

HORNTON PARISH COUNCIL

6 September 2023

**Members of Hornton Parish Council are hereby summoned
to attend a Parish Council Meeting to be held on
Monday, 11 September 2023 at 7.30pm in the Pavilion**

AGENDA

1. To receive apologies for absence
2. Members' declarations of interest for items on the Agenda
3. To approve the accuracy of the minutes of the Annual Parish Council meeting held on Monday, 10 July 2023
4. Outstanding matters/actions from previous meeting: Recruitment of a new Clerk.
5. Finance:
 - a) Annual Governance and Accountability Return 2022/23 - To receive the External Auditor's Report for 22/23 and agree any actions necessary in response to this.
 - b) Payments and Receipts:
 - i) To approve the following payments already made using delegated powers:

Date	Payee	Description	Amount	Account
06.06.23	N J Chadwick Accounting	Internal Audit 2022-23	£65.00	PC
30.05.23	Monika Cleaning Services	Pavilion cleaning 3rd, 17th and 28th April	£114.00	Pavilion
30.05.23	Glen Walther Builders Ltd	Concrete base for shed	£200.00	Pavilion
09.05.23	BT	Pavilion telephone	£39.59	Pavilion
30.05.23	Hornton PCC	Share of grass cutting costs	£500.00	PC
30.05.23	Monika Cleaning Services	Pavilion cleaning 2nd, 10th, 15th, 22nd, 31st May	£190.00	Pavilion
30.05.23	Fiona Donaldson	Salary and office May	£314.42	PC
30.05.23	Kirsty Buttle	Salary and office May	£199.12	PC
30.05.23	HMRC	Tax May	£115.20	PC
30.05.23	Paul Burden	Allotment fuel	£16.59	PC
30.05.23	Paul Burden	Play area fuel and cement	£23.27	Playground
30.05.23	Southern Electric	Pavilion electricity	£160.69	Pavilion
08.06.23	BT	Pavilion telephone	£39.59	Pavilion
12.06.23	Abbot Fire Group Limited	Pavilion fire equipment servicing	£445.50	Pavilion
12.06.23	Signs Engraving	Sign repair/update	£108.00	Playground
16.06.23	Castle Water	Pavilion water 1 Apr to 30 Sep	£195.88	Pavilion
27.06.23	Monika Cleaning Services	Pavilion cleaning 5th, 13th, 20th, 27th June	£152.00	Pavilion
27.06.23	Fiona Donaldson	Salary, office and expenses June	£367.64	PC
27.06.23	Kirsty Buttle	Salary, office and expenses June	£201.32	PC
27.06.23	HMRC	Tax June	£115.40	PC
30.06.23	Unity Bank	Manual credit handling charge	£15.60	Pavilion
30.06.23	Unity Bank	Bank account fee	£18.00	PC
10.07.23	BT	Pavilion telephone	£39.59	Pavilion
17.07.23	Steve Woodcock	Reimbursement for newt survey re MotoX	£1,584.00	PC
17.07.23	Cleenol	Cleaning materials	£77.37	Pavilion

17.07.23	Fiona Donaldson	Salary and office Jul	£314.42	PC
17.07.23	Kirsty Buttle	Salary and office Jul	£198.92	PC
17.07.23	HMRC	Tax Jul	£115.40	PC
07.08.23	Monika Cleaning Services	Pavilion cleaning 3rd, 10th, 17th, 28th, 31st July	£190.00	Pavilion
08.08.23	BT	Pavilion phone	£39.59	Pavilion
23.08.23	The Dun Cow	Gift vouchers	£200.00	Playground
23.08.23	Fiona Donaldson	Salary and office Aug	£314.22	PC
23.08.23	Kirsty Buttle	Salary and office Aug plus stationery	£208.11	PC
23.08.23	HMRC	Tax Aug	£115.40	PC
24.08.23	Southern Electric	Pavilion electricity	£998.38	Pavilion
29.08.23	Fiona Donaldson	Stationery	£53.42	PC
29.08.23	Monika Cleaning Services	Pavilion cleaning - 3 visits August	£114.00	Pavilion

ii) To note the following receipts:

