

HORNTON PARISH COUNCIL

Minutes of the Annual Meeting of Hornton Parish Council
held on Monday, 22 May at 7.30pm in the Methodist Church

Present: Cllrs. Paul Burden (PB), Holly Busby (HB), Calum Harris (CH), Martin Jones (MJ), John Offord (Chair), Andrew Overton (AO), Steve Woodcock (SW), Fiona Donaldson (Clerk)

1. Election of Chair – John Offord was elected to continue as Chair.
2. Apologies for absence – Kirsty Buttle (RFO).
4. Co-option of new Councillors - Holly Busby and Martin Jones agreed to be co-opted.
5. Election of Vice-Chair – Calum Harris was elected as Vice-Chair.
6. Members’ declarations of interest for items on the Agenda - No interests were declared.
7. To approve the minutes of the Parish Council meeting held on Monday, 13 March: The minutes were approved. Clerk to arrange for Chair to sign the minutes before the next meeting.
8. Outstanding matters/actions from previous meetings – None were discussed.
9. Finance Report:

1. Annual Governance and Accountability Return 2022/23

- a) To receive the Internal Auditor’s Report for 22/23 and agree any actions necessary in response to this – The Internal Auditor’s Report was received with no issues raised.
- b) To appoint an Internal Auditor for the 23/24 financial year – It was proposed and agreed to appoint Nick Chadwick as the Internal Auditor for the 2023-24 financial year.
- c) To complete and approve for signature the AGAR Annual Governance Statement for 22/23 – It was proposed and agreed to complete ‘yes’ to all statements except statement 9 which is ‘not applicable’ and for the Chairman to sign the form.
- d) To approve for signing the AGAR Accounting Statements for 22/23 – Proposed and agreed.
- e) To confirm the dates for the Notice of Public Rights for the 22/23 Financial Year as Monday 5th June to Friday 14th July 2023 – Proposed and agreed.

2. Payments and Receipts:

- a) To approve the following payments already made using delegated powers: Proposed and agreed.

| Date | Payee | Description | Amount | Account |
|-------------|-----------------------------|-----------------------|---------------|----------------|
| 22.03.23 | Community First Oxfordshire | Annual subscription | £50.00 | Pavilion |
| 22.03.23 | Fiona Donaldson | Salary & office March | £314.42 | PC |
| 22.03.23 | Kirsty Buttle | Salary & office March | £198.82 | PC |

| | | | | |
|----------|------------------------------|------------------------------------|---------|----------|
| 22.03.23 | HMRC | Tax March | £115.40 | PC |
| 13.03.23 | BT Group Ltd | Pavilion Phone/Broadband | £33.54 | Pavilion |
| 22.03.23 | Green Energy | Annual heat pump service | £330.00 | Pavilion |
| 22.03.23 | OALC | Annual membership | £156.00 | PC |
| 28.03.23 | Statutory Nuisance Solutions | Legal advice re Motocross | £342.00 | PC |
| 28.03.23 | Kevin Wain | Reimbursement re strimmer fuel | £25.30 | Pavilion |
| 28.03.23 | Monika Cleaning Services | Pavilion cleaning March - 4 visits | £152.00 | Pavilion |
| 29.03.23 | Impact China | Coronation souvenirs | £677.81 | PC |
| 31.03.23 | Unity | Bank account fee | £18.00 | PC |
| 11.04.23 | BT | Pavilion telephone | £33.54 | Pavilion |
| 24.04.23 | GS & SA Walther | 3 lawnmower blades | £119.85 | Pavilion |
| 24.04.23 | CDC | Emptying 4 dog bins - 6 months | £253.97 | PC |
| 24.04.23 | J.Walters Electrical | Various works on the pavilion | £885.00 | Pavilion |
| 24.04.23 | Fiona Donaldson | Salary & office Apr | £314.42 | PC |
| 24.04.23 | Kirsty Buttle | Salary & office Apr | £199.12 | PC |
| 24.04.23 | HMRC | Tax Apr | £115.20 | PC |

b) To approve payment of the following invoices: Proposed and agreed.

| Payee | Description | Amount | Account |
|---------------------------|--|---------|----------|
| N J Chadwick Accounting | Internal Audit 2022-23 | £65.00 | PC |
| Monika Cleaning Services | Pavilion cleaning 3rd, 17th and 28th April | £114.00 | Pavilion |
| Glen Walther Builders Ltd | Concrete base for shed | £200.00 | Pavilion |

c) To note the following receipts: Noted.

