

HORSPATH PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held on 15th May 2018
At 8pm in HORSPATH VILLAGE HALL.

Present: Mr D Burgess, Mr J Dobson, Mr P Dobson (Chairman), Mr P Ewart, Mr M Harris, Mr D Horsley, Mrs B Oakley, Mrs H Palmer, Mrs H Kogel (Clerk).

Apologies Mrs E Gillespie (District Councillor), Dr. K Johnson (County Councillor).

Absent: Mr K Brooks

Public: 6

76/18 ELECTION OF CHAIRMAN.

Mr Horsley proposed that Mr Peter Dobson continue in this position. Councillors voted unanimously in favour of this proposal. Mr Peter Dobson accepted the position of Chairman.

77/18. ELECTION OF OFFICERS.

Vice Chairman – Mrs Oakley proposed Mr Harris for this role. Councillors voted in favour of this proposal.

Mr Harris accepted the position of Vice Chairman.

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

Village Hall Committee – Mr Peter Dobson agreed to continue in this position and will be joined by Mrs Oakley.

Feast Money Collection – Mr Peter Dobson to arrange collection.

Stagecoach Sub Committee – Mr Horsley, Mr Harris, Mr Peter Dobson and Mr James Dobson will be the nominated Councillors for the Sub-Committee, however, any Councillor available at the time is welcome to attend any arranged meetings of the Sub-Committee.

78/18 APOLOGIES FOR ABSENCE – Apologies were given for Mrs Gillespie and Dr Johnson. Mr Brooks was absent from the meeting.

79/18 DECLARATION OF INTEREST – None.

80/18 EMERGENCY BUSINESS.

Mr Peter Dobson reported that he has recently met with Mr Bob Hamlet to look at urgent repairs required in the Play Area. Mr Hamlet initially recommended that the large climbing frame needed two new posts, but having looked at it again, he feels that they will not be adequate. Mr Hamlet has recommended that the Play Area has a Rospa inspection and a report which will specify the extent of the work required before any repairs are carried out. The equipment has now been taped off and will not be in use until after the Rospa inspection which is due in July. Mr Peter Dobson authorized Mr Hamlet to remove areas of concrete in the Play Area and re-fill the holes. The invoice will follow.

81/18 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on 10th April 2018 were agreed as correct and signed by the Chairman.

The Minutes of the Parish Council Planning Meeting held on 23rd April 2018 were agreed as correct and signed by the Chairman.

82/18 MATTERS ARISING, INCLUDING MATTERS ARISING FROM APM.

63/18 District & County Councillors – (Mrs Gillespie) – Mr Harris reported that at the last meeting Mrs Gillespie updated the Parish Council on SODC's latest position with the Local Plan 2033 where Officers

were offering three choices. Mr Harris stated that SODC is now intending to delay submitting the Local Plan.

63/18 District & County Councillors – (Mrs Gillespie) – Mr Harris reported that he has been invited to attend the Stakeholders Conference on the Oxford-Cambridge Expressway on 23rd May 2018 at the Ridgeway Conference Centre in Wolverton, Milton Keynes.

APM – 13 – AOB – Mr James Dobson stated that at the APM a resident questioned the location of the War Memorial, although this had been agreed at the Sub-Committee meeting. Mr James Dobson asked Councillors if they want to re-open discussions with regards to the location of the War Memorial. Councillor all agreed that they are satisfied with the location that has been previously agreed, and granted Planning Permission by SODC, therefore, no further discussions are required.

APM – Mr Peter Dobson thanked Mr Harris for his presentations at the APM, the feedback from residents was very good.

83/18 HORSPATH YOUTH FOOTBALL CLUB – Mr Bryn Smith & Mr Matthew Ball.

