

HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held at Horspath Village Hall
on 1st November 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, Mr E Parker, Mrs C Riley, Mrs H Kogel (Clerk), Mrs E Gillespie (District Councillor).	Apologies	Absent: Mr T Bearder (County Councillor).
	Public:	10

Mrs Oakley requested that members of the public wait until AOB if they would like to speak.

201/22 APOLOGIES FOR ABSENCE. – There were no apologies to be made.

202/22 DECLARATION OF INTERESTS. – None.

203/22 EMERGENCY BUSINESS.

Mrs Oakley reported that in June 2022 a bench was installed on the Village Green for the Queens Jubilee. The contractor who installed the bench passed the invoice for payment to a Councillor who has since resigned, so the invoice was not passed to the Clerk. It was agreed that the Clerk will pay the invoice.

204/22 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on 4th October 2022 were amended on Item 189/22 Planning Applications to read:- **P22/S3242/FUL - 77 Gidley Way, Horspath – 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.**

The Minutes were then agreed and signed as correct by the Chairman.

205/22 MATTERS ARISING.

Mr Ewart asked for an update on the fence that has been erected outside a property on Manor Drive, where the gates open out on to the road. The Clerk reported that the gates now opens inwards but height of the fence has not been reduced. The Enforcement Officer at SODC will contact the Clerk with an update.

206/22 PARISH COUNCILLOR VACANCIES. – **1 application received.**

Mr Edward Parker gave a brief presentation to Councillors. Mr Coolman proposed that Mr Parker is co-opted on to Horspath Parish Council, Seconded by Mr Igoe, In Favour – Unanimous. Mr Parker completed the Declaration of Acceptance of Office Form.

207/22 PLANNING APPLICATIONS.

Mrs Oakley commented that it is very difficult to view planning applications on the internet without having access to paper copies. Mr Gillespie completely agreed. It was agreed that the Clerk will write to SODC to request that paper copies are reinstated. Mr O'Brien asked if Parish Councillors visit properties before considering a planning application. Mrs Oakley stated that this would only usually happen if somebody raises a problem, but this stopped during the pandemic. Prior to the pandemic Mrs Oakley used to put a note through the neighbours doors asking them to notify her if they have any objections. It was agreed that Mrs Oakley will re-start notifying neighbours. SODC notify the neighbours of any planning applications, and neighbours can contact the Planning Officer to discuss the application. . Mr O'Brien stated that years ago Councillors used to visit a property, and asked if this should be brought back as it is difficult to vote on

an application without seeing it. Mrs Oakley asked if all Councillors should carry out a site visit or just one or two Councillors. Mr Coolman stated that a site visit would be good if there was objections from neighbours. Mrs Oakley stated that HPC does take comments from neighbours into consideration. Mr Parker stated that neighbours could object to an application after the Parish Council has sent a response. Mrs Oakley stated that she will check on the day of the meeting to see if there are any comments from neighbours.

P22/S3464/ 23 Gidley Way, Horspath (Householder)
HH Ground and first floor front extension. Single storey flat roofed garden room rear extension, and enclose existing logia and internal alterations. – **Councillors have no objections and recommend approval.**

P22/S3586/ 14 Gateley, Horspath (Householder)
HH Demolition of existing rear extension, proposed ground and first storey side and rear extensions. – **Councillors have no objections and recommend approval.**

PLANNING PERMISSIONS/REFUSALS/APPEALS.

P22/S1089/ Overview Stables, Sandy Lane, Horspath
LDE Retention of existing single storey dwelling alongside associated garden shed & garden area. – **Refusal of certificate of lawful use or development.**

P22/S3157/ 59 Gidley Way, Horspath
S73 S73A – Part retrospective application to vary condition 2 (approved plans) on application P21/S1352/FUL, replacement of Location Plan drwgn P21/056/001, Block and site plans drwgon P21/056/002 REV A and proposed plans drwgn P21/056/004. (Proposed sub-division of dwelling into two dwelling units with internal and external associated works). – **Granted.**