| Date | Payment submitted by | Description | Amount | Account |
|----------|----------------------|------------------|-----------|------------|
| 15.03.23 | S Knight | Allotment rent | £10.00 | PC |
| 17.03.23 | A Hemmings | Allotment rent | £20.00 | PC |
| 20.03.23 | J Furneaux | Allotment rent | £10.00 | PC |
| 23.03.23 | William Jeffs | Allotment rent | £40.00 | PC |
| 31.03.23 | Unity | Interest | £136.51 | PC |
| 31.03.23 | Triforia | Keep fit | £36.00 | Pavilion |
| 22.03.23 | Paul Burden | Allotment rent | £20.00 | PC |
| 03.04.23 | Fenn | Allotment | £10.00 | PC |
| 03.04.23 | Morris | Keep fit | £96.00 | Pavilion |
| 05.04.23 | COIF | Interest | £101.49 | Playground |
| 14.04.23 | CDC | Precept | £7,500.00 | PC |
| 17.04.23 | HMRC | VAT reclaim | £588.62 | Pavilion |
| 17.04.23 | HMRC | VAT reclaim | £597.49 | PC |
| 17.04.23 | HMRC | VAT reclaim | £59.24 | JUMPA |
| 17.04.23 | HMRC | VAT reclaim | £24.42 | Playground |
| 19.04.23 | Girobank | Bingo income | £100.75 | Pavilion |
| 26.04.23 | CDC | Coronation Grant | £300.00 | PC |
| 26.04.23 | Triforia | Hall hire | £36.00 | Pavilion |

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| 03.05.23 | COIF | Interest | £96.20 | Playground |
| 03.05.23 | Girobank | Show at the pavilion, and May Day raffle and cake stall. | £1,348.60 | Pavilion |

d) To note the bank balances as at 8th May 2023 – Noted.

| | |
|------------------------|-------------------|
| PC Current | £2,239.72 |
| PC Savings | £36,723.61 |
| CCLA fund (playground) | £30,000.00 |
| Total | £68,963.33 |

e) To note the committee balances as at 8th May 2023 – Noted.

| | HPC | Jumpa | Pavilion | Playground | Grand Total |
|------------------------------|-------------------|------------------|------------------|-------------------|-------------------|
| Balance b/f to 06/03/2023 | £15,236.18 | £8,028.66 | £6,057.99 | £32,843.67 | £62,166.50 |
| Total Payments | £2,705.26 | £0.00 | £1,629.23 | £0.00 | £4,334.49 |
| Total Receipts | £8,644.00 | £59.24 | £2,205.97 | £222.11 | £11,131.32 |
| Balance to 08/05/2023 | £21,174.92 | £8,087.90 | £6,634.73 | £33,065.78 | £68,963.33 |

3. Proposal to make the following changes to the bank mandate:

- Remove Tim Hewlett as a signatory – Proposed and agreed.
- Cancel the request to add Michael Palmer as a signatory – Proposed and agreed.
- The PC agreed that the RFO should also add as signatories the new Councillors - Martin Jones and Holly Busby.

10. Planning Report:

a) New planning applications received: No new applications received.

b) CDC Planning decisions outstanding: Most recent planning decisions FYI - previously published on agenda/minutes

| Reference No. | Location | Proposal/ Description | Status | PC Decision |
|---------------|---|--|--------------------|--------------|
| 23/00848/F | The Dun Cow West End Hornton Banbury OX15 6DA | Conversion with alterations of bottle store into ancillary residential accommodation | Under consultation | No objection |
| 23/00849/LB | The Dun Cow West End Hornton Banbury OX15 6DA | Conversion with alterations of bottle store into ancillary residential accommodation | Under consultation | No objection |

