

DUE TO THE CURRENT GOVERNMENT RESTRICTIONS IN PLACE FOR THE CORONAVIRUS EMERGENCY, HORSPATH PARISH COUNCIL CANCELLED THE DECEMBER MEETING AND HELD THE PARISH COUNCIL MEETING REMOTELY.

**HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held on 1st December 2020
At 8.00pm.**

Present: Mr D Burgess, Mr P Dobson (Chair), Mr J Dobson, Mrs J Dobson, Mr P Ewart, Mrs B Oakley, Mrs H Kogel (Clerk). Mr T Bearder (County Councillor), Mrs E Gillespie (District Councillor).

Apologies Mrs L Hofen

Absent:

Public: 7

171/20 APOLOGIES FOR ABSENCE. – Apologies were made on behalf of Mrs Hofen.

172/20 DECLARATION OF INTEREST. – None.

173/20 EMERGENCY BUSINESS. – None.

174/20 PARISH COUNCILLOR VACANCIES. – 1 application received.

Mrs Joanne Horne informed Councillors that she would like to accept the position of Parish Councillor having been co-opted at the November 2020 meeting. Mrs Horne signed the Declaration of Acceptance of Office form in front of the Clerk, and then joined the meeting. Mr Peter Dobson welcomed Mrs Horne to HPC.

175/20 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on 6th October 2020, were agreed as correct and signed by the Chairman.

The Minutes of the Parish Council Meeting held on 3rd November 2020, were agreed as correct and signed by the Chairman.

176/20 MATTERS ARISING.

Mr Ewart stated that HPC needs to start planning for the new bus service that is due to start in January 2020. Mr Peter Dobson stated that he is waiting for Mr Bearder to update HPC on the service.

177/20 PLANNING APPLICATIONS.

P20/S4141/ Windy Ridge, 55 Gidley Way, Horspath (Householder)

HH Demolition of existing conservatory and erection of single storey extension for additional living accommodation. – **Councillors fully support this application and recommend approval.**

P20/S3286/ 34 Blenheim Road, Horspath (Householder)

HH Construction of raised decking area adjacent to new garage/ancillary space. – **Councillors fully support this application and recommend approval.**

PLANNING PERMISSIONS/REFUSALS/APPEALS.

P20/S3140/ 77 Gidley Way, Horspath (Householder)

HH Replace existing garage flat roof with a pitched roof. – **Granted.**

P20/S2923/ 71 Gidley Way, Horspath (Full Application)

FUL Variation of condition 2 (approved plans) of application P20/S0453FUL changes to unit 6 & 7 (semi-detached houses). Demolition of an existing house and outbuildings and the erection

of 5 flats and 2 semi-detached houses. – Mr Paul Bowers, SODC Senior Planning Officer sent an email to clarify that this planning application is to vary the already approved planning permission. Mr Bowers has asked HPC to reconsider their decision to avoid this application being referred to the Planning Committee. – **Granted.**

178/20 CLERK'S UPDATE.

Rospa Playground Inspection – A copy of the quotation for the repairs has been circulated to all Councillors. – **Councillors voted unanimously to move this project to HSPC for consideration of a grant.**

Horspath Precept 20/21 – OALC has contacted the PWLB and is waiting for advice. The Clerk circulated details of the current financial situation to all Councillors. To be reviewed in January 2021.

SODC Christmas Tree Collection – The collection point will be the same as last year on Tuesday 12th January 2021, on the Village Green by the bus shelter. Trees to be dropped off on Monday 11th January 2021.

Christmas Tree – Mr Pettigrove will be donating the tree again this year. It will be delivered on Thursday 3rd December 2020. Mr Peter Dobson stated that as Mr Pettigrove was unable to bring the Fair to Horspath this year due to Covid-19, he would like for a donation to be made from HPC to Mr Pettigrove to go towards the cost of the Christmas tree. Mr James Dobson proposed that a donation of £100.00 is made to Mr Pettigrove, subject to receiving the tree, Seconded by Mr Burgess, In Favour – Unanimous.

Mr Pettigrove has also requested that a board is put up showing that he donated the tree. If Mr Pettigrove is unable to provide a board, HPC will need to purchase one. Mrs Riley stated that there is an A-board in the Village Hall cupboard. Mr Peter Dobson will look at the options.

Electricity Supply on Village Green – SSE will be changing the current meter to a smart meter on 1st February 2021.