P22/S3036/ 21 Cuddesdon Road, Horspath (Householder)
HH Revisions to consent ref P17/S0203/HH. Change of roof to side and rear extension from overhanging eaves to parapet detail, and increase in depth of rear extension by 550mm. – **Granted.**

P22/S3087/ 23 Cuddesdon Road, Horspath (Householder)
HH Revisions to consent Ref P20/S4660/HH. Change of roof to side and rear extension from overhanging eaves to parapet detail, and increase in depth of rear extension by 550mm. – **Granted.**

P22/S2168/ 18 Blenheim Way, Horspath (Householder)
HH Demolition of existing garage and replace with single-storey extension. Loft conversion of existing single-storey bungalow and new extension incorporating new dormers and raised ridge height. Provision of new vehicular access. (Amended & additional information received 5 & 26 August 2022). – **Granted.**

208/22 CLERK'S UPDATE.

Trees on the Green – Two quotations have now been received. Mrs Oakley has recently met with a third contractor and is waiting to receive a quotation.

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

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

Hedge Cutting – Councillors agreed to accept the quotation of £750.00, and work will be carried out in the New Year.

Defibrillators. – Mr Peter Dobson has arranged for the software updates to be carried out, and the guardianship has been passed to Ms Natalie Oakley.

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

CIL Payment – Due a payment of £4858.79.

Zoom – Councillors agreed that the Clerk will cancel the Zoom subscription.

Noticeboards – The Clerk circulated two quotations received for noticeboards. SODC has confirmed that HPC can use CIL funds to purchase the noticeboards. Mrs Oakley stated that in line with Standing Orders, a third quotation is required. Mr Burgess suggested that the noticeboard has a header board included. Mrs Riley stated that the noticeboard at Gateley could go on the wall inside of the bus shelter so wouldn't need to be post mounted.

209/22 INTERNAL/EXTERNAL AUDIT REPORTS/FINANCE MEETING.

Councillors agreed that a Closed Meeting will be held on Tuesday 22nd November 2022 to review the finances and consider the internal and external audit reports.

210/22 SYLO BEYOND HR.

Mr O'Brien reported that a letter has been received from a Dept Collection Agency. There were some Councillors who wanted to settle the invoice, but he was totally against it. Mr O'Brien stated that HPC has have to be fair with Sylo, but equally if they haven't done the work for us they shouldn't get paid, and up until now looking at the paperwork available, they have been overpaid. Mr O'Brien contacted the Dept Collection Agency after receiving the letter and explained that HPC has tried on numerous occasions to arrange meetings with Sylo but they were reluctant to do so. Mrs Oakley had advised Sylo that HPC is not in receipt of any of the paperwork and requested that this forwarded on, but Sylo refused as they said they have sent it before. Mr O'Brien relayed all of this information to the Dept Collection Agency, who noted the information and said she would come back to him after speaking with Sylo. Mr O'Brien informed the Dept Collection Agency that HPC will not be paying the invoice until we have received the paperwork that we have requested. Mr O'Brien also advised the Dept Collection Agency that if Sylo are going to pursue this matter to litigation, they will have to provide the information and disclosure to the Court that they are refusing to send to us. Mrs Oakley stated that Sylo have said that they have provided all information to Mr James Dobson, who has passed it onto Mr Ewart, but the information is on a secure site so we can read it but cannot print it. Mrs Oakley stated that the contract with Sylo is with HPC, although signed by Mr James Dobson, so HPC is entitled to see the requested documentation. Mr O'Brien stated that it is a matter of procedure for Sylo to send the requested information to HPC. Mrs Oakley stated that HPC will wait to hear back from the Dept Collection Agency. Mr Ewart stated that some of the information provided by Mr James Dobson is on a secure site that he cannot open, but he has been able to open the contract of employment. Mr Ewart stated that he also has another file from Mr James Dobson but it will not allow him to forward it on.

211/22 MOTORBIKES AT SHOTOVER.