Mr Ball stated that Horspath Youth Football Club was founded in 1988 and they have both boys and girls teams. They have been based at the Marathons Club but now that the Marathons ground is being re-developed for rugby, they have looked at moving to the Oxford City Council Sports Park on the south side of Oxford Road where their fees for using this will increase from £2,500.00 p/a to £21,000.00 p/a. They have managed to agree an interim arrangement with Fusion, the operators of Oxford City Council Sports Park, for one year only. Horspath Youth Football Club wants to maintain their club so they are looking to see if there are any other options available to them, including the possibility of using a pitch outside of the Village Hall. Mr Smith stated that years ago, Horspath Youth Football Club used to use the pitch at the Village Hall but due to flooding issues, they moved to the Marathons Club. Mr Ball stated that there are two possible pitches on the Village Hall site, one of which has football nets already in place, and he asked if it is possible that they could use one of the pitches as a training base and have flood lighting re-installed which will allow a Horspath club of 130 children to come back to the village.

Mr Peter Dobson asked Mr Ball when they would need the facility and for what period of time. Mr Ball stated that they would like the facility available for football training all year round if possible, for 5 – 16 year olds, which would be on a weekday evening and football matches would be played on Saturdays and Sundays. Mr Ball stated that there are grants available to them and the Football Association is being very supportive. Mrs Oakley asked if they are proposing that they might use the part of the field beside Oxford Road at the bottom of the 2nd cricket pitch. Mr Ball stated that would be their preference. Mrs Oakley asked Mr Ball if Fusion has since offered them a reduced fee from the original £21,000.00. Mr Ball stated that they provided Fusion with a three-year proposal, which included a 22% rent increase in the second year, which has been signed off by the City Council and also the Football Association, but Fusion has rejected this and has only agreed to a one year period. Mr Smith stated that at this point they are only looking for training facilities, as they hope to play the matches at the Oxford City Council Sports Park. Mr Ball stated that there are other local facilities that may be available but they are proud to be Horspath Football Club and would like to stay in the village. Mr Harris asked how many of the 130 members are children from Horspath. Mr Smith stated that he would need to look into this but just in the under 9's team at least half of the children are from Horspath. Mr Harris stated that with both boys and girls football teams, he thought that the Football Association would be keen to support both of these to continue, particularly the girls teams. Mr Ball stated that the Football Association is in discussions with Oxford City Council. Mr Harris stated that the area behind the Village Hall is very wet every winter, and even this spring, and it would not be suitable, and the other area behind the Play Area is not level enough and they would not be able to install floodlights on it. Mr Horsley informed Mr Ball and Mr Smith of the recent history of Horspath Boys Football Club in the village, when at the time when discussions were held with all sports clubs in the village with a view to developing football and training pitches, and the Football Association had offered huge

grants to do this, and then Horspath Football Club left the village. The Cricket Club then carried out all of the work at its own considerable expense to create the 2nd cricket pitch, so its members would not be happy for football pitches now to be created close to this cricket pitch. Mr Horsley stated that local residents would not allow for floodlights to be installed on the other suggested site for football training on the raised ground beyond the Play Area. Mr Horsley suggested that Mr Ball and Mr Smith should contact the Football Association again for help. Mr Ball stated that if the installation of floodlights would not be permitted, maybe this site is not suitable for them.

Another member of the Horspath Youth Football Club stated that as there are children from the village involved in the Football Club, would the Parish Council not like to see them based in the village. Mr Peter Dobson stated that, ideally “yes” - the Parish Council would like to see that happen, but we can’t look at investing money into something with the possibility that the Football Club will move on to another location.

Mr Burgess asked if the Football Club could obtain grants to drain the bottom area behind the Village Hall. Mr Harris stated that this area is on clay and it is at the bottom of the slope down to the road and it is currently still water logged. From November – April it has not been possible to walk on that area without leaving footprints as it is too wet.

