

**HORSPATH PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held at Horspath Village Hall**  
**on 4<sup>th</sup> October 2022 at 8.00pm.**

**Present:** Mrs B Oakley (Chair), Mr D Burgess, Mrs P Cook, Mr L Coolman, Mr P Ewart, Mr I Harris, Mr B Igoe, Mr P O'Brien, Mrs C Riley, Mrs E Gillespie (District Councillor).  
**Apologies** Mrs H Kogel (Clerk)  
**Absent:** Mr T Bearder (County Councillor).  
**Public:** 9

**184/22 APOLOGIES FOR ABSENCE.** – Mrs Oakley informed Councillors that Mrs Kogel is unable to attend the meeting due to road closures from the burst water pipe and heavy traffic on the roads.

**185/22 DECLARATION OF INTERESTS.** – None.

**186/22 EMERGENCY BUSINESS.** – None.

**187/22 MINUTES FOR APPROVAL.**

The Minutes of the Parish Council Meeting held on 6<sup>th</sup> September 2022 were amended on **Item 176/22 20mph Speed Limits to read:-** Another suggestion was to install a metal barrier under the railway bridge on the pavement on the left hand side, as there has been several cases where people walking on the pavement have almost been struck by the *wing* mirror of cars. The Minutes were then agreed as correct and signed by the Chairman.

**188/22 MATTERS ARISING.** - None.

**189/22 PLANNING APPLICATIONS.**

**P22/S3242/ 77 Gidley Way, Horspath (Full Application)**  
**FUL** Partial conversion of existing garage into facility as kitchen area for catering business "Cranston Pickles Ltd". – **Councillors object to this planning application on the grounds that the noise and the smell coming from the property will be uncomfortable on the neighbouring properties.**

**P22/S3344/ 95 Old Road, Wheatley (Householder)**  
**HH** Proposed removal of the detached garage and the erection of a front extension and carport. Alterations to the front elevation. (As amended by plans received 21/9/22). – **This planning application is not in the Parish of Horspath.**

**P22/S3134/ Brookside Court, Cuddesdon Road, Horspath (Full Application)**  
**FUL** Proposed alterations to existing building to be retained and used for agriculture, with Associated works. – **Councillors object to this application on the grounds that there was an enforcement in place for agricultural use only and it is being used for groundwork machinery storage. Councillors also suggest that the height of the building is checked.**

**PLANNING PERMISSIONS/REFUSALS/APPEALS.**

**P22/S3111/ 16 College Way, Horspath (Householder)**  
**HH** Proposed alterations to existing approved planning (P21/S3464/HH) extending front pitched roof slightly and infill middle front with flat roof. To rear extend an additional 0.65m from original approved planning. – **Granted.**

### **190/22 CLERK'S UPDATE.**

**Trees on the Green** – Two quotations have now been received. Mrs Oakley stated that a 3<sup>rd</sup> quotation will be sought before a decision is made. The quotations should include the removal of the horse chestnut tree on the apex of Manor Farm Road and Church Road as the roots have grown into the drainage system which causes flooding on the Village Green when it rains.

**Parish Councillor Vacancy** – The vacancy notices will continue to be advertised.

**Repairs to Play Area** – The Clerk is waiting for a reply from ODS.

**Lease for the Allotments** – A copy of the completed lease has now been received.

**Hedge Cutting** – The Clerk has requested a quotation.

**Recycling Bins** – The clerk has informed David Langstaff, SODC to site a recycling bin next to the existing bins by the noticeboard.

**Change to the signatories on the bank accounts.** – The changes have now been completed. Mrs Oakley and Mr Burgess are now able to authorise any payments.

**20mph Speed Limits** – OCC has been notified that HPC want to introduce 20mph speed limits.

### **191/22 INTERNAL AUDIT REPORT.**

Mrs Oakley stated that in the absence of the Clerk this item is deferred and will be discussed in a closed meeting. Mrs Oakley informed Councillors that there will no longer be any sub-committees as it has previously been open to abuse. In future, all Councillors will be involved in all meetings.

