

HORNTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday, 11 September 2023 at 7.30pm in the Pavilion

Present: Cllrs. Paul Burden, Callum Harris (Vice Chair), Martin Jones, John Offord (Chair), Andrew Overton, Steve Woodcock, Clerk: Fiona Donaldson, RFO: Kirsty Buttle (left after finance section)

1. **To receive apologies for absence:** Holly Busby.
2. **Members' declarations of interest for items on the agenda** – none received.
3. **To approve the accuracy of the minutes of the Annual Parish Council meeting held on Monday, 10 July 2023** – the minutes were approved and signed.
4. **Outstanding matters/actions from previous meeting:** Recruitment of a new Clerk – the position is being advertised by OALC, Roger Corke has sent a village email and Hornton village school newsletter.
5. **Finance:**
 - a) **Annual Governance and Accountability Return 2022/23** - External Auditor's Report for 22/23 was received and agreed any actions necessary in response to this.
 - b) **Payments and Receipts:**
 - i) Approved 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) The following receipts were noted and the Samaritans £45 was identified as a Pavilion payment for hire of the hall:

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	PAVILION	£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) The bank balances as at 4th September 2023 were noted.

PC Current	£998.01
PC Savings	£34,925.69

CCLA fund (playground)	£30,000.00
Total	£65,923.70

iv) The committee balances as at 4th September 2023 were noted

	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) **The following amendments to the asset register were agreed:**

- i) Remove the photocopier (£250) as no longer functioning but a replacement is not required. Agreed.
- 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. Agreed.
- iii) To confirm the number of mowers currently held by the council and make the appropriate updates to the asset register. HPC agreed there were 5 mowers (playground, allotments, village green, Pavilion and JUMPA) and 1 gang mower.
- iv) To confirm the number of strimmers currently held by the council and make the appropriate updates to the asset register. HPC agreed that there was one cordless strimmer.

d) **Status of updates to the bank mandate relating to Cllr Harris, Cllr Busby, and Cllr Jones**

– Cllr Harris has set up his bank mandate, Cllr Jones and Busby to set their mandates up.

6. Planning Report:

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

6.2. **CDC Planning decisions outstanding:** These were reviewed.

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: A new planning application received 11.09.23 was discussed and there were no objections.


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* – These were reviewed and agreed. FD to add to the website.**
8. **Oxfordshire County Council – EV charging points.** EV charging point was discussed and it was agreed for the Clerk to contact OCC and acknowledge HPC's interest.
9. **Motocross update** – Cllr Woodcock informed the meeting that there was no further news or updates at present.
10. **Pavilion Report – Cllr. Overton** – The croquet event went very well and there are 2-3 events planned before Christmas. The RFO has been looking into the energy supply as the SSE contract is due for renewal. SSE is the cheapest option and have to sign up for one year, the price will increase on 1 November so the decision to stay with SSE or move to a different company has to be made by mid-October. Cllr. Overton is going to look into the high energy bill and the possibility of a Smart Meter. RFO to look over usage historically to compare with recent costs and send information to Cllr. Overton.
11. **Allotments Report – Cllr. Burden** – The waiting list will be nearly resolved by next March. Thanks was expressed to Roger Bellamy for donating the new allotment mower and to Adrian ? for fixing it.
12. **Roads & Highways Report including Speedwatch:** Cllr. Jones expressed his frustration with the lack of action regarding improving the roads around Hornton, there are lines around the holes and the dragon service will be carried out. Also the Council does not have any budget for the drainage issues in the village. The speedwatch camera will be in action next week and the results will be relayed to the PC. It was agreed that the village should be asked whether they want to apply for a 20 mile speed limit for the village. OCC to be informed that we are looking

into it. It was agreed that the tarmac that has been used on the path by the pub and on Tinkertank should be replaced with stone. HPC to get quotes. Cllr. Jones to contact the Head of Hornton School regarding parking. The village brook contamination has been dealt with.

13. **JUMPA Report** – It was agreed that JUMPA purchase a replacement mower. A trench has been dug to alleviate the flood and HPC to reimburse Glen and Clint Walther.
14. **Playground Report** – Thank you to Ted Fox for spraying the playground with weed killer. Moles are going to be removed. A new net is going to be fitted and the hoop lowered. ROSPA inspection is due end of September.
15. **Correspondence received** – None.
16. **Other items to note** – Clerk to contact S&P Lettings regarding tree at Thorn Cottage which still hasn't been cut back.

Meeting finished at 8.46pm

Date of next meeting: Monday, 13 November 2023

Signed		John Offord, Chair
Date	13/11/23	