Mr James Dobson stated that the Parish Council is open minded for the future and suggested that Horspath Football Club carry out further investigations into the options available to them and come back to the Parish Council for further discussions if they feel that either of the two areas by the Village Hall are viable options. Mr Peter Dobson stated that the Parish Council would like to move forward, but if there is a possibility in the future of developing football pitches, the Parish Council will need a commitment from the Football Club. Mr James Dobson stated that the Parish Council would also require a 3-5 year business plan. Mr Harris advised Mr Ball and Mr Smith to go back to the Football Association and to Sport England because they both want to finance girls/women’s football, and also to the city Council which has received £4.9 million from BMW to establish the Sports Park, which should include reasonable access to it by local clubs. Mrs Oakley suggested that they should contact other clubs to see what they are paying for the use of local facilities. Mr Peter Dobson thanked Mr Ball and Mr Smith and asked them to stay in touch.

84/18 PLANNING APPLICATIONS.

- P18/S1404/ 10 Butts Road, Horspath (Householder)**
HH Variation of Condition 2 on application P17/S0161/HH. “Proposed 2 storey rear extension, raising roof ridge height to facilitate loft conversion and construction of front and rear facing dormer windows”. - **Councillors voted unanimously to object to this application on the basis that this is a retrospective application as the building has been completed and the balconies and windows are over-looking neighbours.**
- P18/S1374/ 14 Manor Drive, Horspath (Householder)**
HH Side extension and new roof structure to allow conversion of loft space. - **Councillors voted unanimously to object to this planning application on the basis that it is not in keeping with local surrounding properties.**
- P18/S0906/ 137 Cuddesdon Road, Horspath (Full Application)**
LDP Erection of new garage/machinery store.
**** SODC is considering a Certificate of Lawful Development at this site****

PLANNING PERMISSIONS/REFUSALS/APPEALS.

- P18/S0767/ Village Green Triangular Land between Manor Farm Road and Church Road, (Full Application).**
FUL Horspath.
Erection of a war memorial. – **Granted.**
- P18/S0498/ 137 Cuddesdon Road, Horspath (Full Application)**

FUL	Conversion of existing building to provide three bedroomed single storey dwelling with private garden, off street parking and provision of enclosed bin stores. – Granted.
P18/S0455/ HH	96 Gidley Way, Horspath (Householder) Replacement conservatory frames and roof. – Granted.
P18/S0660/ LDP	Three Acres, Sandy Lane, Horspath Proposed new annex. - SODC has approved Certificate of Lawful Development.
P17/S3840/ HH	136 Gidley Way, Horspath (Householder) Refurbishments and extension to an existing detached dwelling. (As amended by drawings R758.01A, R758.02, R758.17B, R758.16B and revised Design & Access Statement. – Granted.

85/18 CLERK'S UPDATE.

Signs, Bollards & White Gates – Cuddesdon Road – The Clerk is waiting for Mr Francis, OCC Highways, to provide a date for when the gates will be repaired and re-painted.

Salt Bins – The Clerk forwarded on the details of the salt bins that have not been filled to Dr. Johnson who reported to OCC. OCC has stated that they carry out a check on salt bins prior to the new winter season, so these will not be re-filled until then as OCC's priorities change to grass/vegetation and surfacing treatments through the spring & summer months.

HSPT – Mr Kelvin Barnes has now completed the accounts. Details will be circulated for the HSPT June meeting.

Internal Audit – The Clerk will arrange for the Internal Audit to take place.

Mr Stephen Smith – Mr Peter Dobson and Mr Martin Harris will meet with Mr Smith on 18th May 2018 to measure the site and check the discrepancy on the boundary.

Wooden Posts on Village Green – Three more wooden posts are required on the Village Green to stop people parking on the grass by the tarmac area by the shop. Mr Harris stated that the Parish Council will need to look at changing the style of the bollards and in the long term replacing them all. Mr Harris will look at the options available.

86/18 STATEMENT OF ACCOUNTS AND ANNUAL RETURN (AGAR) 2017/18

The Clerk circulated copies of the annual return and statement of accounts to all Councillors, which were agreed and signed by both the Clerk and the Chairman. The Clerk will now arrange for the internal audit to take place.