### **192/22 EXTERNAL AUDIT REPORT.**

Mrs Oakley stated that this item will also be deferred and discussed in a closed meeting.

### **193/22 SYLO BEYOND HR.**

Mrs Oakley stated that Mr James Dobson signed a contract with Sylo Beyond HR to deal with a grievance and employment contracts. Mrs Oakley has been trying to arrange a meeting with Sylo to discuss all work carried out and costs incurred, and also to discuss the outstanding invoice for £2337.00. Sylo stated that due to moving offices they would meet at a coffee shop. Mrs Oakley suggested a meeting takes place in the Village Hall to which they refused. Sylo then suggested a meeting in Thame Town Hall. Mrs Oakley asked if any Councillors would like to meet with Sylo. Mr O'Brien, Mrs Oakley and Mr Coolman agreed to attend a meeting with Sylo. Mrs Oakley stated that HPC has not seen any of the work that has been carried out by Sylo. Mr Ewart stated that Mr James Dobson has passed over paperwork from Sylo and he will forward it all on to Mrs Oakley. Mrs Oakley stated that the files that Mr James Dobson sent over all had restricted access so she was unable to access and print them. Mr O'Brien stated that he has seen an email from Sylo to Mrs Oakley stating that they will not be providing the information as it has already been sent to Mr James Dobson, but legally they have to provide the information as the contract is with HPC and not Mr James Dobson. Mrs Oakley stated that if they will not provide all files, HPC should ask for a full refund of monies paid. Mrs Oakley stated that Sylo contacted the Monitoring Officer at SODC for advice on how to deal with the grievance and despite being advised on two occasions they still did not take action on the advice. Mr O'Brien stated that in the contract it states that a 3 month notice period is required to terminate the contract, but Sylo terminated the contract immediately. Councillors agreed that payment of the outstanding invoice will be withheld.

### **194/22 UPDATE FROM VILLAGE BEAUTIFICATION SUB-COMMITTEE.**

Mrs Oakley reported that Mrs Riley has purchased new plants for the planters. Several months ago it was suggested that the existing noticeboard was replaced and a new one purchased and installed at Gateley. Mrs  
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Oakley obtained quotations that were around £4,500.00 each. After putting a post on Facebook a volunteer offered to make the noticeboards at cost price. As this has not happened, Mrs Oakley suggested that an application is made to HSPC for a grant to purchase the noticeboards.

### **195/22 DISTRICT & COUNTY COUNCILLOR REPORTS.**

**Mrs Gillespie (District Councillor)** – Mrs Gillespie reported that SODC have moved out of the rented offices and will be moving into the new offices in Abingdon. Mrs Gillespie stated that there will be a few staff in the offices but most staff will work from home. The Chief Executive doesn't want all staff in the offices but she would rather have a full team in the office. Mrs Gillespie has asked the Chief Executive what health & safety precautions are in place for people working at home. Monthly Teams meetings are supposed to take place with the Chief Executive but the last four meetings have been cancelled. Mrs Gillespie is not happy with the current arrangements as you cannot get through to the Officers. The only meetings that are taking place are Planning meetings and Full Council meetings. The Head of Legal Democratic lives in Swansea and only has to come to the office four times a year which is not easy and very frustrating.

The application for the solar farm has been passed through but the Chairman of the Planning Committee used two votes to support this application. The Officers should never have put this application forward as it is against SODC'S policy. It will affect the quality of housing at Northfields due to the sewerage works, the pylons and revolving solar panels. Mrs Gillespie stated that the planning application is for 40 years but the closing document states that it is for 35 years which was agreed by the Officer. The developers want the extra 5 years despite the Officers advising them against it as the profit is due in at the end of the term. There was a unanimous vote against giving them the additional 5 years. CPRE are going to see if the planning decision is challengeable.