Mrs Oakley has received a complaint from a resident who came close to having a serious accident while horse-riding on a bridle path that is right next to a motorbike track with motorbikes been ridden. HPC voted against the motorbike tracks when we were consulted by Oxford City Council. Mrs Oakley stated that it is dangerous for pedestrians and horse-riders on Shotover with the motorbikes and if there was an accident, there are some areas on Shotover where an ambulance would not be able to get there. Mr Tim Bearder was recently on the local news station complaining about this. Oxford City Council have not taken any notice of the objections raised during the consultation. Mr Ewart stated that Oxford Preservation Society wanted to work with HPC to do a joint presentation to Oxford City Council. Mrs Oakley stated that there are several different associations that share the same concerns about the tracks at Shotover. Mrs Cook stated that

children are digging large holes to ride over which is dangerous for bikers and also for pedestrians in the area. It was agreed that the Clerk write to Oxford City Council to inform them that HPC are extremely concerned for the safety of the residents. Mrs Riley asked that the Clerk request that the two styles are repaired to stop the bikes from coming out of there. Mrs Cook stated that the bikes also come out of there into the farmers field across his crops.

212/22 PARKING ON PAVEMENTS.

Mr Igoe reported that he has been approached by a few residents with regards to cars parked on the pavements all around the village. Gidley Way always has several cars parked on the pavements and with the dark mornings/evenings, people trying to get past and with pushchairs have to go out on to the road and it's dangerous. Mr Igoe recently witnessed a young mother dropping children at a childminder on Gidley Way who parked on the pavement. The pavement by the School and the Nursery is very narrow but cars still park there. Mr Igoe asked that this issue is included in the village newsletter to make people aware. Mr Igoe stated that parking on pavements is illegal as it is obstructing a public highway, and it can be enforced with a fine. Mrs Oakley has previously contacted Mr Tim Bearder regarding parking on pavements outside the old scrap yard in Garsington. Garsington now have a private company issuing parking tickets and Mrs Oakley requested the details. Mrs Oakley has had a car parked outside her house for the last five weeks, but as it is taxed and insured no action can be taken. A parking ticket will only be issued if the car is parked on yellow lines. Mrs Oakley stated that the worst area for parking on pavements is outside of the School. Mr Ewart stated that with his mobility issues it is impossible to get around the village. Mrs Oakley asked if HPC should put notices on cars that are parked on the pavement. Mrs Oakley will contact Mrs Gillespie for advice on how to stop the problem.

213/22 RECREATION GROUND.

Mrs Oakley reported that a property on Oxford Road has put up a fence and a bench in their garden that includes part of the Recreation Ground. It was agreed that the Clerk will write to the resident and ask that the fence and the bench is removed from the Recreation Ground.

214/22 BURIAL GROUND.

Mrs Oakley reported that an email has been received from a resident who is concerned that HPC is not doing enough to improve the burial ground. Two quotes have been received for the repairs to the stone walls and a third quotation is expected. Mrs Oakley has the name of two companies to contact with regards to the drainage. Mrs Oakley stated that it has also been pointed out that there is artificial flowers on the graves which is against the burial ground rules. Mrs Oakley stated that if real flowers are laid, they are eaten by the wildlife, so there may be a need to review the rules. HPC has also received a request from a resident to purchase two plots in the burial ground, but the Church stated a few years ago that people cannot reserve plots. Mr Hamlet stated that HPC owns the burial ground, so Church rules do not apply. Mrs Oakley stated that a resident can purchase a double tandem plot. The Clerk confirmed that Mr Horsley as replied to the resident.

215/22 UPDATE FROM VILLAGE BEAUTIFICATION SUB-COMMITTEE. – Mrs Oakley.

Mrs Riley has planted the flower tubs outside the Village Hall. The invoice will be forwarded to the Clerk. Councillors all agreed for a smaller flower tub be sited by bench on the Village Green.

216/22 DISTRICT & COUNTY COUNCILLOR REPORTS.

