

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

**HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held on 3rd November 2020
At 8.00pm.**

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

Apologies

Absent:

Public: 2

152/20 APOLOGIES FOR ABSENCE. – There were no apologies to be made.

153/20 DECLARATION OF INTEREST. – None.

154/20 EMERGENCY BUSINESS.

Mr Tim Bearder introduced Mr Dave Harrison, OCC's Senior Transport Planning Officer who has approached Mr Bearder with regards to a potential bus service that he would like to share with Councillors. Mr Harrison stated that OCC has been awarded £588,000.00 from the Government for rural bus services. When the proposal was submitted to Government in March 2020, Horspath had the PMU bus service, but this service has now been withdrawn. Mr Harrison stated that they have an under spend on the money awarded and providing a bus service in Horspath is considered to be priority. The initial service from Thames Travel Service is expected to start on 4th January 2020 and will run until 27th August 2020, and will run every hour Monday to Friday starting at 8.15am, with the last bus being at 6.20pm. The cost of this service is £67,670.00, with a possible 25% of the cost being paid as a contribution from Horspath. There will be future tendering exercises to continue the service in the future, and although it is expected, there is no guarantee that future funding will be available. This service would be beneficial to the village, as Horspath is the only village with no current bus service. Mr Harrison stated that the development at Brookes University in Wheatley has been granted planning permission, and they will have to provide funds towards the bus service. Mr Ewart asked how many villages will be contributing to the bus service. Mr Harrison stated that Wheatley Parish Council has S106 money available, but it cannot be used towards the bus service, so they are unable to contribute. Mrs Hofen stated that Horspath residents will benefit more than any other village, therefore a contribution of £16,000.00 is very good. Mr Burgess asked if a fare level has been set. Mr Harrison stated that the bus operator will set the fares, but this has not yet been done, but they will accept bus passes. They are planning on using the PMU buses to operate the service, subject to social distancing. Mr Ewart stated that he would like to see a nominal £2.00 fare. Mrs Oakley stated that this service is excellent and will be more beneficial to Horspath residents.

Mr Harrison stated that the bus service is likely to go ahead initially, but asked if there is a possibility that HSPC will be able to make a contribution. Mrs Hofen stated that this is a very good deal for Horspath and it is what the residents want. Mrs Gillespie passed thanks to Mr Tim Bearder and Mr Dave Harrison for arranging the bus service. Mrs Hofen thanked Mr Harrison, and asked that the bus company include data on usage and also open book accounting which was done with the PMU service as it is important and helps us to get a picture of what is going on. Mr Harrison stated that open book accounting is more difficult. Mr Peter Dobson stated that this will need to be discussed, and a vote taken at the next HSPC meeting in December 2020. Mr Peter Dobson passed thanks to Mr Bearder and Mr Harrison, and informed them that a decision will be made at the HSPC meeting in December 2020.

155/20 PARISH COUNCILLOR VACANCIES. – 1 application received.

Mrs Joanne Horne gave a short presentation to Councillors and explained how she feels that she will be able to assist the Parish Council. Mr Burgess proposed that Mrs Horne is co-opted as a Parish Councillor, Seconded by Mrs Dobson, In Favour – Unanimous.

Mrs Horne stated that she doesn't want to sign up to being a Parish Councillor until she knows how accountable she is as an individual and exactly what her job role will be.

Mr Peter Dobson stated that Mrs Horne is welcome to attend Parish Council meetings as a member of the public, but she will not be able to take part in voting. Mr Peter Dobson stated that either himself, Mr Burgess or the Clerk are available to discuss her concerns with her out of the meeting. Mr Peter Dobson stated that as a Parish Councillor she will automatically become a Trustee for HSPC, which is totally independent from HPC. Mr James Dobson stated that Mrs Horne can obtain more information from OALC if required, and Mrs Hofen stated that there are Government websites available for new Parish Councillors. Mr Burges stated that Parish Councillors make decisions that are in the best interest of Horspath village. Mrs Horne will give her application some consideration and inform the Clerk of her decision.

156/20 COUNCILLOR INTRODUCTIONS.

All Councillors and the Clerk introduced themselves to new Councillor, Mrs Dobson.