87/18 GDPR (General Data Protection Regulations) – Update from Mr James Dobson.

Mr James Dobson reported that he has read through the large document received last month from OALC and he is less concerned about the Parish Council as we have a limited nature of personal information that we hold. However, HSPT will need a risk assessment and recommendations on what action is required. Mr Dobson stated that he is working towards the Parish Council being compliant with GDPR.

Mr Harris stated that he is personally receiving emails from companies asking if he wants to continue to subscribe to their company mailing lists. Horspath Parish Council has a list of names, address and email addresses of residents and he asked if we should do the same. Mr James Dobson stated that the option to “unsubscribe” to Parish Council emails needs to be added to any emails sent out to the HPC mailing list by the Parish Council. Mr James Dobson stated that we need to address why we hold personal information and what we do with it. Mrs Palmer stated that on the last email which she sent out to those on the village database, she added an option to “unsubscribe” and she only received one reply to this. Mr Horsley stated that there is a legitimate personal interest and a legitimate business interest, so if people sign up to Parish Council business, this is classed as a legitimate interest.

88/18 DISTRICT & COUNTY COUNCILLOR REPORTS.

Mr Peter Dobson stated that the annual report provided by Mrs Gillespie has been circulated to all Councillors along with an email from Dr Johnson with regards to the Councillor Priority Funding Scheme.

89/18 REVIEW OF BURIAL GROUND RULES & FEES.

Mr Horsley proposed the following increases to the Burial Ground fees:-

Fee for a burial:	(Agreed from 1/3/18)	£400 (Paid directly to HPC)
Fee for the interment of ashes:		£150 (Paid directly to HPC)
Fee for permission for a monument:		£150 (Paid directly to HPC)
Fee for permission for a tablet for an ashes plot:		£100 (Paid directly to HPC)

Councillors agreed that the increases will be effective from 1st July 2018, apart from the burial fee which was effective from 1st March 2018. Mr Horsley will notify all Funeral Directors and Rev. Emma Pennington.

90/18 VILLAGE HALL HIGH LEVEL BARRIER.

Mr Horsley stated that trying to close the lock on this gate is impossible. Mr Harris stated that he has emailed and sent photographs to Stuart Howard at Howard Engineering to see if he is able to design a better locking system for the vehicular gate. Mr Peter Dobson stated that the problem is with people who are not locking the padlock on the gate. Mr Harris stated that this could be made easier by having a shorter padlock for use inside the lock box, but this would mean changing the lock again. Mr Horsley suggested that by taking one of the four sides off of the steel lock box on the gate would make it easier, and if people then get in, it would still be classed by the Police and insurers as breaking and entering. Mr Harris will investigate and liaise with Howard Engineering.

91/18 CORRESPONDENCE.

- a. SODC – Survey Launched on the Future of Sports & Leisure in South Oxfordshire until 2033. – (Circulated via email).
- b. The Maple Tree, Wheatley. – What’s on this week 9.4.18, 16.4.18, 1.5.18, 8.5.18. – (Circulated via email).
- c. RSN – Weekly Email News Digest – 9.4.18, 16.4.18, 23.4.18, 30.4.18, 8.5.18. – (Circulated via email).
- d. Charity Commission. – Safeguarding in Charities. – (Circulated via email).
- e. SODC – Annual Compost Giveaway 14.4.18. – (Circulated via email).
- f. RSN – Rural Intelligence from behind the headlines – 6.4.18, 13.4.18, 20.4.18, 27.4.18, 4.5.18. – (Circulated via email).
- g. OALC – Subs, Training, Ox-Cam Expressway, New Standing Orders. – (Circulated via email).
- h. RSN. – Rural Broadband April 2018. – (Circulated via email).
- i. Horspath Cycle Speedway Club – Cycle Speedway Fixtures. – (circulated via email).
- j. Sally Humphrey – A Local Bus Initiative. – (Circulated via email).
- k. SODC – No May 2018 Election for SODC or VWHDC. – (Circulated via email).
- l. SODC – Super Fast Broadband Project almost completed. – (Circulated via email).
- m. Shotover Preservation Society. – Dates for your diary. – (Circulated via email).
- n. Oxford City Athletics Club – Horspath Athletics Track & Request to meet with the Parish Council. – (Circulated via email). – **The Clerk will invite them to the next Parish Council Meeting.**
- o. RSN – Rural Housing Spotlight. – (Circulated via email).
- p. RSN – Fuel Poverty April 2018. – (Circulated via email).
- q. Dr Johnson – Innovation Fund 2018 Update. – (circulated via email).
- r. CPRE – April 2018 News - Thames Water Consultation Closes 29th April 2018. – (Circulated via email).

