

HORSPATH PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held on 9th May 2017
At 8pm in HORSPATH VILLAGE HALL.

Present: Mr T Ayres, Mr K Brooks, Mr P Dobson (Chairman), Mr J Dobson, Mr P Ewart, Mr M Harris, Mrs H Palmer, Mrs H Kogel (Clerk).

Apologies Mr D Horsley.

Absent: Mrs Gillespie

Public: 5

71/17 ELECTION OF CHAIRMAN

Mr Harris stated that he is willing to take over as Chairman if Mr Peter Dobson doesn't want to continue in this role. Mr Peter Dobson stated that he would like to remain as Chairman. Councillors voted unanimously for Mr Peter Dobson to continue as Chairman. Mr Peter Dobson accepted this position and thanked Mr Harris for his offer.

72/16 ELECTION OF OFFICERS.

Vice Chairman – Mr Peter Dobson suggested that this position be deferred until the June meeting as Mr Horsley is unable to attend this meeting. Mr Brooks proposed Mr Harris as Vice Chairman. Mr Harris stated that he is prepared to take this position if Mr Horsley doesn't want to continue. Mr Peter Dobson stated that the Parish Council is relying on Mr Harris to oversee several projects this year which will involve a lot of work and will be very time consuming. Councillors agreed to defer this position until the Parish Council meeting in June.

School Governor – Mr Peter Dobson agreed to continue in this position.

Village Hall Committee – Mr Peter Dobson agreed to continue in this position.

Parochial Charities – Mrs Lewis, Mrs Dandridge and Mr Peter Dobson to continue in their positions.

Feast Money Collection – Mr Horsley or Mr Peter Dobson to arrange collection.

Stagecoach Sub Committee – Mr Horsley, Mr Harris, Mr Peter Dobson and Mr James Dobson will continue in their positions. Mr Harris commented that an inspection of the site is due.

Public Transport Rep – Mrs Palmer agreed to continue in this position.

73/17 APOLOGIES FOR ABSENCE – Apologies were made on behalf of Mr Horsley. Mrs Gillespie was absent. No County Councillor was present.

74/17 DECLARATION OF INTEREST – No declarations were made.

75/17 EMERGENCY BUSINESS – Mr Harris reported that the Parish Council needs to submit its comments to SODC on the 2nd Preferred Options draft version of the South Oxfordshire Local Plan 2033 by 17th May 2017. Mr Harris reported that the plan states that Horspath is classified as a “small village” and therefore, any new housing development will be mostly by infill, or by a few changes of use, or by a few new builds. The Parish Council may need to consider another affordable housing scheme, but this will require a housing needs survey and consultation first. SODC is proposing to take land out of the Green Belt in Culham, Berinsfield and Wheatley, which Horspath Parish Council should support and encourage as this helps SODC provide their 5 year housing land supply. Mr Harris will draft a response to be sent to SODC and will circulate this to Councillors.

The Clerk has copied to Mr Harris a letter received from Blue Cedar Homes Ltd regarding Neighbourhood Plans.

Mr Ewart offered his help to Mr Harris with reading any documents. Mr Harris circulated a slide show to all Parish Councillors, and to residents who have notified the Parish Council of their e-mail addresses, introducing the reasons for producing a Horspath Neighbourhood Development Plan.

76/17 MINUTES FOR APPROVAL.

Minutes of the Parish Council Review of Risk Assessments held on 21st March.

Minutes of the Parish Council Meeting held on 4th April 2017.

Minutes of the Parish Council Planning Meeting held on 3rd May 2017.

All three sets of minutes were agreed as correct and signed by the Chairman.

77/17 MATTERS ARISING.

60/17 – District & County Councillors – Following the retirement of our OCC Councillor Mrs Anne Purse, Mr Harris asked if Councillors have the name and contact details of the newly elected County Councillor for Horspath. No information has been received to date.

66/17 – AOB Public (i) – Mr Harris thanked Mrs Oakley for organising the volunteer litter picking day which made a big difference to the village.

78/17 PLANNING APPLICATIONS.

P17/S1523/ 3 Gidley Way, Horspath

(Householder)

HH

Proposed single storey rear extension and creation of first floor accommodation to provide additional two bedrooms and en-suite. - **Councillors have no strong views on this application and accepts that SODC will determine it as it considers appropriate. However, Councillors request that SODC should take into consideration any comments from neighbours.**

PLANNING PERMISSIONS/REFUSALS/APPEALS.

