

HORNTON PARISH COUNCIL

ANNUAL MEETING

08 May 2024

Members of Hornton Parish Council are hereby summoned to attend the Annual Parish Council Meeting.

To be held on **Monday, 13 May 2024 at 7.30pm** in the Pavilion.

AGENDA

1. Election of Chairman.
2. Election of Vice-Chairman.
3. Receive any apologies for absence.
4. Members' declarations of interest for items on the agenda.
5. Approve the accuracy of the minutes of the Parish Council meeting held on Monday, 11 March 2024.
6. Agree timetable of meetings for the coming year.
7. Review committees and councillors who sit on them.
8. Review bank signatories.
9. Review and approve standing orders.
10. Reapprove existing financial regulations.
11. Outstanding matters/actions from previous meeting:

Action	Who
Provide photo for website	CH, CW, PH
Ensure e-mail access + phone web version	All
Investigate a bigger cooker for the pavilion	AO, PH, Pavilion Committee
Investigate alternative hardcore	PB, CH
Contact CDC re litter pickers	AM

12. Finance

12.1 Annual Governance and Accountability Return 2023/24

- 12.1.1 To receive the Internal Auditor's Report for 23/24 and agree any actions necessary in response to this.
- 12.1.2 To appoint an Internal Auditor for the 24/25 financial year
- 12.1.3 To complete and approve for signature the AGAR Annual Governance Statement for 23/24.
- 12.1.4 To approve for signing the AGAR Accounting Statements for 23/24.
- 12.1.5 To confirm the dates for the Notice of Public Rights for the 23/24 Financial Year as Monday 3rd June to Friday 12th July 2024

12.2 Payments and Receipts:

12.2.1 To approve the following payments already made using delegated powers:

Date	Payee	Description	Amount	Account
15.03.24	Banbury IT Wizard	Antivirus 12 months	£35.00	PC
15.03.24	OALC	Annual membership	£168.00	PC
15.03.24	Community First Oxfordshire	Annual membership	£55.00	Pavilion
11.03.24	BT	Pavilion telephone	£39.59	Pavilion
15.03.24	Matthew Bonham	Clearing brambles at football field	£300.00	PC
19.03.24	R Walther	Repair of playground strimmer	£25.00	Playground
15.03.24	Paul Burden	Fuel for allotment mower	£16.18	PC
19.03.24	R Walther	Repair of parish council mower	£30.00	PC
15.03.24	Kirsty Buttle	Salary and office March	£209.52	PC
15.03.24	Alistair Mills	Salary and office March	£331.80	PC
15.03.24	HMRC	Tax March	£122.20	PC
15.03.24	F.N.Pile & Sons	Honda Mower for Village Greens	£1,300.00	PC
26.03.24	Monika Cleaning Services	Pavilion cleaning 4 visits March	£180.00	Pavilion
20.03.24	Castle Water	Pavilion water February	£17.61	Pavilion
31.03.24	Unity Bank	Account fee	£18.00	PC
08.04.24	BT	Pavilion phone/broadband	£39.59	Pavilion
12.04.24	Quietco Ltd	Sound proofing pavilion	£7,588.80	Pavilion
16.04.24	Castle Water	Pavilion water	£61.42	Pavilion
25.04.24	CDC	Half yearly dog bin emptying 4 bins	£267.70	PC
25.04.24	Green Energy Banbury Ltd	Heat pump service	£330.00	Pavilion
25.04.24	Sam Wheeler	Pavilion cleaning April 3 visits	£102.00	Pavilion
25.04.24	Ralph Walther	Air filter mower	£11.09	PC
25.04.24	Paul Burden	Mower fuel	£17.12	Playground
25.04.24	Paul Burden	Pavilion fence materials	£66.91	Pavilion
25.04.24	Alistair Mills	Salary and office April	£418.17	PC
25.04.24	Kirsty Buttle	Salary and office April	£214.30	PC
25.04.24	HMRC	Tax April	£47.00	PC

12.2.2 To note the following receipts:

Date	Payment submitted by	Description	Amount	Account
28.03.24	Al Mills	Pavilion hire	£45.00	Pavilion
28.03.24	Triforia	Keep fit	£60.00	Pavilion
31.03.24	Unity Bank	Interest	£243.50	PC
18.03.24	R Jackson	Allotments	£30.00	PC
06.03.24	Triforia	Keep fit	£45.00	Pavilion
03.04.24	CCLA	Interest	£133.36	Playground
04.04.24	White	Allotment fee	£15.00	PC
08.04.24	Burden	Allotment fee	£30.00	PC
09.04.24	Meadows	Allotment fee	£15.00	PC
09.04.24	Bead	Hall hire	£135.00	Pavilion
10.04.24	CDC	Precept	£7,875.00	PC
15.04.24	Tilling	Allotment fee	£25.00	PC
15.04.24	Furneaux	Allotment fee	£15.00	PC
22.04.24	Fageant	Hall hire	£60.00	Pavilion
24.04.24	HMRC	VAT refund	£1,786.62	Pavilion
24.04.24	HMRC	VAT refund	£1,786.43	PC
24.04.24	HMRC	VAT refund	£124.17	JUMPA
24.04.24	HMRC	VAT refund	£103.39	Playground
29.04.24	Meadows	Allotment fee	£10.00	PC
29.04.24	M Wright	Hire of changing room/pitch	£300.00	Pavilion
02.05.24	Triforia	Keep fit	£75.00	Pavilion
02.05.24	CCLA	Interest	£128.63	Playground

12.2.3 To note the bank balances as at 7th May 2024

PC Current	£4,043.30
PC Savings	£36,273.85
CCLA fund (playground)	£30,000.00
Total	£70,317.15

12.2.4 To note the committee balances as at 7th May 2024

	HPC	JUMPA	Pavilion	Playground	Grand Total
Balance b/f to 05/03/2024	£19,738.12	£8,142.90	£8,003.02	£33,404.01	£69,288.05
Total Payments	£3,488.96	£0.00	£8,480.92	£42.12	£12,012.00
Total Receipts	£10,044.93	£124.17	£2,506.62	£365.38	£13,041.10
Balance to 07/05/2024	£26,294.09	£8,267.07	£2,028.72	£33,727.27	£70,317.15

13. Planning Report:

13.1. New planning applications received since last meeting:

Reference	Location	Proposal/ Description	Validated	Status
24/00901/CLUP	Norland House Millers Lane Hornton OX15 6BS	Certificate of Lawfulness of Proposed Development to install ten solar panels, in two rows of five, on the south-facing, sloping, tiled roof of the annex building	15/04/2024	Under Consultation
24/01032/F	Greenhaven Pages Lane Hornton Oxfordshire OX15 6BX	Single storey rear extension – revised scheme of 23/00657/F	24/04/2024	Under Consultation

13.2. CDC Planning decisions outstanding: Fishing Lakes - [24/00375/F](#)

14. Motocross update

15. Pavilion Report

16. Allotments Report

17. Roads & Highways Report including Speedwatch

17.1 Muddy water in Millers Lane

17.2 Mirror at the junction of Millers Lane and Townend

17.3 20 mph limit progress

17.4 Agree Traffic sign cost - £5,500 but fund-raising and hopefully a grant will cover most of the cost.

17.5 Parking near the chapel – blind bend – enforcement.

17.6 The tree at Thorn Cottage – further action?

18. JUMPA Report

19. Playground Report

20. Clerk's Report

20.1 Website Reorganistion

21. Discuss proposal regarding beautification of council land.

22. Review of bus service

23. Note that application for a free defibrillator at the pavilion has been unsuccessful.

Alistair Mills - Clerk, Hornton Parish Council