- s. OALC – Proposed amendment to Data Protection Bill exempting Parish Councils from DPO requirement. – (Circulated via email).
 - t. OCC – Invitation from Peter Clark, Chief Executive at OCC. – (Circulated via email).
 - u. TVP – Policing in the Thames Valley April 2018. – (Circulated via email).
 - v. SODC – May Bank Holiday Bin Collection Changes. – (Circulated via email).
 - w. SODC – Food Waste Trucks go on a special visit to Schools. – (Circulated via email).
 - x. Community First Oxfordshire. – Community Led Housing Conference 13.6.18. – (Circulated via email).
 - y. SODC – South Oxfordshire Publishes 5.4-year Housing Land Supply Statement. – (Circulated via email).
 - z. Mrs Cath Riley – Clean Up of Village Hall Car Park. – (Circulated via email). – **Mrs Riley reported that the clean-up has been done this week and HVHMC will cover the cost. Mrs Riley stated that Mr Jones has done a great job, and asked if the Parish Council would consider this to be done on a regular basis to keep the area tidy. Mr Peter Dobson stated that the issue would be insurance. Mrs Oakley stated that Alan Jones has his own Public Liability insurance. Mr Peter Dobson stated that if this were to be covered by the Parish Council, we would need more information on hours and costs involved. Mr Peter Dobson stated that HVHMC receives the profit from the Village Hall, therefore they should incur some of the costs. Mr Harris stated that the cost of this is the responsibility of HVHMC, but the Parish Council could make a contribution. Mr Peter Dobson will arrange to meet with Alan Jones.**
 - aa. RSN. – Rural Opportunities Bulletin. – (Circulated via email).
 - bb. Oxfordshire South & Vale Citizens Advice – May 2018 Headlines. – (Circulated via email).
 - cc. OALC – April 2018 Update. – (Circulated via email).
 - dd. Stuart Mabbutt – Update on the fundraising for the Film, Radio and Photography project focusing on the old railway tunnel in Horspath. – (Circulated via email).
 - ee. OCC – Consultation – Oxford Road, Horspath – Proposed 40mph Speed Limit & Parking-Loading Restrictions. – (Circulated via email). – **Mrs Oakley stated that there is no point in installing double yellow lines as this will not be enforced. Mr Horsley proposed that the Parish Council do not object to the 40mph speed limit but do object to double yellow lines from the Sports Ground up to Horspath Village, and suggest that the road from Stagecoach to Horspath village chicane is made a clearway. Mr Harris will draft a reply to be sent on behalf of the Parish Council.**
 - ff. SODC – SODC Prosecutes Kennel Owner. – (Circulated via email).
 - gg. OCC – Change of date to Kidlington OCC Town & Parish Liaison Event. – (Circulated via email).
 - hh. RSN. – Rural Vulnerability Service - Rural Transport May 2018. – (Circulated via email).
 - ii. OPFA – Spring Newsletter 2018. – (Circulated via email).
 - jj. BBOWT – Oxford – Cambridge Corridor. – (Circulated via email).
 - kk. Shotover Preservation Society – Litter Picking Saturday 12.5.18. – (Circulated via email).
 - ll. OALC – Two events your Parish Council may be interested in. – (Circulated via email).
 - mm. Community First Oxfordshire. – Spring 2018 Newsletter. – (Circulated via email).
 - nn. OALC – NALC Financial Briefing – PWLB Loan Balances and Neighbourhood Planning Seminar. – (Circulated via email).
 - oo. Open Spaces Society – Spring Mailing 2018.*
 - pp. OALC – Vacancies on Executive Committee need filling and we need an Hon.Treasurer. – (Circulated via email).
 - qq. Dr Kirsten Johnson. – Councillor Priority Fund. – (Circulated via email).
 - rr. OALC – April 2018 Update. – (Circulated via email).
- * original held by the Clerk, copy available on request.
displayed on Village Hall & village noticeboards.**