157/20 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on 6th October 2020, were amended on **Item 138/20 – Minutes for Approval** to read:- Mrs Oakley stated that there was no mention of her daughter's fundraising event in the September Minutes, although she did receive an email from Mr Burgess. Mr Burgess stated that he had discussed the flyer that he had received through his letterbox with Peter Dobson, and they agreed that the event could not go ahead. Mr Burgess stated that the email that he sent to Natalie Oakley did not go through the Parish Council. Mr Burgess stated that he wasn't objecting to Natalie Oakley raising money for the village, it was about people gathering on the Village Green which is against Government guidelines. *Mrs Oakley stated that individual Councillors should not be sending emails on behalf of the Parish Council.*

Mr Peter Dobson stated that from a Parish Council prospective, the issue was with the event taking place on the same day that we had cancelled the annual Fair due to Covid-19. Mr Peter Dobson has since spoken with Natalie and congratulated her on her outstanding fundraising efforts. Mr Peter Dobson stated that all emails sent on behalf of HPC would normally be sent through the Clerk, but this is not always possible. It was agreed that the Minutes will be revised by the Clerk and agreed at the December meeting.

158/20 MATTERS ARISING – None.

159/20 PLANNING APPLICATIONS.

P20/S3922/ High Elms 39 Manor Drive, Horspath

HH

Single storey and two storey extensions to front elevation. External alterations to front elevation to include new windows and doors, new render coat over existing rendered walls, change roof tiles on lean to over garage to match main roof, insertion of two roof lights. Alterations to access and boundary wall. – **Councillors fully support this planning application and recommend approval.**

PLANNING PERMISSIONS/REFUSALS/APPEALS. – None.

160/20 CLERK'S UPDATE.

Rospa Playground Inspection –Oxford City Council Direct Services will be inspecting both play areas next week and will provide a quotation for the repairs.

Parish Council Website – Mr Peter Dobson stated that HPC and HSPC websites need to be totally separate but with links to each other. Mr James Dobson stated that quotations should be sought from web designers to provide a platform that is compliant with two domains and then the cost shared between the two organisations. Mrs Hofen stated that one website for the two organisations would be better. Mr Peter Dobson stated that HPC has statutory requirements and it is important to keep HPC and HSPC totally separate. Mrs Dobson stated that it is important to demonstrate the link between the two organisations. Mrs Oakley asked if it is possible to investigate the new websites without paying a web designer. Mrs Hofen stated that there are web design companies that specialise in Parish Council websites, who will have lots of examples available. Mrs Horne stated that she has recently updated the Nursery website and the cost was £250.00 upfront and £16.00 a month to keep updated. Mrs Horne will pass on the contact details of the company that she used. Mrs Dobson stated that she knows a couple of people that will be able to provide advice and a quotation. It was agreed that a sub-committee will be formed to take this project forward and obtain quotations. Mrs Dobson, Mr Burgess, Mrs Hofen and Mr James Dobson all agreed to join the sub-committee.

Horspath Precept 20/21 – Mr Ken Trotter, SODC Project Accountant has emailed stating that Parish Council borrowing generally needs Secretary of State approval, but there are circumstances where this does not apply. It seems likely that this is one such circumstance as it is not long term and is correcting an administrative error. Mr Trotter has asked the Clerk to contact OALC for advice. Christine Lalley at OALC has now taken this matter up with the PWLB and is waiting for a reply.

Rural Housing Trust – A copy of the recent reply from Mr Page was circulated to all Councillors. Mr Peter Dobson stated that the Rural Housing Trust are not being totally transparent on this matter. The agreement was that people with a strong connection to Horspath would be priority for affordable housing in the village. The Rural Housing Trust are saying that the successful applicant met the criteria for the property. HPC is aware of approximately 6 people from Horspath village who applied for the property, but the timing of their applications is unknown. The Rural Housing Trust have interpreted the rules on this property to suit. Mr James Dobson stated that the reply received from the Rural Housing Trust was very poor, and suggested that advice should be sought from OALC.

SODC Christmas Tree Collection – The collection point will be the same as last year, on the Village Green by the bus shelter. Date to be advised.

Property at Cuddesdon Road – The owner of the property has contacted the Clerk stating that the tree is not in her garden, it is the other side of her fence on the grass verge. The Clerk will report this to OCC Highways.

Trees, Collcutt Close – Mr Prior has completed the works.

Defibrillators – The Clerk circulated the quote from London Hearts to all Councillors. Mr Peter Dobson stated that there is already two defibrillators in the village, both of which received match funding when purchased. Mr Burgess stated that he is unsure where another defibrillator could be located in the village where there is a power supply. Mr James Dobson stated that one could be located on the caravan park. It was agreed to discuss this further at the next meeting.