Mr O'Brien stated that we are obviously not getting value for money with SODC Officers, how would they feel if residents of South Oxfordshire didn't pay their rates. Mrs Gillespie stated that the initial reason was Covid but now they are saying it is more productive for staff to work from home. Mrs Gillespie put it to the Chief Executive that Officers don't like working at home. Paul Bowers is the only Planning Officer who goes into the office.

Mrs Gillespie stated that we are closer to signing off the Northfield development. Mrs Oakley stated that it is OCC that are holding things up as they want their part of the development to be car free. Mrs Gillespie stated that the other problem is that OCC do not have the Officers to deal with the work which is holding up the whole project.

### **196/22 CORRESPONDENCE.**

- a. NALC. – Events 6/9/22, 13/9/22, 20/9/22, 27/9/22 – (Circulated via email).
- b. RSN. - The Rural Bulletin. – 6/9/22, 13/9/22, 21/9/22, 27/9/22. – (Circulated via email).
- c. OCC. – Oxfordshire Conversations. – (Circulated via email).
- d. SODC. – Grant to help improve the quality of life for people and communities. – (Circulated via email).
- e. NALC – Chief Executive's Bulletin. – 2/9/22, 9/9/22, 16/9/22, 23/9/22. – (Circulated via email).
- f. SODC. – Parish magazine enquiry – December issue. – (Circulated via email).
- g. Community First Oxfordshire. – Community engagement and Town and Parish Councils – A short survey to tell us about your experiences. – (Circulated via email).
- h. OALC. – 3 things for your Chair. – (Passed to Mrs Oakley).
- i. Open Spaces Society. – August Update. – (Circulated via email).

- j. SODC. – Statement of Condolence on the death of Her Majesty Queen Elizabeth II. – (Circulated via email).
  - k. OCC. – Death of a Senior National figure protocol. – (Circulated via email).
  - l. OCC. – Chief Executive – Her Majesty Queen Elizabeth II. – (Circulated via email).
  - m. OALC. – Marking the death of a significant figure Zoom meeting. – (Circulated via email).
  - n. SODC. – Homes urged to respond to vote registration reminder. – (Circulated via email).
  - o. NALC. – Newsletter 7/9/22, 21/9/22. – (Circulated via email).
  - p. RSN. – Rural Funding Digest September 2022. – (Circulated via email).
  - q. Community First Oxfordshire. – AGM 17/10/22. – (Circulated via email).
  - r. SODC. – Changes to Council services on 19/9/22. – (Circulated via email).
  - s. Bioabundance. – Our meeting today and Fun 24/9/22. – (Circulated via email).
  - t. SODC. – The Proclamation of King Charles III. – (Circulated via email).
  - u. OALC. – The sad death of Her Majesty the Queen and the morning timetable. – (Circulated via email).
  - v. SODC. – Reminder: Your views on the draft Diversity & Inclusion Strategy. – (Circulated via email).
  - w. Ms Jane Cotton. – Litter & mowing in the Wheatley/Cuddesdon area. – (Circulated via email).
  - x. OPFA. – AGM 3/10/2022.- (Circulated via email).
  - y. Morland House Surgery. – September 2022 Newsletter. – (Circulated via email).
  - z. SODC. – Council services on Monday 19<sup>th</sup> September 2022. – (Circulated via email).
  - aa. OALC. – Further guidance on national mourning. – (Circulated via email).
  - bb. SODC. - Oxfordshire Code of Conduct training 27/10/22. – (Circulated via email).
  - cc. OALC. – Two places available on the Roles & Responsibilities Training Session on 28/9/22. – (Circulated via email).
  - dd. Age UK Oxfordshire. – Oxfordshire’s cost of living campaign. – (Circulated via email).
  - ee. SODC. – South News September 2022. – (Circulated via email).
  - ff. OCC. – Notice of Consultation Extension – Draft Central Ox’shire Travel Plan. – (Circulated via email).
  - gg. Maple Tree Centre – Summer Fete & AGM. – (Circulated via email).
  - hh. SODC. – Settlement Assessment Questionnaire. – (Circulated via email).
  - ii. OCC – Oxford Transport Proposals. – (Circulated via email).
  - jj. Community First Oxfordshire – AGM 17/10/22. – (Circulated via email).
  - kk. Alex Young – Cycling in Shotover. – (Circulated via email). – **Mrs Oakley stated that some time ago Mr Harris informed HPC about the intention to increase the cycle tracks at Shotover. HPC sent a letter objecting to the cycle tracks which are considered to be dangerous, but Oxford City Council ignored the objection.**
  - ll. Age UK. – Oxfordshire’s cost of living campaign. – (Circulated via email).
  - nn. OALC. – Your feedback on Operation London Bridge. – (Circulated via email).
- \* original held by the Clerk, copy available on request.  
# displayed on Village Hall & village noticeboards.*