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|---------------|---|---|--------------------|--------------|
| 23/00673/DISC | Brooks Cottage 1 Church Lane Hornton OX15 6BY | Discharge of Conditions 3 (treatment of the floors), 4 (details of internal services and service routes), 5 (roof of the outbuilding a detailed method statement), 6 (doors and/ windows), 7 (internal joinery), 9 (stone sample panel), 10 (roof slate samples) and 12 (proposed roof insulation) of 21/02912/LB | Under consultation | No objection |
| 23/00742/DISC | Brooks Cottage 1 Church Lane Hornton OX15 6BY | Discharge of Conditions 3 (method statement for roof of the outbuilding), 4 (external joinery details of the doors and/ windows), 6 (Stone sample panel) and 7 (slate sample) of 21/02911/F | Under consultation | No objection |
| 23/00657/F | Greenhaven Pages Lane Hornton Oxfordshire OX15 6BX | Single storey rear extension and installation of Ground Mount Solar PV system installation to front | Under consultation | No objection |
| 22/03772/LB | Home Farm Bell Street Hornton Banbury OX15 6DB | Rebuilding of existing sash bay window of East bay window and installation of structural tie rod through North elevation | Under consultation | No objection |

c) CDC Planning Decisions: Most recent CDC planning decisions FYI - previously published on agenda/minutes

| <u>Reference No.</u> | <u>Location</u> | <u>Proposal/ Description</u> | <u>Status</u> |
|----------------------|---|---|------------------------|
| 23/00722/TCA | The Claverings Millers Lane Hornton Banbury OX15 6BS | T1 x Pine - removal. T2 x Juniper - removal. T3 x Norway Maple - Crown lift to a height of up to 5.5 metres above the highway. | Application permitted. |
| 23/00041/TCA | Bankside Millers Lane Hornton | T1 x Walnut. Mature situated in centre of rear private garden. Pollard reducing height and spread up to 3m from tips to enable light to rest of garden. | Application permitted. |

11. Clerk vacancy – Two applications have been received for the roles of Clerk and RFO. Chair and Cllr. Woodcock to review CV's and in-person interviews to be arranged.

12. Pavilion Report: Cllr. Overton informed the meeting that the Pavilion is being well-supported, lots of events and the finances have improved. The outside lights have been replaced but there aren't any more planned expenditures at present. Cllr. Overton requested a sinking fund to be set aside for the ground source heat pump.

13. Allotments Report: Cllr. Burden informed the meeting that the allotments will be able to accommodate 3 new tenants at the end of the year. There will be four left on the waiting list. Health and safety checks to be carried out for Open Gardens on 4 June. Following the suggestion for a

community garden the area available is not suitable as in bad condition – brambles and not much soil. Clerk to check which allotment holders haven't paid their rent.

14. Roads & Highways Report: Cllr. Jones reported that road repairs had been carried out. Oxfordshire County Council has taken over responsibility of Tinkertank. The tree roots causing a trip hazard will be removed and path made good at no cost to the village. Cllr. Jones to inform resident who tree belongs to. There is still an issue top of Miller's Lane with gulleys/drains full of sediment – blocked and collapsed. Encourage residents to report issues on Fix My Street.

15. JUMPA Report: The area has been too wet to mow. Cllr. Jones and Ian Harris are going to re-paint the lines. Cllr. Woodcock to look into new JUMPA signs.

16. Playground Report: Cllr. Burden confirmed that the roundabout is now working. Thanks to Tom and Adrian at Gibbs and the Dun Cow for use of their electricity. New netball net to be fitted. The sign is at the engravers to amend Clerk's email address. A new 'no glass' sign is being made for the bottom of the ramp.

17. Correspondence received: None received.

18. Other items to note:

i) **Speed Watch** – It was agreed that Cllr. Jones would gather data by monitoring cars over the next two weeks. Cllr. Jones to present data at the next PC meeting. Informed decisions can then be made whether traffic calming equipment is required. Cllr. Jones is liaising with the school Head who is very supportive in communicating with the parents driving into the village. It was noted that residents could be encouraged to request van drivers drive carefully when ordering goods.

ii) **Neighbourhood Watch** – Cllr. Jones as taken over and will be reviving the BBQ on the Green.

iii) **Motox** – The PC thanked Cllr. Woodcock for all his hard work for arranging a successful MotoX meeting and making such an informative and interesting presentation. Cllr. Harris has researched issues raised from the meeting and informed the meeting that a water course cannot be removed or tampered with unless a licence is awarded by Parliament. CDC should have contacted the Environmental Agency. There are also fines for disturbing newts (£5,000 each) and water voles. Cllr. Harris said that councillors should call the Environmental Agency Helpline. Cllr. Woodcock to contact Natural England.

iv) **Training** – The Clerk to arrange training for Cllr. Jones and Busby.

19. Date of next meeting: Monday, 10 July

Meeting closed at 8.40pm

Signed

Date

