

HORSPATH PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held on 6th June 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). Ms K Johnson (County Councillor), Mrs E Gillespie (District Councillor)

Apologies Mr D Horsley.

Absent:
Public: 5

89/17 APOLOGIES FOR ABSENCE – Apologies were made on behalf of Mr Horsley.

90/17 DECLARATION OF INTEREST – No declarations were made.

91/17 ELECTION OF VICE CHAIRMAN.

Mr Peter Dobson reported that due to work commitments Mr Horsley will be absent from the next few meetings. Mr Horsley has stated that he has no objections to another Councillor taking over as Vice Chairman for a short period of time. Mr Harris volunteered to take over this position until Mr Horsley returns. All Councillors voted in favour.

92/17 EMERGENCY BUSINESS – None.

93/17 MINUTES FOR APPROVAL.

Minutes of the Parish Council Meeting held on 9th May 2017 were agreed as correct and signed by the Chairman.

94/17 MATTERS ARISING – There were no matters arising.

95/17 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. (as amended by plan received 30.5.17 which alters the visibility splay as requested by the County Highway Authority). - **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/S1297/ Coopers Yard, Manor Farm Road, Horspath (Full Application)
FUL Material change of use of redundant barn from a mixed storage/agricultural use to a micro brewery and the erection of an extension to the barn to be used in association with the micro brewery. – **Granted.**

P17/S1713/ 7 Gidley Way, Horspath
DIS This application is for: Discharge of condition 5 (parking) on P16/S3516/FUL (New 2 bedroom attached house and associated works, including new entrance porch to adjoining property (7 Gidley Way) and vehicle access. ****For Info only****

96/17 CLERK'S UPDATE.

Manor Farm Road – Keith Stenning OCC Highways will book this work in as soon as payment has been received. The cheque was signed at the meeting so will be sent on to OCC Highways Dept.

New Dog Bin – Waiting for a reply from SODC.

Thames Valley Police – An email has been sent to the local PCSO inviting a representative from TVP to attend a Parish Council Meeting.

Trustees Indemnity Insurance for HSPT – The renewal policy has been received and payment due on 5th June 2017.

Mr Peter Dobson thanked Mr Harris for reviewing the renewal details of the Maven insurance policy covering the Parish Council from AON Insurance. The Clerk has forwarded on the questions raised by Mr Harris to AON for clarification. Mr Harris suggested that other insurance companies should be approached in time for the renewal next year to obtain alternative quotes.

97/17 INTERNAL AUDIT REPORT 2016/17.

The Clerk confirmed that the internal audit has taken place and all documents returned. However, the audit report has not yet been provided by the Auditor. It was agreed that this item will be deferred until the next meeting.

98/17 DISTRICT & COUNTY COUNILLOR REPORTS.

Mr Peter Dobson welcomed Dr Johnson to Horspath Parish Council in her position as County Councillor.

Dr Kirsten Johnson (County Councillor) – Dr Johnson thanked all of the people who voted for her. Dr Johnson has arranged a meeting with Keith Stenning – OCC Highways to discuss the roads, footpaths etc. If anyone has anything that they would like raised please let Dr Johnson know.

Mr Peter Dobson stated that we may need Dr Johnson's help with the traffic calming project on Oxford Road after the Cuddesdon Road traffic calming project has been completed. Mr Dobson passed thanks to Mr Ayres for all of his hard work on the scheme. Mr Ayres stated that Glanville Consultants have agreed to look at the Oxford Road site and provide options for the Parish Council to consider, however they will need road safety reports, speed data and a topical survey carried out first. When the options are available, this should be open to the public to decide on what action to take.

Dr Johnson was planning on attending the Transport meeting with Mrs Palmer but this was cancelled and a new date arranged for 19th June 2017 which she will attend.

Dr Johnson reported that a resident has contacted her with regards to potholes in Wheatley. This was followed up but OCC has stated that the potholes are not big enough to require repairing.

Mrs Elizabeth Gillespie (District Councillor) – Mrs Gillespie reported that due to a SODC Cabinet reorganisation she will no longer be involved with Planning but will instead be covering Community Safety, Legal and Democratic Services Electoral Services and Grants. Mrs Gillespie has been very involved with South Oxfordshire's Local Plan 2033 for which the Second Preferred Options consultation is now completed.

Mrs Gillespie reported that the election is running smoothly with 60% of postal votes being returned which is double the amount requested from last year.

Mrs Gillespie urged people to apply for SODC's grants which can be up to £75,000.00 match funding.

Mrs Gillespie stated that it is vital that Horspath Parish Council produce a Neighbourhood Plan, the sooner this is done the better.

Mr Harris asked who now has the brief for planning in SODC. Mrs Gillespie stated that Ms Lyn Lloyd will be responsible for Housing. The SODC Council Leader Mr. John Cotton is responsible for driving forward SODC's Local Plan.

99/17 TRAFFIC CALMING PLAN – Cuddesdon Road.

Mr Ayres reported that Oxford City Council has now booked the road space to start work on 3rd July 2017. There will be a road closure of each side of the road for 2 days and the work should be completed in five days. Mr Brooks asked if the chicanes are being taken away. Mr Ayres stated that the chicanes are part of the traffic calming scheme.