Fallen Tree Cuddesdon Road – This has been reported to OCC Highways Dept. Mr Prior has also inspected the tree and provided a quotation to remove the tree and brambles that in his opinion is on Village Green land. Councillors voted unanimously in favour to accept the quotation from Mr Prior.

Horspath Stone Pit Charity Meeting – Councillors agreed that the next meeting would be held on Tuesday 15th December 2020.

179/20 HORSPATH PRECEPT 21/22.

The Clerk circulated a draft copy of the Precept 21/22 to all Councillors. The Precept will need to be finalised at the January 2021 meeting. The Clerk will also circulate details of additional expenses that may need to be included in the Precept.

180/20 EXTERNAL AUDIT 19/20.

The Clerk circulated a copy of the External Audit report to all Councillors. The following points raised in the report:-

The Council provided a public rights inspection period of fewer than 30 working days, due to a bank holiday falling within the inspection period. This is a breach of the Accounts and Audit Regulations 2015, Section 14(1). – **Noted.**

The Council announced and commenced its exercise of public rights inspection period on the same day. This is a breach of the Accounts and Audit Regulations 2015, which state that commencement should be no less than one day after the announcement. – **Noted.**

The Council also did not properly provide for the period of public rights in the prior year and so should have answered 'No' to Assertions 4 and 7 of the Annual Governance Statement. – **Noted.**

Box 1 of the Accounting Statements for 2020 does not equal Box 7 for 2019 as is required. The difference is £191. Proper practices require that any adjustments made after the audit is closed should be made and the

column marked 'Restated' and an explanation provided to the auditor. This suggests the Council should have answered 'No' to Assertion 1 of the Annual Governance Statement and will need to carefully consider the assertions when completing its 2021 Return. – **The Clerk will look into this and update Councillors.**

Other Matters Reported:-

The Council has answered 'Yes' to Sole Trustee questions on Sections 1 and 2 of the Return this year. These boxes were answered 'No' in 2019 and the Internal Auditor has answered 'N/A' to the relevant box relating to Trust Funds on the Annual Internal Audit Report. It is not clear whether the Council is acting as a Sole Trustee, but we have not noted any related matters of concern in relation to this. Care should be taken when completing the return in future to ensure the terminology is fully understood so the most appropriate response is provided. The Accounts and Audit Regulations, Section 12(3) states the notice of public rights period should start as soon as is reasonably practicable after the AGAR has been approved. There was a significant gap between these dates this year. – **Noted.**

Councillors approved the external audit report. The Clerk will display the conclusion of audit notice.

181/20 NEW WEBSITE – Update.

Mr James Dobson reported that the sub-committee have met and discussed the three possible options to move forward with creating a new website. The sub-committee decided that the preference would be to approach a web designer to create a bespoke website, who they can work with the provider and migrate the information on the existing website onto the new website. The next step will be to look at template websites and then add to it the sub-committee wish list and then look at the costs involved. Councillors agreed for the sub-committee to continue with this option and to look at the costs involved. Mr Michael Timbs stated that he builds new websites for a living, and that he would be happy to assist. Mr Peter Dobson thanked Mr Timbs for his offer to assist. Mr James Dobson stated that the next meeting of the sub-committee is on 8th December 2020.

Mr Peter Dobson thanked the sub-committee members for their work on taking this project forward.

182/20 NEW PLAY AREA UPDATE.

Mrs Oakley reported that she has contacted three different companies to provide quotations for the new play area, but one of the companies has been ruled out as they have not provided in their plan the equipment that Mrs Oakley requested. Mrs Oakley has received the design plans for the play area, and her preference is the plan the same as the play area in Little Milton, but is still waiting to receive the final quotations. The cost is expected to be around £110,000.00 - £118,000.00. Mrs Oakley stated that there are six different companies that will award grants towards new play areas. The total cost of the new play area will be paid for by using grants; there will be no cost to the Parish Council. Mrs Oakley has been advised by the Contractors that when the plans are agreed and funding is in place, the new equipment could be fitted within six weeks. Mr Peter Dobson asked how far Mrs Oakley has got with securing grants. Mrs Oakley stated that until she has received the final quotations, she cannot apply for the grants. Mr Peter Dobson stated that HPC will need to approve the plans for the play area and all other relevant information before the project can proceed. Mrs Oakley stated that the Parish Council would be required to approve the new play area, as it is a Parish Council project. Mr Peter Dobson asked if Mrs Oakley would like to form a sub-committee for the play area for extra support. Mrs Oakley stated that there is no need for a sub-committee at this stage.