Mrs Gillespie (District Councillor) – Mrs Gillespie reported that OCC are finally on board with Northfield and have agreed to do a PPA and they are considering it as an urban extension of Oxfordshire. There is a department of OCC that are looking the parking issues, so they will be considering it in the same light as they do Oxford. Some of the areas will be without cars and some properties will only be allowed one car parking space. Mrs Gillespie is eager for this development to start is that the developers have agreed to give a substantial sum to OCC and SODC to pay for other Officers to help with the work. This development is a year late and she is worried about making sure that Brasenose have given hope that we will get that full canopy of 200metres of trees all the way along the development. The longer this is delayed the worse it will be.

Mrs Gillespie stated that there is another solar farm planning application opposite the other one just outside of Nuneham Courtenay. Mrs Gillespie is concerned about the quality of housing that we are going to get in the middle of the pylons and the sewerage works and the solar panels. Oxford City Council are already considering it to be an urban extension of the city, which is worrying.

Mrs Gillespie stated that SODC are renting a few rooms in Abbey House, and she has had discussions with the Chief Executive and leaders of other groups and they all support staff working from home. Mrs Gillespie has raised health & safety checks on the staff and she has been informed that there is a written policy that they have to refer to, and the unions were in agreement with this. Mrs Gillespie stated that there are lots of complaints from people who cannot contact the Officers.

217/22 CORRESPONDENCE.

- a. NALC. – Newsletter 5/10/22. – (Circulated via email).
- b. OCC. – Critical Incident:- Burst water main. – (Circulated via email).
- c. SODC. – Oxfordshire’s Code of Conduct – Recording of the briefing session held on 28/9/22. – (Circulated via email).
- d. NALC. – Events 4/10/22, 12/10/22, 18/10/22 – (Circulated via email).
- e. RSN. - The Rural Bulletin. – 4/10/22, 11/10/22, 18/10/22, 25/10/22. – (Circulated via email).
- f. Bioabundance. – Cholsey Wildlife Gardening Challenge. – (Circulated via email).
- g. Bioabundance. – Bus users in Oxfordshire. – (Circulated via email).
- h. SODC. – Oxfordshire Community Foundation cost-of-living grants. – (Circulated via email).
- i. SODC. – Changes to some waste collections in South Oxfordshire and Vale of White Horse districts. – (Circulated via email).
- j. OPFA. – AGM 3/10/22. – (Circulated via email).
- k. NALC – Chief Executive’s Bulletin. – 30/9/22, 7/10/22, 17/10/22, 21/10/22. – (Circulated via email).
- l. CPRE. – September Newsletter. – (Circulated via email).
- m. OCC. – National Highways & Transport online survey. – (Circulated via email).
- n. SODC – Community Infrastructure Levy – Payment notification. – (Circulated via email).
- o. SODC. – Colourful bench presented to the young winner of the litter bug trials competition in South Oxfordshire. – (Circulated via email).
- p. OALC. – Q&A Session for Chairs. – Passed to Mrs Oakley.
- q. SODC. – Christmas Tree Collections. – (Circulated via email).
- r. OCC. – New community capacity grant funding £5,000 - £20,000. – (Circulated via email).
- s. OPFA. – Offer of assistance. – (Circulated via email).
- t. SODC. – Improving engagement with Town & Parish Councils. – (Circulated via email).
- u. Community First Oxfordshire. – AGM 17/10/22. – (Circulated via email).