Mr Peter Dobson stated that when Cuddesdon Road scheme is completed the Parish Council will then progress with the Oxford Road scheme. Mr Ayres stated that the speed data for Oxford Road that is held by the Parish Council is not up to date, so Glanville Consultants will need to carry out new surveys. Mr Ayres will email the information to Mr Peter Dobson with a view to starting the speed surveys. Mr Ewart asked how far the Oxford Road scheme will progress before the new sports field development starts. Mr Ayres stated that OCC Highways are satisfied with the Parish Council's proposals and these should not have any impact on the sports field development.

100/17 HORSPATH VILLAGE HALL - Update.

Mr Peter Dobson confirmed that the first instalment of the total payment has been made and the fire safety work has started. However, the works have now stopped until an asbestos survey on the building has been carried out. Mrs Riley stated that this survey has to be carried out and it is expected to cost around £450.00. The results of the survey should be available in a couple of weeks. Mr James Dobson suggested that the whole building should be checked at the same time and registered.

101/17 CORRESPONDENCE.

- a. RSN – Rural Vulnerability Service – Rural Transport May 2017. – (Circulated via email).
- b. CPRE – Pro Campaign. – (Circulated via email).
- c. CPRE – Update. – (Circulated via email).
- d. Charity Commission – News Spring 2017. – (Circulated via email).
- e. Oxfordshire First – At A Glance May 2017. – (Circulated via email).
- f. RSN – Weekly Email News Digest 8.5.17. – (Circulated via email).
- g. RSN – Rural Intelligence from behind the headlines 5.5.17. – (Circulated via email).
- h. SODC – Wallingford Riverside Outdoor Pool to Open. – (Circulated via email).
- i. RSN – Weekly Email News Digest 15.5.17. – (Circulated via email).
- j. SODC – Restaurant fined for serving undercooked meat. – (Circulated via email).
- k. RSN – Rural Intelligence from behind the headlines 12.5.17. – (Circulated via email).
- l. RSN – Rural Intelligence from behind the headlines 19.5.17. – (Circulated via email).
- m. RSN – Spotlight on Young People. – (Circulated via email).
- n. OPT – Oxford Preservation Trust Awards 2017. – (Circulated via email).
- o. Community First Oxon – Community Transport Network Meeting Cancelled. – (Circulated via email).
- p. RSN – Weekly Email News Digest 22.5.17. – (Circulated via email).
- q. RSN – Invitation to Rural Conference 2017. – (Circulated via email).
- r. Wheatley Park School – Annual Prize Giving October 2017. – **Councillors agreed a donation of £200.00.**
- s. Clerks & Councils Direct – May 2017 Newsletter.*
- t. CPRE – Local Plans for the Summer. – (Circulated via email).
- u. RSN – Rural Intelligence from behind the headlines 26.5.17. – (Circulated via email).
- v. CPRE – National Manifesto Promises on Green Belt. – (Circulated via email).
- w. RSN – Weekly Email News Digest 30.5.17. – (Circulated via email).
- x. Parochial Church Council for St Giles Church – Donation Request. – Details of path improvements. - (Circulated via email). – **Mr Peter Dobson stated that all of the work on the path improvements will be contained in the Church grounds. The Clerk confirmed that a grant application has also been made**

to HSPT. Councillors agreed a donation of £1,500.00 towards the improvements to be made by the Parish Council.

- y. OALC – May Update and Invitation to AGM. – (Circulated via email).
- z. Wheatley Parish Council – June/July Newsletter. – (Circulated via email).
- aa. Community First Oxfordshire – Newsletter. – (Circulated via email).
- bb. RSN – Rural Vulnerability Service – Fuel Poverty May 2017. – (Circulated via email).
- cc. Shotover Preservation Society – AGM. – (Circulated via email).
- dd. Mr Cull – Tree Outside 11 The Green. – **Mr Peter Dobson has looked at the stump which has been taken down to ground level to eliminate the risk of the tree causing more damage. It would be a very big job to remove the stump from the ground completely. Councillors agreed that the area has been made safe by grinding down the stump to ground level, therefore no further works are required. The Clerk will inform Mr Cull and ask that he re-instate the area and remove the barriers that he has put up.**

The Clerk has received a letter from Mr David Wright regarding the war memorial. As this letter was received too late to appear on the agenda it will be deferred until the next meeting. The Clerk will circulate the letter to all Councillors.

** original held by the Clerk, copy available on request.*

displayed on Village Hall & village noticeboards.

102/17 PAYMENTS.