183/20 DISTRICT & COUNTY COUNCILLOR REPORTS.

Mr Tim Bearder (County Councillor) – Mr Bearder welcomed Mrs Horne as a new Parish Councillor to HPC, and hopes that Mrs Yendole will consider joining the Council in the future.

Mr Bearder stated that Mr Dave Harrison, OCC has confirmed that he has the internal approval for the new bus service, and it will start in January 2020. The bus service will be provided by Thames Travel, but the

name of the service has yet to be decided. Mr Harrison has also confirmed that he has received clarification that the S106 agreement has been altered, so there will now also be a contribution from Wheatley Parish Council towards the cost of the service. Mr Bearder will keep the Parish Council updated and will send any information to the Clerk. Mr Peter Dobson stated that the new service would need to be publicised as soon as possible. Mrs Legg asked if the promotion of the bus service will come from directly from OCC. Mr Bearder will liaise with Mr Harrison to confirm the plans. Mrs Legg stated that the villages could also arrange a leaflet drop to promote the service, but further information is required as soon as possible as there is only three weeks left to arrange this. Mrs Gillespie stated that it is fantastic that Mr Bearder has put this bus service together.

Mr Bearder reported that Mr Harris has circulated an email to all Councillors this morning with regards to the South Oxfordshire Local Plan. SODC will now either have to accept and adopt the Local Plan 2035 or risk that the Secretary of State, Mr Robert Jenrick will pass the Plan himself and/or hand over its adoption and implementation to OCC. Mr Bearder stated that if he was at SODC he would vote against the Plan. Mr Bearder stated that Mr Harris and the legal representatives worked very hard on this and couldn't have done anything more.

Mrs Elizabeth Gillespie (District Councillor) – Mrs Gillespie stated that Mrs Oakley should contact SODC for a grant towards the new play area.

Mrs Gillespie referred to the email sent today from Mr Harris with regards to the South Oxfordshire Local Plan Main Modifications. Mrs Gillespie fought hard at the EiP to get a community woodland at the Northfield development for visual and air quality, and the Inspector has inserted this in the main modifications of the Local Plan, which is a good result. Mrs Gillespie has been advised that if SODC do not approve and adopt the Local Plan, Secretary of State, Mr Robert Jenrick will take over and give the power to OCC to implement the Local Plan. The South Oxfordshire Local Plan will go to full Council for consideration on 10th December 2020 and to a Cabinet Meeting two days before that.

Mr Peter Dobson thanked Mrs Gillespie for her help and support.

184/20 CORRESPONDENCE.

- a. NALC – Chief Executive's Bulletin. 30/10/20, 6/11/20, 20/11/20. – (Circulated via email).
- b. SODC – Councillors express dismay to Chancellor about lockdown business support. – (Circulated via email).
- c. OALC – Updated Government Guidance (5th November 2020) on the use of Council buildings and Playgrounds. – (Circulated via email).
- d. Charity Commission – Newsletter Issue 65. – (Circulated via email).
- e. NALC – Coronavirus Update 5/11/20, 10/11/20. – (Circulated via email).
- f. SODC – District Council Update for Town & Parish Councils in South Oxfordshire. – (Circulated via email).
- g. OPFA – National Covid-19 Restrictions (5th November 2020). – (Circulated via email).
- h. SODC – Lockdown & Litter Picking. – (Circulated via email).
- i. NALC – Launches Campaign to promote Local Elections. – (Circulated via email).
- j. RSN – Rural Funding Digest November 2020. – (Circulated via email).
- k. SODC – Oxfordshire Council Leaders call on Government to help ease funding pressures. – (Circulated via email).
- l. SODC – South Oxfordshire Council object to Government's proposed reforms to the Planning System. – (Circulated via email).
- m. OALC – Updated Guidance from OALC re Lockdown 3rd November 2020. – (Circulated via email).
- n. RSN. - The Rural Bulletin. – 3/11/20, 10/11/20, 17/11/20, 24/11/20. – (Circulated via email).
- o. OCC – Libraries to offer new "click and collect" service during lockdown. – (Circulated via email).
- p. ONPA – November 2020 Members Mailing. – (Circulated via email).

