

HORNTON PARISH COUNCIL

DRAFT - Minutes of Parish Council Meeting - DRAFT
Held on **Monday, 9 September 2024** in the Pavilion

Present:

Councillors:

John Offord (Chair) – JO

Callum Harris (Vice Chair) – CH

Paul Burden – PB

Philip Holt - PH

Andrew Overton - AO

Steve Woodcock - SW

Clerk: Al Mills - AM

Apologies for absence:

Chris White – CW

RFO: Kirsty Buttle – KB

1. Receive any apologies for absence – as shown.
2. Members' declarations of interest for items on the agenda – non forthcoming.
3. The accuracy of the minutes of the Annual Parish Council meeting held on Monday, 8 July 2024 was approved.
4. Outstanding Actions from previous meeting:
 - 4.1. The bus stop at the top of Millers Lane has been re-designated as a sign less request stop
 - 4.2. The correct meeting dates for 2025 have been circulated and agreed.
 - 4.3. Hornton Parish Council (HPC)'s involvement with the Campaign to Protect Rural England (CPRE) has been reviewed and it was agreed to continue to subscribe.
5. **Finance Report:**
 - 5.1. The external auditor's report for the 2023-24 was agreed and any actions required in response to the report will be actioned.
 - 5.2. The following amendments to the asset register were agreed:
 - 5.2.1. Addition of new Vehicle Activated Signs - £4,933
 - 5.2.2. Removal of now defunct speedwatch equipment - £2,394
 - 5.3. The adoption of the following updated policies was approved:
 - 5.3.1. Financial Regulations
 - 5.3.2. Risk Assessment
 - 5.3.3. Internal Financial Controls

5.4. **JO** was appointed as the Internal Controls Councillor to complete quarterly financial checks - as per the Internal Financial Controls Policy.

5.5. Payments and Receipts:

5.5.1. The payments already made using delegated powers were approved:

Date	Payee	Description	Amount	Account
30.06.24	Unity Bank	Account fee	£18.00	PC
09.07.24	BT	Pavilion phone/broadband	£43.38	Pavilion
30.07.24	Stocksigns Ltd	VAS	£5919.60	PC
30.07.24	St John's - Church	Annual donation	£550.00	PC
30.07.24	Cleenol	Pavilion cleaning items	£65.39	Pavilion
30.07.24	Sam Wheeler	Pavilion cleaning 2,9,16, and 23 July	£153.00	Pavilion
30.07.24	Paul Burden	Petrol for playground mowers	£16.82	Playground
30.07.24	Alistair Mills	Salary and office July	£418.17	PC
30.07.24	Kirsty Buttle	Salary and office July	£214.10	PC
30.07.24	HMRC	Tax July	£47.20	PC
08.08.24	BT	Pavilion phone/broadband	£43.38	Pavilion
27.08.24	Moore	Annual external audit 2023-24	£252.00	PC
27.08.24	Cleenol	Cleaning supplies	£10.20	Pavilion
27.08.24	Sam Wheeler	Pavilion cleaning 30 Jul, 6,13,20 Aug	£153.00	Pavilion
27.08.24	Clear Councils	Annual parish insurance	£785.89	PC
27.08.24	Alistair Mills	Salary and office Aug	£418.17	PC
27.08.24	Kirsty Buttle	Salary and office Aug	£214.30	PC
27.08.24	HMRC	Tax Aug	£47.00	PC

5.5.2. The following receipts were noted:

Date	Payment submitted by	Description	Amount	Account
02.07.24	CCLA	Interest	£128.29	Playground
05.07.24	Williamson	Hall hire	£60.00	Pavilion
05.07.24	Triforia	Keep fit	£45.00	Pavilion
08.07.24	Overton	Hall hire	£135.00	Pavilion
30.07.24	Tyrell	Allotment fee	£30.00	PC
01.08.24	Triforia	Keep fit	£60.00	Pavilion
02.08.24	Cher run & jog	Pavilion hire	£75.00	Pavilion
02.08.24	CCLA	Interest	£131.97	Playground
07.08.24	Post Office Cash Deposit	Pavilion hire	£105.00	Pavilion
23.08.24	Credit 114	Pavilion hire	£70.00	Pavilion
27.08.24	Square	Croquet Tournament	£288.25	Pavilion
29.08.24	Post Office Cash Deposit	Car boot sale (£163), History Group hall hire (£75), Croquet Tournament (£269.50)	£507.50	Pavilion
30.06.24	Unity Bank	Interest	£249.02	PC

5.5.3. Payment of the following invoices was approved:

Payee	Description	Amount	Account
Netwise	Annual Website/e-mails fee	£420.00	PC
PPL	Annual Music Licence	£176.56	Pavilion