P17/S0356/ Oxford Upholstery, Unit 1, 4 Gidley Way, Horspath

(Full Application)

FUL

Material change of use of the land to incorporate D1 usage. (As amended by new application form and corrected ownership certificate received 23.2.17). – **Granted.**

P17/S0603/ Brookside, 183 Cuddesdon Road, Horspath.

(Full Application)

FUL

Change of use from new build dwellings Class C3 to new build office building Class B1. (As amended by drawing 214A PL 04 A accompanying email from agent received 27.2.17 increasing the number and size of car park spaces and associated changes to landscaping).- **Granted.**

Mr Ewart asked what effect this will have on the chicane. Mr Ayres stated that it is nowhere near to the chicane so will have no effect.

P17/S0991/ Three Acres, Sandy Lane, Horspath - Certificate of Lawful Development

LDP

Proposed new pool building ancillary to the main house.

79/17 CLERK'S UPDATE.

Damage to Village Green – SSE have now carried out the repairs.

Manor Farm Road – OCC Highways have been advised to carry out the work. The Clerk will contact Mr Stenning for an update.

New Dog Bin – Waiting for confirmation from SODC.

Carter Jonas – The Senior Planner would like to attend a P/C meeting to discuss the proposal for 2 new homes on the land adjacent to 69 Gidley Way before submitting a planning application. Councillors agreed

that the Clerk will reply to Carter Jonas advising them that when a Planning Application has been submitted they will be allocated 5 minutes to speak about the application before it is discussed by the Parish Council.

80/17 DISTRICT & COUNTY COUNILLOR REPORTS. – No reports were available.

81/17 TRAFFIC CALMING PLAN – Cuddesdon Road.

Mr Ayres reported that Oxford City Council has submitted a revised quote for the installation of the traffic calming works at a cost of £11,588.18 including VAT. Oxford City Council has all the drawings etc. from Glanville Consultants so now requires authorisation from the Parish Council to go ahead. Councillors voted 6 in favour, 1 abstention.

Mr Ayres stated that when this work has been completed, the Parish Council can instruct Glanville Consultants to go ahead and look at the Oxford Road traffic calming. Glanville have stated that they will carry out the necessary surveys at Oxford Road and give their recommendations.

Mr Peter Dobson thanked Mr Ayres for all of his hard work. Mr Peter Dobson will speak to Tracey Vigor at Oxford City Council regarding payment for the works.

82/17 HORSPATH VILLAGE HALL - Update.

Mr Peter Dobson informed Councillors that Mrs Julian has instructed Chris Lewis Fire & Safety to go ahead with the work of installing the new fire detection and alarm system. Mrs Julian will return the cheque from HSPT to Horspath Parish Council to contribute towards the work. Councillors agreed for the Clerk to send the first stage payment to Chris Lewis Fire & Safety. Horspath Cricket Club will be contributing £900.00 which is due to HVSA for members' subs. HVSA has also contributed £2,399.12.

83/17 STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2016/17.

The Clerk circulated copies of the annual return and statement of accounts to all Councillors. The Annual Governance Statement 2016/17 and the Accounting Statements 2016/17 were agreed and signed by both the Clerk and the Chairman. The Clerk will now arrange for the internal audit to take place.

84/17 CORRESPONDENCE.

- a. RSN – Rural Vulnerability Service – Fuel Poverty April 2017. – (Circulated via email).
- b. RSN – Weekly Email News Digest 3.4.17. – (Circulated via email).
- c. OALC – Social Media Training and Transparency Code Grants. – (Circulated via email).
- d. RSN – Rural Intelligence from behind the headlines 7.4.17. – (Circulated via email).
- e. RSN – Rural Housing Spotlight. – (Circulated via email).
- f. OCC – Elections 4.5.17. – (Circulated via email).
- g. RSN – Weekly Email News Digest 10.4.17. – (Circulated via email).
- h. Open Spaces Society – Are you part of a walking or rambling group? – (Circulated via email).
- i. RSN – Rural Intelligence from behind the headlines 13.4.17. – (Circulated via email).
- j. Highways England – Weekend Closures Update. – (Circulated via email).
- k. RSN – Rural Vulnerability Service – Fuel Broadband April 2017. – (Circulated via email).
- l. RSN – (Re)defining Rural Places. – (Circulated via email).
- m. RSN – Weekly Email News Digest 18.4.17. – (Circulated via email).
- n. PCSO Ryan Dollery – April 2017 Newsletter. – (Circulated via email). – **Mr Harris stated that there is a lot of criminal activity in Horspath being reported to the Police but this information is not showing up in the TVP monthly newsletter. The Clerk will contact PCSO Dollery and provide a list of Parish Council meeting dates and invite him or another local Police Officer to attend a meeting.**
- o. RSN – Rural Intelligence from behind the headlines 21.4.17. – (Circulated via email).
- p. Thames Valley Police – New Thames Valley Police and Crime Plan 2017-2021. – (Circulated via email).
- q. RSN – Rural Opportunities Bulletin. – (Circulated via email).