- q. Guideposts Information Service. – Autumn Update from Guideposts. – (Circulated via email).
- r. Paul Bowers, SODC. – Email regarding 71 Gidley Way, Horspath. – (Circulated via email). – **Noted.**
- s. OALC – Updated Guidance for Armistice Day. – (Circulated via email).
- t. NALC – Rebuilding Communities 9/11/20, 16/11/20, 23/11/20. – (Circulated via email).
- u. ONPA – An important message from ONPA to our South made NDP’s, members and others. – (Circulated via email).
- v. BHIB – Free Resources and Advice for BHIB Council’s Customers. – (Circulated via email).
- w. Horspath Hub. – AGM Agenda and Reports for FoH. – (Circulated via email).
- x. SODC – Oxfordshire must play its part to control the virus and save lives. – (Circulated via email).
- y. Mr Charles Gurden – Church Magazine and Carol Singing on the Village Green. – (Circulated via email). – **Noted.**
- z. OALC – October 2020 Update for Member Councils. – (Circulated via email).
- aa. SODC – Projects moving forward for Didcot Garden Town Advisory Board. – (Circulated via email).
- bb. SODC – Didcot Residents and Groups invited to new Garden Town Event. – (Circulated via email).
- cc. OCC - TTRO (T8307) Temporary Road Closure and No Waiting - Oxford, A4142 Eastern Bypass (Northbound). – (Circulated via email).
- dd. OCC - TTRO (T8303) Temporary Road Closure and No Waiting - Oxford, A423, Eastern Bypass (Eastbound). – (Circulated via email).
- ee. No Expressway Group. – Update. – (Circulated via email).
- ff. SODC – Town & Parish Council Update 12/11/20, 19/11/20, 26/11/20. – (Circulated via email).
- gg. SODC – Erection of 1 new dwelling to be known as 2C Gidley Way, Horspath. – (Circulated via email).
- hh. OCC – New Speeding Taskforce Group aims to save lives. – (Circulated via email).
- ii. ONPA – AGM and General Meeting 21/11/20. – (Circulated via email).
- jj. OCC – Temporary Road Closure and No Waiting – Oxford, A4142 Eastern Bypass Southbound. – (Circulated via email).
- kk. Plenty for Oxfordshire. – 20’s Plenty for Oxfordshire. – (Circulated via email).
- ll. OCC – Zero Emission Zone pilot proposal out for Final Consultation. – (Circulated via email).
- mm. OCC – Smoother roads across Oxfordshire after hard work in 2020. – (Circulated via email).
- nn. CPRE – Looking to the future – Have you say on the draft strategic vision for Oxfordshire. – (Circulated via email). – **Noted.**
- oo. John Howell MP. – Political Poster Campaign. – (Circulated via email).
- pp. Children’s Air Ambulance – Donation Request. – (Circulated via email). – **Councillors agreed that no donation will be made on this occasion, but will consider again after April 2021.**
- qq. OALC – October 2020 Update for Member Councils. – (Circulated via email).
- rr. SGN – CIPS above ground survey of IP pipeline on HPC land. – (Circulated via email). – **The Clerk stated that this survey has been cancelled and will be re-arranged at a later date. Mr Ewart asked if the Clerk can find out information about exactly where the IP pipeline is located.**
- ss. SODC – Have your say on the review of Statement of Licensing Policy – Consultation. – (Circulated via email).
- tt. OALC – Training Programme 2021. – (Circulated via email).
- uu. Oxfordshire Plan 2050. – Have your say on Draft Strategic Vision. – (Circulated via email). – **Noted.**
- vv. ONPA. – AGM. – (Circulated via email).
- ww. CPRE Oxfordshire. – Help us protect Oxfordshire – Join – Donate. – (Circulated via email).
- xx. SODC – Response to the Chancellor’s spending review from SODC. – (Circulated via email).
- yy. Mr Chris Goss. – Mowing Village Green in Manor Farm Road. – (Circulated via email). – **Councillors agreed for the Clerk to ask Mr Gray to cut the grass on this area of the Village Green. Mr Ewart stated that Mr Gray has also started cutting the area of Village Green by his property.**