- v. Citizens Advice South & Vale. – The impact of the cost of living crisis and thank you to our funders. – (Circulated via email).
- w. SODC. – South News October 2022. – (Circulated via email).
- x. SODC. – Talented young people star in a Christmas Carol at Cornerstone. – (Circulated via email).
- y. Morland House Surgery. – October Newsletter. – (Circulated via email).
- z. SODC. – District Council’s work to address climate change. – (Circulated via email).
- aa. SODC. – Call for land and buildings available for change. – (Circulated via email).
- bb. SODC. – Free fun for all the family this half term. – (Circulated via email).
- cc. OCC. – Invite to OCC’s vision zero summit 25/11/22. – (Circulated via email).
- dd. RSN. – Rural Funding Digest October 2022. – (Circulated via email).
- ee. CPRE. – Reducing light pollution in South Oxfordshire – what you can do. – (Circulated via email).
- ff. Nottcutts. – Donating trees. – (Circulated via email). – **Councillors agreed that no further trees are required.**
- gg. Oxford Community Foundation. – Community Capacity Grants. – (Circulated via email).
- hh. Email from Mr Frayn. – Cowley Branch Line & Horspath. – (Circulated via email). – **Some Councillors think this would be a good idea but others would be concerned on parking issues as it would become a park and ride.**
- ii. Oxford City Council. – Oxford Local Plan 2020-2040 Preferred Options Consultation. – (Circulated via email).
- jj. Oxford Harlequins. – Request for funding assistance – Heating failure at Horspath Sports Ground. – (Circulated via email). – **It was agreed that the Clerk will request that Oxford Harlequins submit a grant application to HSPC.**
- kk. Mr Matthews. – Email regarding the Churchyard footpath between No’s 10 & 12 Manor Farm Road. – (Circulated via email). – **Mr Burgess stated that heavy rain washes the slate on to the road. It was agreed that Councillors will have a look at the footpath and discuss at the next meeting.**
- ll. Mr John Underdown. – Email regarding village noticeboards. – (Circulated via email). – **Noted.**
- mm. Mr John Underdown. – Email regarding HPC website. – (Circulated via email). – **Mrs Cook stated that Wheatley is a much bigger village than Horspath, and most residents in Horspath know somebody who is a member of the Parish Council. Mr Burgess stated that Councillors do not want their personal email addresses displayed on the website. Mr Burgess stated that Councillors could be set up with their own PC email addresses. Mr Igoe suggested that HPC could have Councillors@ email address which would include all Councillors. Mrs Oakley stated that any residents who want to make contact with a Parish Councillor can do so by contacting the Clerk. Mrs Oakley confirmed that every Councillor receives every email circulated relating to HPC.**
- nn. Mr John Underdown. – Email regarding Horspath burial ground. – (Circulated via email). – **Mrs Oakley stated that all Councillors are volunteers and we are doing our best to progress with this project. A sign has been ordered and will be in place in the next couple of days. Mr O’Brien suggested that Councillors have a site meeting at the burial ground to understand what work is required. Mr Burgess is concerned that some senior citizens want to visit the graves but the gates are locked as a security measure, so we need to look at an option to be able to drive up to the burial ground. Mrs Oakley stated that the gates are locked to stop travellers from gaining entry. Councillors agreed to visit the burial ground and to look at options of how people can drive to the burial ground. Mr Mutton stated that he organised the high barrier many years ago and it is sufficient to keep out the travellers, so there is no need for the gate which could be taken out, and would allow people to drive up to the burial ground. Mr Burgess stated that the gate was installed to stop the youngsters from**

accessing the cricket pitch in the cars. Mrs Oakley stated that she is not in favour of removing the gate.

- oo. NALC. – New Publication. – (Circulated via email).
- pp. CPRE. – October Newsletter. – (Circulated via email).
- qq. OCC. – Are you struggling with rising living costs due to fuel bills? #
- rr. SODC. – Division of property known as 59 Gidley Way, Horspath. – (Circulated via email).
- ss. SODC. – Land to the North East of Brookside Court, Cuddesdon Road, Horspath. – Two planning enforcement notices have been served. – (Circulated via email).
- tt. OCC. – Funding available! Smoke free community fund. – (Circulated via email).
- uu. CPRE. – Invitation to AGM 29/10/22. – (Circulated via email). – **Mr Ewart attended the AGM as a member of CPRE.**
- vv. Age UK. – Invitation to AGM 4/11/22. – (Circulated via email).
** original held by the Clerk, copy available on request.
 # displayed on Village Hall & village noticeboards.*

218/22 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Mr Keith Brooks	Flag & materials	4.56	27.35
4.10.22	Nest	Pensions contribution for Mrs Kogel		25.67
10.10.22	Inty Ltd	Email address fee		5.40
	Mrs Hayley Kogel	Home Office October 2022		30.00
		Zoom Monthly Subscription		14.39
		Stationery		38.50
		Postage		23.50
	Mrs Hayley Kogel	Salary 24/9/22 – 24/10/22		1259.67
28.10.22	Shield Maintenance	Emptying Dog Bins	12.13	72.79
		TOTAL	16.69	1,497.27

219/22 RECEIPTS. – None.