5.6. The bank balances as at 3rd September 2024 were noted:

PC Current	£3,598.65
PC Savings	£36,522.87
CCLA fund (playground)	£30,000.00
Total	£70,121.52

5.7. The committee balances as at 3rd September 2024 were noted:

	HPC	JUMPA	Pavilion	Playground	Grand Total
Balance b/f to 27/06/2024	£27,305.08	£8,267.07	£8,173.88	£33,860.06	£77,606.09
Total Payments	£8,884.43	£0.00	£468.35	£16.82	£9,369.60
Total Receipts	£279.02	£0.00	£1,345.75	£260.26	£1,885.03
Balance to 02/09/2024	£18,699.67	£8,267.07	£9,051.28	£34,103.50	£70,121.52

5.8. It was felt it would be useful to briefly restate the procedure when looking to spend HPC controlled money not already declared in HPC's annual budget.

5.8.1. Any such expenditure should be announced to the parishioners in the agenda for an upcoming HPC meeting, so that parishioners have the chance to comment on, or object to, the expenditure.

5.8.2. The expenditure must then be agreed by HPC, typically at a HPC meeting, before it can be used for the proposed purpose.

5.8.3. The only exception to this rule is in an emergency (e.g. burst pipe at the pavilion) and any such emergency should be reported to the clerk and the chair immediately.

6. Planning Report:

6.1. New planning applications received since last meeting:

Reference	Location	Proposal/ Description	Validated	Status
		Just some tree maintenance plus reconfiguration work on the Vodafone aerial at Hart's Farm to report.		

6.2. CDC Planning decisions outstanding: Fishing Lakes [24/00375/F](#) – HPC has objected to this proposal and awaits the outcome. The target decision date has now been moved out to September 30, 2024.

6.3. Motocross update: HPC are very disappointed this issue continues, as evidenced by the possibility of a track event recently. It is hoped that an upcoming meeting with Cherwell District Council (CDC) will help clarify the situation.

7. Neighbourhood Plan update: Neighbouring parishes have been contacted but the response was a little disappointing. It is hoped this was due to it being 'holiday season' and so the invitation to join HPC in this project will be resent.

8. The adoption of the recently launched Oxfordshire Councils Charter was approved.

9. The installation of publicly available electric vehicle charge points was discussed after an approach by a provider. It was felt more information is needed before a decision can be made.

10. Pavilion Report:

10.1. Landscaping project update.

10.1.1. The biodiversity project has begun, and a budget of approximately £3,000 was presented. It is hoped the vast majority of the cost can be met by grants and possibly village fund-raising. The involvement of Hornton School was felt to be a good thing.

10.1.2. Despite objections, HPC feel the use of plant protection products (PPP's -e.g. herbicides and pesticides) may be required for the biodiversity project. If so, it was noted that it is imperative all the necessary guidelines and safety procedures for using PPP's in public spaces are strictly adhered to.

10.2. Waterlogged football pitch update. A solution was proposed and now costs will need to be finalised for approval at the next HPC meeting.

10.3. Financial tracking and reconciliation continues to be challenging, and it is hoped the pavilion committee can provide an improved procedure. The appointment of a Treasurer was suggested.

10.4. HPC expressed thanks to Sarah Walther who has donated the proceeds of a car boot sale to pavilion funds

11. Allotments Report: The allotments continue to be a valued village amenity.

12. Roads & Highways Report including Speedwatch:

12.1. Purchase of salt bags for ice treatment was approved - £100 for 36 bags

12.2. Muddy water in Millers Lane – meeting imminent this month

12.3. 20 mph limit update – still awaiting Oxfordshire Highways action

12.4. Speed sign update – now installed and working

12.5. Speedwatch update – thanks primarily to fundraising efforts, Hornton will soon have its own dedicated speedwatch equipment and it is hoped sessions will thus resume.

13. **JUMPA Report:** JUMPA continues to be a valued village amenity, and the pine trees planted at JUMPA to provide a village Christmas tree are looking a lot healthier.

14. **Playground Report:** the playground continues to be a valued village amenity.

15. Clerk's Report:

15.1. Planning notification clarification from Cherwell District Council has been received and we now appear to be getting notified as expected.

15.2. It was decided to pursue the proposal for improved IT services – including the adoption of a gov.uk domain name.

15.3. An insurance update – with a £40 reduction – was noted.

15.4. The purchase of Litter pickers – 2x4 pack at c. £20 a pack – was approved.

15.5. Oxfordshire Association of Local Councils (OALC) is looking to increase subscription costs by 7%. As a member of the association, HPC Agreed to vote in favour of the proposal at the extraordinary AGM in October.

15.6. A village tree inspection is overdue and will be conducted as soon as possible. There may well be maintenance work required as a result.