- zz. Mrs Jenny Ing. – Village Green Mowing in Manor Farm Road. – (Circulated via email). – **Councillors agreed for the Clerk to ask Mr Gray to cut the grass on this area of the Village Green.**
- aaa. Open Spaces Society. – Member Update. – (Circulated via email).
- bbb. OCC – Entry to Primary or Infant School – September 2021. *#
- ccc. Mrs Milton – Street Recycling Bins. – (Circulated via email). – **Mr Burgess stated that there are two waste bins in place outside of the shop and he has spoken with Mr Patel, who has said that he would rather not have a larger bin as it will encourage tradespeople to use them more to clear the rubbish from their vehicles. Mr Burgess stated that if a recycling bin is installed, we will need to pay for it to be emptied, where as at the moment they are emptied as a general collection from Biffa. Mr James Dobson stated that if they are public waste bins we should ask what happens to the waste, is it recycled. If we want to prevent a build-up of waste we need more frequent collections. The Clerk will contact Biffa to ask if it is possible to have one recycling and one general waste bin.**
- ddd. Mrs Passmore – Letter regarding Spring Lane, Horspath. – (Circulated via email). – **Mr Peter Dobson stated that HPC received a similar complaint recently about this area. Mr Peter Dobson stated that it is unclear if this area is the responsibility of HPC so the Clerk reported it to OCC Highways. Mrs Oakley stated that it is very difficult to get up Spring Lane due to the trees at the rear of the properties. The Clerk will contact OCC Highways again.**
** original held by the Clerk, copy available on request.
 # displayed on Village Hall & village noticeboards.*

185/20 PAYMENTS.

Chq	To Whom Paid	Details	Vat	Total £
BACS	AW Mobbs & Co Ltd	Type 1 material for Village Hall Car Park	177.50	213.00
BACS	Wheatley Park School	Donation to annual Prize Giving		150.00
BACS	St Giles Church	Donation for publishing St Giles Magazine		60.00
BACS	Mrs Hayley Kogel	Home Office November 2020		30.00
		Postage & Stationery		26.32
		Zoom Monthly Subscription		14.39
BACS	Mrs Hayley Kogel	Salary 24/10/20 – 24/11/20		544.08
BACS	Mr P. Aries	Bus Shelter & Play Area		120.00
		Maintenance Oct & November 2020		
		Xmas Box		20.00
		TOTAL	177.50	1,177.79

186/20 RECEIPTS.

Date	Received from	Details	Total £
19.10.20	CS Boswell Funeral Services	1 x Burial	400.00
19.10.20	Horspath Stone Pit Charity	Grant for Legal Fees for EiP	480.00
		Grant for Legal Fees for EiP	7,050.00
		TOTAL	7,930.00

187/20 AOB.

- a. Mr Ewart reported that the television programme, Country file, is encouraging schools to plant one tree for every pupil, and suggested that this could be done at the Poor's Land in Horspath. Mr Peter Dobson stated that he is in the process of looking at the Poor's Land to see what needs to be done in that area.
- b. Mr James Dobson wished all Councillors a Happy Christmas.
- c. Mr Peter Dobson advised Mrs Yendole to contact the Clerk if she is interested in becoming a Parish Councillor.

Public:

- c. Mr Lee Clarke asked if there has been any progress with the lease for Horspath Cycle Speedway. Mr Peter Dobson stated that he thought HPC was going to write a letter confirming that Cycle Speedway was associated to Horspath village organisations. Mr Clarke stated that long term, Cycle Speedway needs something more official as they cannot apply for grants without it, and they do not want to miss out on grant opportunities. Mr Peter Dobson stated that he doesn't think that this lease is included in the Village Hall lease and that HPC will look at generating a new lease for them. Mr Peter Dobson will look into this and get back to Mr Clarke.
- d. Mrs Riley stated that she hasn't done anything further about the possibility of having a village magazine. Mrs Riley asked if Garsington PC has made contact with regards to advice with Burials in Horspath and the work involved. Mr Peter Dobson stated that Mr David Horsley replied to Garsington Parish Council on behalf of HPC.
Mrs Riley commented that the graveyard behind the Church looks so much better with the maintenance paid for by HSPC.
- e. Mrs Gillespie stated that it is great that new people are joining the Parish Council and she hopes that Mrs Yendole will also consider it.
Mrs Gillespie wished everyone a Happy Christmas and thanked HPC for being so supportive.
- f. Mrs Legg stated that she would be willing to support Mrs Riley short term in looking into the possibility of a village magazine.
- g. Mr Peter Dobson thanked everyone for their help and support in the last year and commented that it is great to see new faces at the meeting. Happy Christmas.

188/20 DATE OF NEXT MEETINGS.

Horspath Stone Pit Charity Meeting – Tuesday 15th December 2020 at 7.30pm.
Parish Council Planning Meeting – Tuesday 15th December 2020. (To be confirmed).
Horspath Parish Council Meeting – Tuesday 5th January 2021 2020.