92/18 PAYMENTS.

Chq	To Whom Paid	Details	Vat	Total £
DD	PWLB	Loan Repayment for Burial Ground		2,016.47
2556	Howard Engineering Ltd	Repairs to barrier at Village Hall	90.00	540.00
2557	Mr D Horsley	Refreshments for APM		10.15
2558	Community First Oxfordshire	Annual Subscription		70.00
2559	Mrs Hayley Kogel	Salary 24/3/18 – 24/4/18		404.77
2560	Mrs Hayley Kogel	Home Office April 2018		30.00
2561	Wild Oxfordshire	Annual Subscription		35.00
		TOTAL		£3,106.39

93/18. RECEIPTS.

Date	Received from	Details	Total £
9.5.18	SODC	Horspath CIL Share	3,135.60
9.5.18	SODC	Overpayment of Planning application	114.00
13.4.18	HSPT	Grant for War Memorial Grant for Minibus Service	4,500.00 960.00
15.4.18	Co-op Funeral Directors	1 x Burial	300.00
4.5.18	Reeves & Pain Funeral Directors	1 x Burial	400.00
4.5.18	Co-op Funeral Directors	1 x Burial	400.00
		TOTAL	£9,809.60

94/18 AOB

- a. Mrs Oakley stated that she is disappointed that Mrs Gillespie and Dr. Johnson are not at the meeting as she has lots of photographs of potholes to show them. Mrs Oakley stated that OCC requires a postcode when reporting a pothole, which is not always possible. Mrs Oakley has recently reported three potholes in the village, all close to each other, OCC has applied white lines around one of them but not the other two. One of the potholes is approximately three feet long and six inches deep, but OCC said that it does not meet the criteria for a pothole.
Mrs Oakley reported that on 8th May 2018, there were thirteen fridges and freezers that had been dumped on the side of the road between the Baldons and Horspath, Mrs Oakley reported these to SODC and they were removed the next day. Also, in Pettiwel, Garsington Mrs Oakley reported washing machines and microwaves that had been dumped, these were removed within two hours.
- b. Mr James Dobson stated that Mr Ewart previously requested support for work on the footpath from the Hub onto the Recreation Ground. Mr James Dobson stated that having walked the footpath, it is very poor and requires work to be carried out. Councillors agreed that the Clerk contact James Prior and arrange a site meeting with Mr Peter Dobson with a view to providing a quote for the work required.
- c. Mr Ewart reported that he travels through Boars Hill frequently, where there have reduced the speed limit from 40mph to 30mph. The area has excellent lighting and signs installed as well as “30”mph painted on the roads.
- d. Mrs Oakley reported that the house over the bridge next to the Hub has extended their garden onto the Recreation Ground. Mr Horsley will visit the site and report back at the next meeting.

Public:

- e. Mrs Riley reported that there are two large potholes in the Village Hall car park that need repairing. Mrs Riley asked, now that the clear up of the car park has been carried out, could the white parking lines be painted. Mr Peter Dobson will arrange a meeting with Mr Alan Jones to discuss.

95/18 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 22nd May 2018 (To be confirmed).

Horspath Parish Council Meeting – Tuesday 5th June 2018.