Chq	To Whom Paid	Details	Vat	Total £
2466	Mr R Gray	Grass cutting Burial Ground Grass cutting Play Area Grass cutting Village New Battery & Diesel		97.00 16.00 76.00 117.18
2467	Mrs J Horsley	Refreshments for APM		11.70
2468	Howards Engineering Ltd	Repairs to entrance door at bat cave	59.00	354.00
2469	Mr P Aries	Bus Shelter/Play Area Maintenance Apr/May 2017		120.00
2470	Mrs Hayley Kogel	Salary 24/4/17 – 24/5/17		402.77
2471	Mrs Hayley Kogel	Home Office May 2017 Stationery		30.00 9.50
2472	OCC Highways Dept	Payment from installing dropped kerb.		1,500.00
2473	Mr Peter Dobson	Security Lock for Dr's Room		14.00
2474	Wheatley Park School	Donation		200.00
2475	St Giles Parochial Church	Donation towards path improvements		1,500.00
		TOTAL	59.00	4,448.15

103/17 RECEIPTS. - None

104/17 AOB

- a. Mr Peter Dobson informed Councillors that he has received a request from Mr Mark Stephens with reference to a memorial headstone for his son. Mr Dobson circulated the design which is a cross and also a sample of the proposed stone. Mr James Dobson checked the rules of the burial ground with regards to memorial headstones which state that a cross should be individually designed and approved by the Parish Council. Councillors vote in favour of this memorial, in favour – 5, against – 1, abstention – 1. Mr Peter Dobson will contact Mr Stephens.
- b. Mr Ayres reported that the Pump Station area is getting very overgrown and suggested that the Parish Council should look at doing something with this area as there is a brick building on the site and a secure gate. Mr James Prior is looking for a secure area, could this area be rented out? Mr Brooks stated that the village mower was stolen from this area in the past. Mr James Dobson stated that the Parish Council should be looking at a use for the building, however he was concerned that where it is located on Oxford Road could present traffic problems for any vehicles leaving the site. Mr Harris stated that he has never seen the deeds for the property to confirm that the Parish Council owns it. Mr Peter Dobson will have a look in the filing cabinets to see if it is stored there and then we can investigate the options. Mr Harris stated that it is the Sale Purchase Order document that will be required. The Clerk stated that the land has not been registered as all information was not available.
- c. Mrs Palmer thanked Mr Peter Dobson for repairing the lock on the Doctor's room door.
- d. Mr Ewart reported that FoH have made an application to OPT for an award. Mr Ewart now has a new map of the footpaths in the village and will give a copy to the Village Hall and the School.

Public:

- e. Mrs Riley reported that the Village Hall Car Park still needs to be tidied up and the Play Area needs weeding and the grass cut.
Mrs Riley asked if anyone has received training for using the defibrillators. Mr Peter Dobson stated that when the defibrillator has been fitted at the School he will then organise for the training to take place.
- f. Mrs Oakley reported that a local PCSO visited the school at peak times and stood on the yellow lines. There was no parking by anyone at this time while he was present.
Mrs Oakley asked if the OGBN meeting taking place in the Village Hall on 26th June is open to the public. Mr Harris stated that it is not a public meeting, and that it is a committee meeting for representatives invited from neighbouring Parish Councils. Mr Harris stated that we are waiting for planning applications to be submitted by the developers of the proposed urban extensions anytime from now.
- g. Mr Clarke reported that there is a problem with the high barrier and also with the gate. Mr Harris agreed to have a look at both and will contact Howard Engineering again to carry out the necessary repairs. Mr Peter Dobson stated that if Howard Engineering are unable to carry out the work, we will contact another independent contractor.
- h. Mr David Wright apologised for his letter arriving too late to appear on the agenda, however, he would like reassurance that the Parish Council is in support of a war memorial. Mr James Dobson stated that the Parish Council has shown support for this by agreeing a budget of £5,000.00 funding for this project. Mr Brooks stated that residents in the village are in support of this project and that the Parish Council then stated that permission is required from the Charity Commission, which has been received, and since then nothing else has happened. Mr Peter Dobson stated that the Parish Council has committed to supporting this project and hopefully there will be a sub-committee meeting before the end of the month. Mr Dobson stated that due to pressures of other things going on, this hasn't helped the delay. Mr Wright asked if the budget of £5,000.00 is in writing. Mr Dobson stated that this is recorded in the minutes. Mr James Dobson stated that the budget of £5,000.00 is based on an estimate of £3,000.00 for the design of the memorial and an estimate of £2,000.00 for legal costs which will then lead up to a proposal.
Mr Wright asked if the public noticeboard on the Village Green can be extended and tidied up. Mr Peter Dobson stated that the open noticeboard is for public use and not under the Parish Council's control. The

locked section of the noticeboard is for Parish Council use and the other noticeboard is for Neighbourhood Watch.

- i. Mrs Riley commented that £5,000.00 just to look at a war memorial project is a lot of money. Mr James Dobson stated that this is a provisional sum allocated to this project which may not all be required. Mr Peter Dobson stated that Councillors will consider the letter from David Wright at the next meeting. Mr Harris asked if Councillors could have a report from the sub-committee before the next Parish Council meeting. Mr Brooks stated that those people working in the factory were hiding and then kept pigs rather than fighting on the front line. Mr James Dobson found Mr Brooks' comments to be very offensive. Mr Brooks left the meeting before it was closed by the Chairman Mr Peter Dobson.

105/17 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 20th June 2017 (To be confirmed)

Horspath Parish Council Meeting – Tuesday 4th July 2017.

Horspath Stone Pit Trust Meeting – TBA.