HORSPATH RECREATION ACCOUNT

Date	Received from	Details	Total £
26.9.22	ST Properties	Quarterly rent for Chequers Inn Car Park	712.50
4.10.22	Mr Pettigrove	Feast Donation	100.00
		TOTAL	812.50

220/22 AOB.

- a. Mrs Oakley passed thanks to Carol & Tony Yates who donated the flagpole, and Mr Surman installed the flagpole free of charge. Mr Keith Brooks, Mrs Riley, Mr Burgess and Mrs Oakley all assisted as volunteers. Mrs Oakley stated that a different flag is in place today for John West, a navy veteran who is 96 today.
- b. Mrs Oakley reported that she had received a message from the Headteacher of the School to see if Mrs Oakley is interested in starting up a community kitchen in Horspath. Mrs Oakley stated that Horspath would need somewhere to store all of the food. Mrs Oakley stated that there is already a foodbank in Wheatley.

- c. Mrs Oakley reported that at the last meeting Councillors objected to a planning application at Brookside. HPC has been informed that there are multiple breaches of planning conditions on the land and the Planning Officer is dealing with it.
- d. Mr Igoe asked if CIL could pay for the repairs in the play area. Mr Burgess stated that the repairs must be carried out by a qualified contractor.

Public:

- e. Mrs Thompson stated that people parking on pavements in the village are mostly people who do not live in the village.
- f. A resident asked if it is possible to have more seating in the bus shelters. Mr Hamlet stated that it is OCC that would deal with bus shelters.
- g. Mrs Franklin asked why Oxford Harlequins are requesting a donation from HPC. Mrs Oakley stated that they will be advised to contact HSPC.
- h. Mr Underdown stated that he is looking forward to receiving the information from HPC to be included in the newsletter, and agreed that parking on pavements should be included.
- i. Mr Mutton stated that the worst offenders for parking on the pavements are parents taking children to school, who completely block the footpaths forcing wheelchairs users and pushchairs on to the road. Mr Mutton suggested that HPC write to the School and request that they speak to parents. Mr Mutton stated that the Queens Head customers also park on the pavements.
- j. Mr Mutton stated that there is an enormous amount of HGV's entering Butts Road coming down Church Road to avoid the bridge, and asked what can be done to stop them. Mr Mutton stated that the only way to stop the lorries is to install a one-way system from Butts Road to Colcutt Close. Mr Burgess stated that he will speak with Mr Tim Bearder. Mrs Oakley stated that there is a weight limit in Horspath, but today there was a double car transporter that went through the village to Littleworth.
- k. Mr Mutton stated that the recent scarecrow trail was a marvelous idea. There were lots of people who visited the village to take part and the local pubs and the shop enjoyed the extra business.
- l. Mr Hamlet stated that people do not appreciate what this village has with regards to natural resources and facilities, and he doesn't understand why HPC has to spend any additional money in the burial ground.
- m. Mr Hamlet asked for an update on the chicane. Mrs Oakley reported that she has been in touch with Jon Beale, OCC several times. Mrs Oakley also chased Mr Beale on the installation of yellow hatchings on the village green as this should have been done in September.
- n. Mr Hamlet stated that HPC should review the Standing Orders and drop the requirement of obtaining three quotations for work as it is delaying getting any work done in the village.
- o. Mr Aries stated that the lights outside the village hall need attention as some of them are broken and the others are very dim.

221/22 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 15th November 2022 (To be confirmed).

Horspath Parish Council Meeting – Tuesday 6th December 2022.

Signed.....

Date.....