Brewery in Horspath – The Clerk circulated an email received from a resident regarding the smell that comes from the brewery. Councillors agreed that the Clerk advise the resident to take this matter up with the brewery and if necessary contact Environmental Health Department.

Christmas tree – Mr Peter Dobson stated that Mr Pettigrove has donated the Christmas tree every year for many years, and although he was not permitted to bring the Fair in September 2020 due to Covid-19, he has still offered to donate the tree. Mr Peter Dobson suggested to Councillors that as a token gesture, HPC could contribute to the cost of the tree. It was agreed that the Clerk will speak with Mr Pettigrove.

161/20 EXTERNAL AUDIT 19/20.

The Clerk stated that the external audit has not yet been completed, so this item will be deferred until the next meeting.

162/20 TREE WORK REQUIRED IN THE VILLAGE.

The Clerk informed Councillors that both she and Mr Burgess have contacted four other tree surgeons to obtain a quotation to carry out the tree work in the village. One of the companies require a tree survey to be carried out at a cost of £400.00, prior to giving a quotation, and the other companies have not replied. Mr Peter Dobson stated that the work on the trees surrounding the overflow car park in the Village Hall leading to the Burial Ground (Item 1 on the quotation provided by Mr Prior) needs to be done as soon as possible to avoid damage caused to parked vehicles. It was agreed that the Clerk contact Mr Prior and ask that he goes ahead with the work on these trees. All other items on the quotation will be on hold for the time being.

163/20 TREE WORK REQUIRED IN THE WILDLIFE CONSERVATION AREA.

Mr Prior has felled the two dangerous trees reported by Mr Harris.

164/20 NEW PLAY AREA UPDATE.

Mrs Oakley stated that there is no update at the moment. Different companies have different equipment to offer. When looking at the fencing for the Play Area, there are ten different options available. Mrs Oakley will inform Councillors when quotations and details of grants are available. Mr James Dobson suggested that Mrs Oakley contact Rospa for advise on the fencing. Mrs Horne stated that Mr Steve Ward supplied and fitted the fencing for the Nursery. Mr Peter Dobson stated that he would prefer one contractor for the Play Area, but stated that we will use local tradesmen for local jobs.

165/20 DISTRICT & COUNTY COUNCILLOR REPORTS.

Mr Tim Bearder (County Councillor) – Mr Bearder reported that he has covered the cost of free school meals for children within his division during the half term week at a cost of £15 per child per week. Mrs Bearder is waiting to hear back from Horspath Primary School.

Mrs Elizabeth Gillespie (District Councillor) – Mrs Gillespie confirmed that she has submitted her response to the South Oxfordshire Local Plan Main Modifications Consultation. The Inspector inserted a community woodland on Grenoble Road into the Local Plan. Mrs Gillespie has also requested that there should be a community woodland at the Northfield development for visual and air quality. At the EiP the Inspector asked that the woodland has a wide canopy, and the developer offered a 200 metre width woodland. Mrs Gillespie also requested that the Stewardship needs to be with the local communities, i.e., Horspath, Garsington and the Baldons, who can then ensure the safeguarding of the area. Mrs Gillespie will forward her response onto the Clerk.

Mrs Gillespie reported that the Chief Executive of SODC wanted to make permanent the temporary measure imposed where Parish Councils can't object to a planning application so that it goes to the planning committee for consideration. This was put to full Council without consulting Leader of the Council, Mrs Sue Cooper or Cabinet for Planning, Mrs Anne Marie Simpson. Mrs Gillespie stated that as it stands Parish Councils cannot refer a planning application to the Planning Committee without the support from the District Councillor. Mrs Gillespie stated that any planning applications that the Parish Council objects to, she will refer them to the Planning Committee.

Mrs Gillespie stated that there are longer plans to develop Crowmarsh, it will be Didcot instead.

Mrs Gillespie stated that all SODC staff are still working at home.

166/20 CORRESPONDENCE.

