

# HORNTON PARISH COUNCIL

## Minutes of Annual Parish Council Meeting Held on **Monday, 13 May 2024** in the Pavilion

**Present:**           **Councillors:**  
John Offord (Chair) – **JO**  
Callum Harris (Vice Chair) – **CH**  
Paul Burden – **PB**  
Philip Holt - **PH**  
Andrew Overton - **AO**  
Chris White – **CW**  
**Clerk:** Al Mills - **AM**

### **Apologies for absence:**

**Councillors:**  
Steve Woodcock - **SW**  
**RFO:** Kirsty Buttle – **KB**

1. Election of Chairman – **JO** was re-elected.
2. Election of Vice-Chairman – **CH** was re-elected.
3. Members' declarations of interest for items on the agenda – none received.
4. The accuracy of the minutes of the parish council meeting held on Monday, 11 March 2024 was agreed.
5. The timetable of meetings for the coming year will be as the current year.
6. Committees and councillors who sit on them remains as was.
7. **CW** has been added to the bank signatories.
8. The Hornton Parish Council (HPC) standing orders were approved.
9. The existing financial regulations were reapproved.
10. Outstanding matters/actions from previous meeting:
  - 10.1 Contact Cherwell District Council (CDC) re additional litter pickers. **AM** has received a note from CDC saying they will raise the issue at a higher level, but funding is tight. It is hoped the shortfall can be relieved by parishioners and some of the councillors offered to loan their own pickers to the cause.
11. Finance
  - 11.1 Annual Governance and Accountability Return 2023/24
    - 11.1.1 To receive the internal auditor's report for 23/24 – The report was received with no issues raised.
    - 11.1.2 To appoint an internal auditor for 24/25 – It was proposed and agreed to appoint Nick Chadwick as the Internal Auditor for 24/25 at a cost of £100.
    - 11.1.3 To complete and approve the annual governance statement for the 23/24 financial year – It was proposed and agreed to tick 'yes' to all statements except statement 9 which is N/A.
    - 11.1.4 To approve the accounting statements for the 23/24 financial year – The accounting statements were approved and duly signed.

11.1.5 To approve completion and signing of the AGAR Certificate of Exemption for 23/24 – Not required as the parish council does not meet the requirements for exemption.

11.1.6 To confirm dates for the Notice of Public Rights as 3<sup>rd</sup> June to 12<sup>th</sup> July – Proposed and agreed.

11.2 Payments and Receipts:

11.2.1 The following payments already made using delegated powers were approved:

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 The following receipts were noted:

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 The bank balances as at 7<sup>th</sup> May 2024 were noted

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

12.2.4 The committee balances as at 7<sup>th</sup> May 2024 were noted

	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
<b>Balance to 07/05/2024</b>	<b>£26,294.09</b>	<b>£8,267.07</b>	<b>£2,028.72</b>	<b>£33,727.27</b>	<b>£70,317.15</b>

### 13. Planning Report:

#### 13.1. New planning applications received since last meeting:

Reference	Location	Proposal/ Description	Validated	Status
<a href="#">24/00901/CLUP</a>	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	No objection from HPC
<a href="#">24/01032/F</a>	Greenhaven Pages Lane Hornton Oxfordshire OX15 6BX	Single storey rear extension – revised scheme of 23/00657/F	24/04/2024	No objection from HPC

13.2. CDC Planning decisions outstanding: Fishing Lakes - [24/00375/F](#) – HPC has objected to this proposal and awaits the outcome.

13.3. Clarification as to why HPC is not notified by CDC of all planning applications will be sought.

#### 14. Motocross update

14.1 It was noted that a meeting scheduled for May at the track has been moved to another venue.

14.2 After an approach from HPC, Local MP Victoria Prentice has written to the planning department at CDC requesting clarification on the issue. The reply detailed what has happened but contained no indication of the planning department's future position on the issue.

#### 15. Pavilion Report

15.1 The pavilion continues to be a valued village asset.

15.2 The proposal to install a bigger cooker has been rejected, as it would involve re-structuring the kitchen at much expense, and it is believed this is only an issue once or twice a year. However, the idea of purchasing additional cooking equipment (e.g. plug in hob, countertop oven, air fryer, etc.) was thought worthy of further investigation.

15.3 The southerly side of the football pitch has become very waterlogged and this has caused the postponement of matches. Further investigation may be necessary.

#### 16. Allotments Report

16.1 The general state of the allotments is commendable, and it is clear the facility is much valued by those who use it.

16.2 Hardcore to improve the driveway into the allotments has been sourced for free by a local builder. Hopefully this will be sufficient, but the situation will continue to be monitored.

## **17. Roads & Highways Report**

- 17.1 Muddy water in Millers Lane – The ‘rights of way’ people at Oxfordshire County Council (OCC) continue to be chased by HPC.
- 17.2 Mirror at the junction of Millers Lane and Townend – OCC Highways have advised against this, as they regard mirrors as dangerous. However, the situation has improved now that the building work nearby has been completed.
- 17.3 20 mph limit progress – HPC await the upcoming consultation.
- 17.4 Following a recorded vote requested by **CW**, it was agreed that the traffic speed indicators signs will be implemented – on the understanding that the application for an OCC grant is successful. All councillors present were in favour of the implementation. Thanks were extended to the fund-raising efforts of the clothes stall at the last two May Day events. As a result of their efforts, and the grant, the net cost to HPC will be c.£1,200.
- 17.5 Parking near the chapel on the blind bend is proving difficult, if not impossible, to enforce. However, as above, the situation has improved now that the building work nearby has been completed.
- 17.6 The parking during ‘school run’ times continues to be of concern and HPC will continue to liaise with the school to try and make those concerned aware and responsible. Many pupils used to be transported to and from school by coach and the possibility of re-starting such a service will be explored with the school – as this would seemingly alleviate the traffic as well as being a much more environmentally friendly solution.
- 17.7 The height of the tree at Thorn Cottage has been reduced. No further action will be taken in the short term, but the situation will continue to be monitored.

## **18. JUMPA Report**

- 18.1 The general condition of the pitch is good, and the facility is being used by many – including the school.
- 18.2 The state of the fir trees planted on the JUMPA site - primarily to provide the village Christmas tree – is of concern. The situation will be investigated further.

## **19. Playground Report**

- 19.1 Usage is increasing as the weather improves.
- 19.2 A request to plant a memorial tree has been received and will be considered.
- 19.3 The mower may require some considerable attention soon, but it is hoped it will last until its next service is due.

**20.** It was agreed that a project to improve the appearance of some of the HPC owned land, in and around the sports field, will be undertaken. The first stage being to investigate options and costs.

**21.** It was noted that we have a new local councillor at CDC and it is hoped he will be able to attend a HPC meeting soon.

**22.** The new village bus service got off to a slow start (1 passenger) but numbers have increased (4 last week!) and it is hoped they will continue to do so.

**23.** It was noted that the application for a free defibrillator at the pavilion has been unsuccessful.

***Meeting closed at 9:03 pm***