

HORSPATH PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held at Horspath Village Hall
on 9th May 2023 at 7.30pm.

Present: Mrs B Oakley (Chair), Mr D Burgess,
Mrs P Cook, Mr L Coolman, Mr B Igoe, Mr P
O'Brien, Mrs C Riley, Mrs H Kogel (Clerk).

Apologies Mr I Harris, Mr E Parker, Mr T
Bearder (County Councillor), Mr
S James-Lawrie (District
Councillor).

Absent:

Public: 11

87/23 DECLARATION OF ACCEPTANCE OF OFFICE FORMS.

All Councillors signed their Declaration of Office forms in the presence of the Clerk. Councillors authorised that the signing of the Declaration of Office forms for Mr Harris and Mr Parker be deferred to the June meeting as both Councillors had sent their apologies.

88/22 ELECTION OF CHAIRMAN.

The Clerk invited nominations for the position of Chairman. Mrs Cook proposed that Mrs Beverley Oakley continue in this position, seconded by Mr Burgess. In Favour – Unanimous. Mrs Beverley Oakley accepted the position of Chairman.

89/21 ELECTION OF OFFICERS.

Vice Chairman – Mr Coolman proposed that Mr Burgess continue in this position, seconded by Mrs Cook. All Councillors voted in favour. Mr Burgess accepted the position of Vice Chairman.

Village Hall Committee – Councillors agreed unanimously for Mrs Oakley, and Mrs Riley to continue in their positions, and Mrs Cook will also join the committee. Mrs Oakley reported that HVHMC are looking for new committee members. Mrs Franklin expressed an interest in joining HVHMC.

Feast Money Collection – Councillors agreed unanimously for Mr Burgess to continue in this position and arrange collection.

Stagecoach Sub Committee – Councillors agreed that Mr O'Brien and Mr Coolman will be the representatives to carry out the annual site visits.

HR Committee – Councillors agreed that Mrs Oakley and Mrs Cook will be the representatives.

90/21 APOLOGIES FOR ABSENCE. – Apologies were given on behalf of Mr Harris, Mr Parker, Mr Bearder and Mr James-Lawrie.

91/23 DECLARATION OF INTERESTS. – None.

92/23 EMERGENCY BUSINESS. – None.

93/23 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on Tuesday 4th April 2023 were agreed and signed as correct by the Chairman.

94/23 MATTERS ARISING.

73/23 – Play Area – The gate has now been located thanks to Lee Clarke. Mr Burgess reported that the gate needs a new post. Mr Burgess and Mrs Oakley will look at the gate and report back on the repairs required.

79/23 - Burial Ground Rules – The rules that are displayed in the Burial Ground are correct apart from the fees, but Mrs Oakley was unable to open the noticeboard. Mr O'Brien will have a look at the noticeboard and Mr Coolman will arrange for an up to date copy of the rules can be displayed.

73/23 – Bench in the Burial Ground – Mrs Oakley reported that the new bench has now been delivered and treated, and will be installed in the burial ground in the next few weeks.

73/23 – Defibrillator – Mrs Oakley reported that the new defibrillator has been delivered and is waiting to be installed at the Berkeley Home site.

78/23 – Maintenance of Chequers Inn Car Park – Mrs Cook stated that the repairs to the wall have not yet been carried out. The Clerk confirmed that a letter was sent to S T Properties around 10 days ago, and they were given 28 days to carry out the repairs. Mr Aries stated that there were contractors surveying the wall this evening. The Clerk will send a copy of the letters sent to S T Properties to Mr Coolman, who will pass it on to the landlord who has not been informed by S T Properties.

95/23 PLANNING APPLICATIONS.

P23/S1198/ HH High View, 102 Gidley Way, Horspath Householder
Proposed flat roof-light over utility room and first floor rear balcony. – **Councillors have no Objections and recommend approval.**

P23/S1115/ HH Windy Ridge, 55 Gidley Way, Horspath Householder
Extend existing roof at rear of bungalow to provide additional bedroom. Create pitched roof over existing flat roof side extension. Remove plain tiles on existing main roof and replace with concrete pantiles of similar colour. - **Councillors have no objections and recommend approval.**

P23/S1186/ LDP 78 Gidley Way, Horspath *Certificate of Lawful Development*****
Single storey extension to existing dwelling, erection of a replacement porch, and ancillary works. (For information only).

P23/S1176 LDP 90 Gidley Way, Horspath *Certificate of Lawful development*****
Construction of outbuilding for use as hobby room and tool store.

PLANNING PERMISSIONS/REFUSALS/APPEALS.

P23/S1176/ LDP 90 Gidley Way, Horspath
Construction of out building for use as hobby room and tool store. – **Granted.**

P23/S0482/ FUL Land adjacent to the Rugby Pitch, Horspath Road, Horspath
Installation of prefabricated 65 seater stand onto a new ground slab adjacent to existing Rugby Union pitch to provide seating for those with mobility issues, primarily senior and disabled visitors to the ground. – **Granted.**

96/23 CLERK'S UPDATE.

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

Burial Ground Sign – Two signs have been ordered.

Internal Auditor – Councillors agreed unanimously to appoint the new Internal Auditor Ms Lisa Wilkinson at a cost of £200.00.

Data Protection Course. – Mrs Oakley and Mrs Kogel have both attended all three parts of the Data Protection Course.

BHIB Insurance – HPC's annual insurance policy is due for renewal on 1st June 2023. The Clerk and Mr O'Brien will obtain other quotations for the insurance in the next 7 days. If a suitable quotation is not received, the Clerk will renew the existing policy with BHIB.

Noticeboards – The new noticeboards boards have been delivered and installed by Mr Coolman and Mr Harris. Councillors agreed that the invoice can be paid.