- r. Oxfordshire South & Vale Citizens Advice – Headlines. – (Circulated via email).
- s. OALC – Slightly updated version of Governance and Accountability. – (Circulated via email).
- t. RSN – Weekly Email News Digest 24.4.17. – (Circulated via email).
- u. SODC – Links to the Local Plan and Evidence Documents. – (Circulated via email).
- v. CPRE – Planning for Oxfordshire’s Future. – (Circulated via email).
- w. Community First – Spring 2017 Newsletter. – (Circulated via email).
- x. OPT – Oxford Preservation Trust Awards 2017. – (Circulated via email).
- y. RSN – Rural Intelligence from behind the headlines 31.3.17. – (Circulated via email).
- z. OALC – March 2017 Update. – (Circulated via email).
- aa. CPRE – When I go out into the countryside. – (Circulated via email).
- bb. RSN – Rural Intelligence from behind the headlines 28.4.17. – (Circulated via email).
- cc. RSN – Weekly Email News Digest 2.5.17. – (Circulated via email).
- dd. TVP – Police & Crime Commissioner Launches Victims First Website. – (Circulated via email).
- ee. RSN – Rural Opportunities Bulletin. – (Circulated via email).
- ff. Community First – Community Transport Network Meeting 22.5.17. – (Circulated via email).
- gg. SODC – Waste & Recycling Leaflets.*#
- hh. Open Spaces Society – Good causes, green causes – and how to fight for them.*
- ii. SODC – Community Infrastructure Levy. – **Noted. Mr Harris stated that Horspath Parish Council could request that the traffic calming at Oxford Road is paid for from this Levy. Mr Ayres suggested that the Clerk ask Mrs Gillespie if Horspath is likely to benefit from this SODC source.**
- jj. Anonymous – Concerns about Sandy Lane. – **Noted.**
- kk. RSN – Seminar (Re)defining Rural Places. – (Circulated via email).
- ll. Oxfordshire South & Vale Citizens Advice – April 2017 Headlines. – (Circulated via email).
- mm. Parochial Church Council for St Giles Church – Donation Request. – (Circulated via email). – **Councillors agreed to support this donation request in principle up to a value of £1,500.00, but more information and plans of the work are required, and reassurance that if the construction extends onto the adjacent Village Green, it will meet SODC Building Regulations before any donation is approved. The Clerk will also pass on details of Oxford City Council Direct Services who may also be able to provide a quotation for the works. The Clerk will contact Mr Gurden.**
- nn. Mr Keith Brooks – Email. – (Circulated to all Councillors by Mr Brooks). – **Noted.**
- oo. Mr Eason, Horspath Cricket Club – Email regarding the Fire Safety Remedial Work to the Village Hall. – **Noted. Mr Peter Dobson stated that after the fire safety works have been completed in the Village Hall, Horspath Parish Council and the Cricket Club need to meet to discuss taking things forward. The Clerk will acknowledge the letter from Mr Eason.**
- pp. OALC – April Update for Member Councils. – (Circulated via email).
- qq. Mr King – Cycling Safety in Horspath. – (Circulated via email). – **Mr Ayres stated that Mr King is referring to the eastern chicane on Cuddesdon Road. The Clerk will contact OCC Highways to request that all debris is cleared out from around the chicanes.**
- rr. OALC – Dispute Resolution Process. – (Circulated via email).
** original held by the Clerk, copy available on request.
 # displayed on Village Hall & village noticeboards.*

85/17 PAYMENTS.

Chq	To Whom Paid	Details	Vat	Total £
2457	Mr Martin Harris	Combination lock for Village Hall gate		19.17
2458	Mrs Heather Palmer	Invoice for Easyspace	8.40	50.42
2459	ARB UK	Tree removal at Blenheim Way		250.00