Date	Payment submitted by	Description	Amount	Account
11.05.23	Tyrrell	Allotment	£30.00	PC
11.05.23	Morris	Keep fit	£96.00	Pavilion
15.05.23	Girobank	Various stalls at May Day	£535.00	Pavilion
15.05.23	Girobank	Various stalls at May Day	£250.00	JUMPA
15.05.23	Girobank	Various stalls at May Day	£1,755.00	PC
16.05.23	M Wright	Football club	£300.00	Pavilion
16.05.23	S Walther	Allotment	£30.00	PC
02.06.23	COIF	Interest	£118.37	Playground
02.06.23	Morris	Keep fit	£48.00	Pavilion
05.06.23	Triforia	Hall hire	£48.00	Pavilion
08.06.23	Girobank	Open gardens £651 and £97.50 history group	£748.50	Pavilion
14.06.23	Jal PR	Unknown	£50.00	PC
15.06.23	Samaritans Banbury	Unknown	£45.00	PC
28.06.23	Triforia	Hall hire	£48.00	Pavilion
30.06.23	Unity Bank	Interest	£202.08	PC
04.07.23	COIF	Interest	£112.57	Playground
17.07.23	Bellamy	Allotments	£30.00	PC
17.07.23	Triforia	Keep fit	£24.00	Pavilion
02.08.23	COIF	Interest	£124.26	Playground
14.08.23	Wain	Hall hire	£300.00	Pavilion
29.08.23	Square	Bar sales croquet tournament	£95.26	Pavilion
04.09.23	COIF	Interest	£129.96	Playground

iii) To note the bank balances as at 4th September 2023

PC Current	£998.01
PC Savings	£34,925.69
CCLA fund (playground)	£30,000.00
Total	£65,923.70

iv) To note the committee balances as at 4th September 2023

	HPC	Jumpa	Pavilion	Playground	Grand Total
Balance b/f to 08/05/2023	£21,174.92	£8,087.90	£6,634.73	£33,065.78	£68,963.33
Total Payments	£5,006.58	£0.00	£2,821.78	£331.27	£8,159.63
Total Receipts	£2,142.08	£250.00	£2,242.76	£485.16	£5,120.00
Balance to 04/09/2023	£18,310.42	£8,337.90	£6,055.71	£33,219.67	£65,923.70

c) Proposal to make the following amendments to the asset register:

- i) Remove the photocopier (£250) as no longer functioning but a replacement is not required.
- ii) Add on 3 dog waste bins located at West End, The Sports Pavilion, and Millers Lane at a value of £1 each as it has been noted that the PC is responsible for 4 bins but only has 1 bin listed on the asset register.
- iii) To confirm the number of mowers currently held by the council and make the appropriate updates to the asset register.
- iv) To confirm the number of strimmers currently held by the council and make the appropriate updates to the asset register.

d) To confirm status of updates to the bank mandate relating to Cllr Harris, Cllr Busby, and Cllr Jones.

6. Planning Report:

6.1. New planning applications received: No new planning applications received.

6.2. CDC Planning decisions outstanding:

Reference No.	Location	Proposal/ Description	Status	PC Decision
23/02265/F	The Berries West End Hornton OX15 6DA	Front extension with flat roof and roof lantern, re-building of existing porch within same dimensions and with stone walls and glazing, addition of conservation rooflights to outbuilding	Under consultation	No objections
23/01713/TCA	St John The Baptist Church, Church Lane, Hornton, Banbury, OX15 6BY	T2 x Yew - Approximate height 12 metres. Large amounts of dead wood present, especially within top 3 metres of canopy. Adjacent utility lines to west. -Reduce height and width of canopy by up to 3.5 metres, leaving suitable clearance from utility lines. Remove dead wood. Raise lower canopy to 2.5 metres to allow for maintenance of grounds.	Under consultation	No objections
23/00848/F	The Dun Cow West End Hornton Oxfordshire OX15 6DA	Conversion with alterations of bottle store into ancillary residential accommodation.	Under consultation	No objections

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 objections
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 objections
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 objections

6.3 CDC Planning Decisions: No new planning decisions.

7. To review and adopt the following policies: *Data Breach Policy; Data Protection Policy; Disciplinary Policy; Financial Regulations; Complaints Procedure; Records Retention Policy; Role Holder Privacy Notice; Scheme of Delegation; Subject Access Request Procedure; Freedom of Information Policy; GDPR Privacy Notice; Grievance Policy and Publication Scheme.*

- 8. Oxfordshire County Council - EV charging points**
- 9. Motocross update**
- 10. Pavilion Report**
- 11. Allotments Report**
- 12. Roads & Highways Report including Speedwatch**
- 13. JUMPA Report**
- 14. Playground Report**
- 15. Correspondence received**
- 16. Other items to note**

Fiona Donaldson
Clerk, Hornton Parish Council