- a. NALC – Chief Executive’s Bulletin. 2/10/20, 9/10/20, 16/10/20, 23/10/20. – (Circulated via email).
- b. NALC – Rebuilding Communities. 9/10/20, 12/10/20, 15/10/20, 21/10/20, 22/10/20. – (Circulated via email).
- c. SODC – Local air pollution figures and a new campaign from the Councils on Clean Air Day. – (Circulated via email).
- d. RSN – Rural Funding Digest October 2020. – (Circulated via email).
- e. Sophia Thorpe, RPS Group – Proposed Presentation to HPC. – (Circulated via email). – **Mr Harris has suggested that the Clerk acknowledge this letter and Item F, and recommends that HPC wait for the South Oxfordshire Plan 2035 to be finalised so that the Parish Council is aware of all policies. It was agreed that the Clerk will acknowledge both letters.**
- f. Avonhale Ltd – Housing Needs Survey Proposal. – (Circulated via email). – **(See Item E).**
- g. OCC – TTRO (T8172), Temporary Road Closure – Cuddesdon, Church Road. – (Circulated via email).
- h. OCC – The reinstated independent use of part of property known as 43 Manor Farm Road, is to be formally known as 45 Manor Farm Road, Horspath, Oxford OX33 1SD. – (Circulated via email).
- i. Community First Oxfordshire – News & Updates. – (Circulated via email).
- j. TVP – Police & Crime Bulletin October 2020. – (Circulated via email).
- k. RSN. - The Rural Bulletin. – 6/10/20, 13/10/20, 20/10/20, 28/10/20. – (Circulated via email).
- l. Mrs Annie Lower – Email regarding 24 The Green, Horspath. – (Circulated via email). – **Councillors approved the request for scaffolding subject complying with regulations, sufficient lighting and access for vehicles. The Clerk will notify Mrs Lower.**
- m. Cllr. Tim Bearder – Parking Enforcement. – (Circulated via email).
- n. Oxfordshire Neighbourhood Plans Alliance. – October Mailing. – (Circulated via email).
- o. Soldiers of Oxfordshire Museum. – Spy Oxfordshire Exhibition to open at Soldiers of Oxfordshire. – (Circulated via email).
- p. OCC – Residents asked to cut scary amount of food waste this Halloween. – (Circulated via email).
- q. OALC – Remembrance Day New Government Advice dated 15th October 2020. – (Circulated via email).
- r. SODC – District Council Update – South 15/10/20. – (Circulated via email).
- s. SODC – New Diversity & Inclusion Strategy for South Oxfordshire. – (Circulated via email).
- t. Cllr Tim Bearder – Priority Fund. – (Circulated via email).
- u. Community First Oxfordshire – News & Updates. – (Circulated via email).
- v. SODC – Table Tennis. – (Circulated via email). – **It was agreed that Mr Peter Dobson and Mrs Jessie Dobson will look into possible sites and report back at the next meeting.**
- w. SODC – Make the River Thames “Safe for All”. – (Circulated via email).
- x. Artweeks – Oxfordshire Artweeks 2021. – (Circulated via email).
- y. SODC – Town & Parish Council Update. – 2/10/20, 9/10/20, 23/10/20, 29/10/20. – (Circulated via email).
- z. CPRE – Care about the Countryside? Trustees required. – (Circulated via email).
- aa. Cllr Tim Bearder – Highways & Planning. – (Circulated via email).
- bb. ONPA – AGM Saturday 21st November 2020. – (Circulated via email).
- cc. OCC – Street Tag. – (Circulated via email).
- dd. OCC – Fireworks safety in Oxfordshire on 5th November 2020. – (Circulated via email).
- ee. Cllr Tim Bearder – Rural Gigabit vouchers now up to £7,000. – (Circulated via email).
- ff. SODC – Important Covid-19 update for public events in your area. – (Circulated via email).
- gg. OCC – Oxfordshire announces launch of Libraries week 2020. – (Circulated via email).
- hh. OALC – Short survey on right to contest for MHCLG. – (Circulated via email).
- ii. OALC – September 2020 Update for Member Councils. – (Circulated via email).

- jj. Oxford City Council – Planning Resident’s Forum – Next Date. – (Circulated via email).
- kk. Cllr Tim Bearder – Consultation on Proposed Main Modifications of the SODC Local Plan. – (Circulated via email).
- ll. Citizens Advice Oxfordshire South & Vale – In touch with you. – (Circulated via email).
- mm. Planning for the Future – Consultation response from HPC to the White Paper “Planning for the future” – Response drafted and circulated by Mr Martin Harris. – **Councillors approved the response drafted by Mr Harris. The Clerk will forward the response.**
- nn. OCC - Meeting with Cllrs and Parish Council representatives to outline the process and the approach taken with SODC Strat 13. – (Circulated via email). – **Noted.**
- oo. OALC – NALC want examples of Councillors impressive projects. – (Circulated via email).
- pp. OALC – Planning & Refresher – Freedom of Information & Environmental Information Regulations and vexatious requests training. – (Circulated via email).
- qq. Home Start Southern Oxfordshire – Donation Request.* - **Councillors agreed that no donation will be made on this occasion.**
- rr. Wheatley Park School – Annual Prize Giving Awards Donation Request.* - **Councillors agreed a donation of £150.00.**
- ss. Open Spaces Society – Autumn 2020 Newsletter.*
- tt. Open Spaces Society – October Member Update. – (Circulated via email).
- uu. SODC – Have your say on proposed changes to off-street parking in South Oxfordshire. – (Circulated via email).
- vv. Cllr Tim Bearder – Redbridge Household Waste Recycling Centre to shut in November for repair. – (Circulated via email).