		Pruning of Birch tree in Play Area		150.00
		Re-laying slabs in Play Area		200.00
		Remove grass & soil from car park		50.00
		New pathway from churchyard to Manor Farm Road		1550.00
2460	Mrs Hayley Kogel	Salary 24/3/17-24/4/17		402.97
2461	Mrs Hayley Kogel	Home Office April 2017 Postage, Stationery & Gift		30.00 52.30
2462	Mrs Hayley Kogel	HMRC Tax payment (Jan – Mar 17)		145.40
2463	Mr Martin Harris	Copy of South Oxfordshire 2 nd Preferred Options Local Plan 2033		60.82
DD	PWLB	Loan Repayment for Burial Ground		2116.33
2464	AON UK LTD	Renewal of P/C Annual Policy		3917.34
2465	Chris Lewis Fire & Security	1 st stage payment on Fire Safety works on the Village Hall	665.10	3990.60
		TOTAL	673.50	12,985.35

** Mr Harris agreed to check through the AON renewal policy.

86/17 RECEIPTS

Date	Received from	Details	Total £
6.4.17	SODC	1 st Instalment of Precept 17/18	11,000.00
7.4.17	HVSA	Contribution to Fire Safety work at the Village Hall	2,399.12
11.4.17	J Godfrey & Son	Interment Fee	125.00
		TOTAL	13,524.12

87/17 AOB

- a. Mr Ewart reported that the sign post for the Hub is now ready to be put into the ground. Mr Ewart will email a draft copy of the footpath map to Mr Dobson and Mr Harris to approve, which will also be displayed on the sign. Mr Ewart is also looking at producing a map of all footpaths around the village. Mr Ewart asked if the temporary sign at the Hub could be made permanent. Councillors approved this request.
- b. Mr Harris reported that he is currently looking at other communities that have made Neighbourhood Plans. Horspath will need to have a Phase 1 Ecology survey carried out along with other surveys, at a cost of approximately £2,000.00 which will be covered by the grant from SODC. Mr Harris stated that there are lots of options that need to be considered before holding a public meeting as it is not just housing to be considered; - it is land use as well, and the Parish Council needs to produce a vision for the future of the village. As soon as more information is available, Mr Harris will produce a newsletter to be circulated to all residents asking for their opinions.
- c. Mrs Palmer reported that there is a Finders Keepers board on the grass of the Village Green. The Clerk will contact them and ask them to remove it. There are also sale boards from Chancellors and Connells on the Village Green.

Public:

- d. Mrs Oakley reported that the local produce sale held in the Hub on Saturday was not very well attended. The stall holders stated that the event was not very well advertised and that when asked previously, the Parish Council said no to advertising on the Village Green. Mr Peter Dobson stated that the Hub wanted to put posters on the chicane on Oxford Road and the Parish Council stated that this would be too distracting. Also there was a period of time when estate agents were advertising homes for sale on the Village Green and the Parish Council asked for them to be removed. Mrs Oakley stated that advertisements on the Village

Green would encourage people to attend events. Mr Ewart suggested that notices be put on the bus shelter. Mrs Oakley will ask organisers to contact the Parish Council again for future events.

Mrs Oakley asked for an update on the war memorial. Mr Peter Dobson stated that the Parish Council has recently received a verbal opinion from a solicitor who stated that he can see no legal reason why a war memorial cannot be erected on the Village Green. The Clerk will be looking into this. Mr Dobson has also spoken with David Wright from the British Legion to set up another meeting of the sub-committee.

- e. Mrs Riley stated that the cleaning up of the Village Hall car park needs to be completed as she only started the works. Mr Peter Dobson will contact James Prior and also speak with Mr Aries regarding the maintenance of the Play Area.
- f. Mr Clarke reported that the high barrier in the Village Hall car park does not lock. Mr Harris stated that he has asked Howard Engineering to come and repair the barrier. Mr Dobson stated that we are also looking at changing the lock. Mr Harris will make contact with Howard Engineering again.
Mr Clarke reported that Cycle Speedway have decided to put a steel shipping container on site to tidy the area and also for security purposes. Also, by doing this there is no obligation for planning permission. The container will be sited where the pits were, and is almost the same size.
Mr Clarke reported that a pile of rubbish has been left by the Burial Ground, it is not known by whom.
- g. Mr Clarke reported that the Chequers Pub has allegedly been sold to a developer. Mr Peter Dobson stated that the Parish Council owns the car park area.
Mr Clarke commented on the clearing of the footpath down to the pump station, Mrs Oakley did a great job.
Mr Clarke stated that parents parking on the “no stopping” area outside of the school are causing a problem. Some parents are parking in this area all day. Mr Peter Dobson stated that the Parish Council is aware of the situation and the Headteacher of the school is doing all that she can to stop this from happening. The local PCSOs visit to stop the parking but as soon as they leave it becomes a problem again.

88/17 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 16th May 2017 (To be confirmed)
Horspath Parish Council Meeting – Tuesday 6th June 2017.