**197/22 PAYMENTS.**

<b>Paid by</b>	<b>To Whom Paid</b>	<b>Details</b>	<b>Vat</b>	<b>Total £</b>
27.9.22	Moore	External Audit Services	40.00	240.00
30.9.22	Mr P Aries	Bus shelter & Play are maintenance August & September		120.00
2.9.22	Nest	Pensions contribution for Mrs Kogel		25.67
8.9.22	Inty Ltd	Email address fee		5.40
2.10.22	Mrs Hayley Kogel	Home Office September 2022		30.00

		Zoom Monthly Subscription		14.39
		Stationery		52.00
		Postage		4.05
30.9.22	Mrs Hayley Kogel	Salary 24/8/22 – 24/9/22		867.33
30.9.22	Mr Lee Coolman	Materials for repair to burial ground gate	10.00	60.00
30.9.22	Shield Maintenance	Emptying Dog Bins	12.13	72.79
		<b>TOTAL</b>	<b>62.13</b>	<b>1,491.63</b>

Mrs Oakley passed thanks to Mr Coolman to for arranging the repairs to the burial ground gate. Mr Coolman is also obtaining quotations to replace the capping stones on the wall around the burial ground.

#### **HORSPATH RECREATION ACCOUNT**

<b>Paid by</b>	<b>To Whom Paid</b>	<b>Details</b>	<b>Vat</b>	<b>Total £</b>
6.9.22	ARB UK	Emergency tree works on the Green	40.00	240.00
		<b>Total</b>	<b>40.00</b>	<b>240.00</b>

#### **198/22 RECEIPTS.**

<b>Date</b>	<b>Received from</b>	<b>Details</b>	<b>Total £</b>
7.9.22	SODC	2 <sup>nd</sup> Instalment of Precept	22,500.00
8.9.22	Environment Agency	Outstanding rent for Borehole	750.00
8.9.22	Neighbourhood Watch	Donation towards the flag pole	400.00
5.9.22	Barclays Bank	Interest	6.36
27.9.22	HMRC	Repayment of VAT paid	2,256.46
		<b>TOTAL</b>	<b>25,912.82</b>

Mrs Oakley stated that the £400.00 donation from Neighbourhood Watch was to purchase a flagpole. A resident has donated a flagpole which will hopefully be in place by Armistice Day. Mr Eason has agreed that the flagpole will be stored in the scout hut when not in use.

Mr Coolman asked for information on the borehole. Mr Burgess stated that in the corner of the Bowley field the Environment Agency have a borehole so that they can check the ground water levels. Mr Burgess stated that the Clerk had previously advised Councillors that the rent was for the last five years.

#### **199/22 AOB.**

- a. Mr Ewart stated that he has been approached by a resident of Manor Drive asking about the fencing that has been installed near to her property. Mrs Oakley stated that this was reported to the Enforcement Officer who will be investigating the fence. Mrs Oakley stated that there are also broken curbstones in Manor Drive and a problem with a horse chestnut tree which is on SODC land. Mrs Oakley will have a look tomorrow and will contact SODC.
- b. Mrs Riley reported that Mr Underdown has secured funding to produce a village magazine.
- c. Mrs Oakley welcomed the two new Independent Advisors for HSPC to the HPC meeting.