** original held by the Clerk, copy available on request.
displayed on Village Hall & village noticeboards.*

167/20 PAYMENTS.

Chq	To Whom Paid	Details	Vat	Total £
BACS	Edward Hawes	Hedge Cutting	178.00	1068.00
BACS	Blake Morgan Solicitor	Professional Fees	80.00	480.00
BACS	Mrs Hayley Kogel	Salary 24/9/20-24/10/20		544.08
BACS	Mrs Hayley Kogel	Home Office October 2020		30.00
		Postage		15.23
		Zoom Monthly Subscription		14.39
BACS	SODC	Emptying Dog Hygiene Bins	62.79	376.74
BACS	ARB UK	Crown raise Ash trees at V/Hall	70.00	420.00
		Attend to dangerous trees behind Collcutt Close	80.00	480.00
BACS	JJ Bark	Repairs to Toro Tractor	36.00	216.00
BACS	Blake Morgan Solicitor	Professional fees for Miss S Sheikh QC for EiP	2,650.00	15,900.00
		TOTAL	506.79	19,544.44

HORSPATH RECREATION CHARITY

Chq	To Whom Paid	Details	Vat	Total £
BACS	Southern Electric	Quarterly payment for power supply	1.22	25.69

		TOTAL	1.22	25.69
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168/20 RECEIPTS.

Date	Received from	Details	Total £
7.9.20	Barclays Bank	Interest Bus Prem Acct 8/6/20-6/9/20	1.67
11.9.20	SODC	2 nd Instalment of Precept	11,000.00
	Garsington Parish Council	Contribution towards legal costs for EiP	8,850.00
		TOTAL	19,851.67

HORSPATH RECREATION CHARITY

Date	Received from	Details	Total £
24.9.20	S T Properties Ltd	Quarterly rent for Chequers Inn Car Park	712.50
		TOTAL	712.50

169/20 AOB.

- a. Mrs Dobson asked if there is anything that needs to be done to assist elderly residents in the village during this second lockdown. Mr Peter Dobson stated that Mrs Oakley is coordinating a volunteer help scheme. Mrs Oakley stated that she is currently advertising for volunteers on social media. Mr Peter Dobson stated that if Mrs Oakley requires any further assistance, to let him know. Mrs Oakley stated that SODC and Age UK all have her contact details to let her know if there is anyone who needs assistance.
- b. Mr Ewart asked if the response to the South Oxfordshire Local Plan drafted by Mr Harris was sent. The Clerk confirmed that it was sent on 27th October 2020.
- c. Mr Peter Dobson asked Mrs Horne to consider the vacant position of Parish Councillor and asked her to be sure that she wants to take on this role and then inform the Clerk of her decision.

Public:

- c. Mrs Riley stated that she has looked into the possibility of having a village magazine, and she has been provided with lots of information from a lady in Garsington. Mrs Riley asked if she should ask around the village for a volunteer to take on the village magazine. Mr Peter Dobson agreed that Mrs Riley can look into this option.
Mrs Riley stated that Garsington PC has asked if the person who deals with Burials in Horspath would be willing to speak to them about how much work is involved. Mr Peter Dobson asked Mrs Riley to ask Garsington to contact the Clerk for information.
Mrs Riley has looked at the cost of new noticeboards on the internet and they are very expensive. Mrs Riley suggested that HPC asks someone in the village to provide a quotation. Mr Peter Dobson stated that this will be looked at in the new financial year.

170/20 DATE OF NEXT MEETINGS.

Horspath Stone Pit Charity Workshop – Tuesday 10th November 2020 at 7.30pm.
Parish Council Planning Meeting – Tuesday 17th November 2020. (To be confirmed).
Horspath Parish Council Meeting – Tuesday 1st December 2020.

Signed..... Date.....