CDC	Precept	£7,500.00	PC
19.04.22	Bellamy	Allotments	£30.00	PC
19.04.22	Meadows	Allotments	£10.00	PC
19.04.22	Girobank	Pavilion hire	£36.00	Pavilion
19.04.22	Hornton Community	Jubilee Ball 04/06	£1.00	<b>PAVILION</b>
25.04.22	Square	Bingo	£12.38	Pavilion
29.04.22	Clark	tbc	£70.00	<b>UNKNOWN</b>
03.05.22	Square	tbc	£60.43	<b>MAY DAY PAVILION</b>
03.05.22	Triforia	Keep fit	£48.00	Pavilion
04.05.22	Public Sector Deposit	Interest	£15.26	Playground
04.05.22	Hall	May Day income	£760.41	<b>PAVILION</b>
09.05.22	Horley Cricket Club	tbc	£36.00	<b>PAVILION</b>
09.05.22	Girobank	May day income	£2,432.10	Pavilion (£2087.10) and Jumpa (£345)
10.05.22	Cheque payment	Hall hire	£40.00	PC

d) Bank balances as at 11<sup>th</sup> May 2022 noted:

PC Current	£19,847.61
PC Savings	£9,005.43
CCLA fund (playground)	£30,000.00
<b>Total</b>	<b>£58,853.04</b>

**8.3 Proposal to change the direct debits for Castle Water (Pavilion water) and SSE (Pavilion Electricity) to variable direct debit allowing full payment for each invoice to be made on invoice rather than paying a fixed amount each month as the current arrangement makes it more complicated to record and reclaim the VAT – agreed for the RFO to change the DD’s for Castle Water and SSE.**

**8.4 Proposal to make the following changes to the bank mandate:**

- a) Remove Louise McKenzie as a signatory – agreed.
- b) Upgrade Kirsty Buttle’s access to full signatory – agreed.
- c) Change the signing requirements to 2 to sign for both cheques and BACS payments – agreed.

**9. Planning Report:**

**9.1 New planning applications received:**

Reference No.	Location	Proposal/ Description	Status	PC Decision
22/01105/F	Dickens Gate Quarry Road Hornton OX15 6DF	Two storey extension to rear	Under consultation	No objection

22/00994/NMA	Manor Farm Bungalow Street From Bell Street To Balscote Hornton Banbury OX15 6DB	Variation of Condition 8 of planning permission 19/00157/F with the submission of the updated bat survey that has been undertaken in the farm buildings, and for Condition 8 to be amended to read: 'An updated bat survey shall be undertaken prior to the demolition of the bungalow to establish changes in the presence, abundance and impact on bats and their habitats. The survey results, together with any necessary changes to the mitigation plan or method statement, shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the demolition of the bungalow shall be carried out in accordance with the approved details and any mitigation measures shall be retained as such thereafter.' (proposed as non-material amendment to 19/00157/F)	Under Consultation	Objected
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### 9.2 CDC planning decisions outstanding:

Reference No.	Location	Proposal/ Description	Status	PC Decision
22/00339/TCA	The Willows Millers Lane Hornton Banbury OX15 6BS	G1 x Conifer Nos 11 - Remove as close as possible to ground level G2 x Conifer Nos 6 - Remove as close as possible to ground level Trees are restricting light and obliterating the drystone wall. There are no immediate plans to plant replacement trees.	Under consultation	No objection

### 9.3 CDC planning decisions made:

Reference No.	Location	Proposal/Description	Decision
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.	Application permitted

22/00448/DISC	Cornerways Millers Lane Hornton Banbury OX15 6BS	Discharge of condition 3 (garage door design details) of 19/00153/F	Application permitted
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10. **Motocross update** - Still in discussions with CDC but they are not being very responsive. Once CDC feel the applicant has met the conditions, or not, we will ask them to take it back to committee for review.
11. **Agree dates of Parish Council meetings 2022-23** – Chair and Cllr. Woodcock unable to attend meeting on 14 September so Clerk to re-schedule date. Rest of the dates were agreed.
12. **Platinum Jubilee celebrations** – Cllr. Yates informed the meeting that plans are going well and distributed a spreadsheet of costs. Grant received from CDC. Free mugs will be given to all the children in the village. The £1,000 from the PC may not be required to cover the costs. An alternative venue for the Beacon is being organised.
13. **Pavilion Report:**
  - (i) Agree RFO has authority to investigate new phone/internet provider and choose another provider from BT if required – agreed and RFO to get 3 quotes.
  - (ii) Cllr. Overton agreed to produce a simple employment agreement for the Pavilion cleaner. Also to arrange that monthly salary payment fits in with the payment run 20-25<sup>th</sup> of the month.
  - (iii) Cllr Overton asked if the Pavilion Committee can have petty cash, the RFO explained that this was not permitted.
  - (iv) The Jubilee Ball Committee enquired as to whether the card reader could be borrowed for the Ball. Unfortunately the payments automatically go into the PC account and will confuse auditing and also income will rise above allowed level. It was suggested the Committee apply for their own card reader through their bank provider as the units are not expensive.
14. **Allotments Report** – a new shed for the mower is now in place. Cllr. Burden to contact one allotment holder who has not yet paid rent. £7,500 from the John Fox Charity has been given to the School.
15. **Roads & Highways Report** - Vice Chair Hewlett – CDC have written a report on the village drainage issues and noted that the brook is not well maintained. With regards to the JUMPA flood area the PC will deal with this on a self-help basis. There seems to be less water since the work was done to improve drainage on Millers Lane. Village potholes have had their 6 months check and improvements have been done by Oxfordshire County Council. V.C. Hewlett is working on improving the chicane out of Bell Street. Speedwatch: there is new management and courses available, once trained insurance is not required.
16. **JUMPA Report** – Cllr. Woodcock – JUMPA drainage issue mentioned above. The mower has not been working properly and possibly needs replacing.
17. **Playground Report** – Cllr. Burden – weekly inspection forms signed by Chair. Meeting with Wickstead regarding the roundabout so a decision whether to replace or mend can be decided.
18. **Correspondence received** - (i) Chris Woodcock emailed suggesting that the PC look into Right - Community - Action and joining forces with other village PC's regarding planning issues. Clerk to send

emails to other PC Clerk's to ask if they would discuss at their next meeting .

(ii) David King has contacted the PC regarding dog mess left on the main village green. The PC has noted his concerns and will monitor the situation.

(iii) Thanks received from Ian and Isabelle Harris for their gifts given by the PC for many years of organising the Maypole dancing.

**19. Other items to note:** Clerk to arrange for more advertising to recruit a new Clerk.

The meeting closed at 9.25pm

Date of next meeting: Monday, 11 July 2022

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