Public:

- d. Mr Aries asked about the correspondence received from Ms Jane Cotton. Mrs Oakley stated that they are looking for volunteers to join a litter group.
- e. Mr Mutton asked for an update following the meeting with Drayton Construction. Mrs Oakley stated that she and Mr Mutton had a meeting with Drayton Construction to discuss removing the chicane and replace it with an alternative traffic calming measure. Drayton Construction suggested removing the chicane and replace it with 4 large pillows that are much wider than speed humps. Mrs Oakley relayed this information to Jon Beale at OCC, who originally stated that Horspath would have to register for 20mph speed limits,

which can take up to two years, before they would consider replacing the chicane. Mr Jon Beale, OCC has said that they now need to bring in a designer for the traffic calming. Mrs Oakley stated that if 20mph speed limits are introduced in Horspath, OCC class Cuddesdon Road and the top of Gidley Way as country roads, and do not want to enforce these roads with 20mph. HPC has applied for a grant from HSPC to purchase two speed indicator devices, one to be located by the allotments and the other by Sandy Lane. Mr Mutton stated that HPC shouldn't be waiting 2 years for the chicane to be replaced. HPC paid for the chicane to be installed and HPC should push this matter more strongly to get it resolved quicker. Mr Mutton stated that traffic calming on Oxford Road was agreed seven years ago and no action has been taken. Mr Burgess stated that two years is for the 20mph speed limit not to replace the chicane. Mrs Oakley stated that HPC is dealing with this issue and will take it forward.

Mr Mutton asked about Mr Dobson and the money problem HPC now has with Sylo, and asked why Mr Dobson was given permission as a member of a sub-committee to spend money. If he went ahead and gave permission on a contract, then he is liable for the cost of the contract. Mrs Oakley stated that Mr James Dobson did not have permission from HPC to sign the contract. HPC was led to believe that the contract was going to cost HPC £1300.00, we were not informed of the monthly retainer costs or other costs. Mrs Oakley stated that there were 4 Councillors who objected to the costs but there were also 5 Councillors who supported him, so they had the majority vote. Mrs Oakley, Mr O'Brien and Mr Coolman will do their best to try and get a refund of some of the money. Mrs Oakley stated that there will no longer be any sub-committees.

f. A resident asked what HPC is doing about HR issues. Mrs Oakley stated that HPC have paid £8,000.00 for all employment policies but we have not seen any evidence of these. Mrs Oakley stated that HPC could have obtained all the necessary information from OALC free of charge, but the 4 Councillors were always out voted. Mr Burgess stated that HPC is dealing with employment contracts. Mr Coolman stated that there were several sub-committees set up for different things. Mrs Oakley stated that one of the sub-committees was for HSPC Infrastructure Fund where organisations in the village would be able to apply for grants up to £75,000.00. At the last HSPC meeting it was almost a unanimous voted to cancel this grant. Mrs Oakley stated that current Parish Councillors cannot be held responsible for the actions of previous Parish Councillors.

g. Mr Hamlet stated that Jon Beale, OCC, is a major problem with the chicane as he is totally against removing the chicane and has put obstacles in the way to stop it from happening. Mr Hamlet suggested that HPC goes above Jon Beale and question why it has taken seven years to do anything about it. Mrs Oakley will contact Mr Bearder for a contact name.

Mr Hamlet stated that Jon Beale, OCC, also stated that he would arrange for road markings to be installed for the school bus to pull up by the shop. Mrs Oakley will contact Jon Beale as he did say that this could be done almost immediately.

Mr Hamlet stated that now we have the No.46 bus service which is excellent, we do need a bus shelter and a seat opposite the one on the Green. Mrs Oakley will look into this.

h. A resident asked who will be dealing with HR matters now. Mr Burgess stated that it will be dealt with through OALC.

#### **200/22 DATE OF NEXT MEETINGS.**

Parish Council Planning Meeting – Tuesday 18<sup>th</sup> October 2022 (To be confirmed).

Horspath Parish Council Meeting – Tuesday 1<sup>st</sup> November 2022.

Signed.....

Date.....