Freedom of Information – A FOI request has been received and will be actioned by the Clerk.

97/23 STATEMENT OF ACCOUNTS AND ANNUAL RETURN (AGAR) 2022/23.

Councillors agreed and approved the accounts and the (AGAR) for 2022/23. The Clerk will arrange for the Internal Audit to be carried out.

98/23 ANNUAL GOVERNANCE STATEMENT 2022/23.

Councillors agreed and approved the Annual Governance Statement for 2022/23.

99/23 STATEMENT OF ACCOUNTS FOR HORSPATH RECREATION CHARITY.

Councillors agreed and approved the accounts for 2022/23.

100/23 SYLO BEYOND HR. - Mr O'Brien stated that no update is available.

101/23 UPDATE FROM VILLAGE BEAUTIFICATION SUB-COMMITTEE.

Mrs Oakley passed thanks to Mr Brooks for the new flag by the memorial for the coronation, and to Mrs Riley for planting the new flower tubs.

102/23 BUS SHELTERS.

Mrs Oakley reported that the roof tiles are broken/missing and the fascia boards need to be replaced on the bus shelter at Gateley. Mr Coolman has agreed to carry out the repairs to the fascia boards and Mr Harris will carry out the repairs to the roof tiles. The cost of the repairs will be for materials only.

103/23 PEDESTRIAN CROSSINGS.

Mrs Oakley reported that at the last meeting a request was received from a resident for three pedestrian crossings to be installed in the village. The Clerk spoke with Mr Jon Beale at OCC who has stated that pedestrian crossing involves a lot of planning and take up to 2 -3 years to install, and the cost of each pedestrian crossing will be between £60,000 - £80,000 which would have to be funded by HPC. Mr Beale stated that the street lights and the drainage would both need to be updated. Mrs Oakley asked Councillors to give this some thought and discuss at the next meeting. Mr Burgess stated that it is very dangerous for elderly people trying to cross the road with the fast traffic.

The Clerk also spoke with Mr Beale about the chicane at Oxford Road. Mr Beale stated that the chicane is now being considered by Sustran and OCC Active Travel Group as part of improving the roads for cycling. Mrs Oakley attended the meeting with Sustran and Active Travel Group, but there was no mention of the chicane. The meeting was about improving safety for cyclists travelling from the Hub to Littleworth and the suggestion was to install barriers in Butts Road to stop cars so that it would only be for cyclists only. Mrs Cook suggested at the meeting that the roads by the school could be closed during pick up and drop off times. Mrs Oakley stated that OCC are going to report back through the Clerk. Mrs Oakley stated that the biggest danger to cyclists is potholes. The Clerk circulated an email received this afternoon from Mr Bearder regarding the chicane.

104/23 DATA PROTECTION POLICIES.

Mrs Oakley reported that she attended the Data Protection courses with the Clerk. As a Parish Council we do need to adopt several policies and processes. Mrs Oakley stated that the policies will be drawn up and
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circulated to all Councillors. The course leader advised all attendees that all correspondence apart from Minutes and accounts should be disposed of after two years. We were also advised that all Councillors should have HPC email addresses which are totally separate to personal email addresses. The Clerk stated that there were several policies mentioned that should be in place. It was agreed that the Clerk will obtain a quotation from Breakthrough Communications for assistance with Data Protection. It was also agreed that HPC will register with the ICO. Mrs Oakley stated that HPC Councillors are all data controllers.

105/23 VACANCIES FOR HVHMC.

Mrs Hilary Franklin and Mrs Cook agreed to join HVHMC.

106/23 CYCLE SPEEDWAY.

The Clerk reported that Mr Miscampbell from Blake Morgan is away on annual leave until 9th May 2023.

107/23 DISTRICT & COUNTY COUNCILLOR REPORTS. – No reports available.

108/23 CORRESPONDENCE.

- a. NALC. – Newsletter 5/4/23, 12/4/23, 19/4/23, 27/4/23, 3/5/23, . - (Circulated via email).
 - b. NALC. – Events 4/4/23, 11/4/23, 18/4/23, 25/4/23, 2/5/23, – (Circulated via email).
 - c. CPRE. – Fetes & Events. – (Circulated via email).
 - d. RSN. - The Rural Bulletin. – 4/4/23, 12/4/23, 18/4/23, 25/4/23, 3/5/23. – (Circulated via email).
 - e. SODC. – Check that you are registered to vote. – (Circulated via email).
 - f. Bioabundance. – Growth, Growth, Growth – Or not? – (Circulated via email).
 - g. Bioabundance. – Oxcam Arc Partnership – New Survey. – (Circulated via email).
 - h. NALC – Chief Executive’s Bulletin. – 6/4/23, 14/4/23, 21/4/23, 28/4/23 – (Circulated via email).
 - i. RSN. – Rural Funding Digest May 2023. – (Circulated via email).
 - j. SODC. – Electric car club pilot scheme puts hire vehicles in car parks across Oxfordshire. – (Circulated via email).
 - k. Open Spaces Society. – Saving historic paths – Our campaigning works. – (Circulated via email).
 - l. SODC. – South News April 2023. – (Circulated via email).
 - m. Morland House Surgery. – Newsletter April 2023. – (Circulated via email).
 - n. Mrs Carr. – Email regarding a grave in the burial ground. – (Circulated via email). – **Councillors agreed that the Clerk advise Mrs Carr to contact the funeral director and ask them to remove the excess soil. Mrs Oakley will advise Funeral Directors to leave excess soil in the bottom corner of the burial ground in future.**
 - o. OALC. – Training April & May 2023. – (Circulated via email).
 - p. SODC. – Are you ready for the Local Elections? – (Circulated via email).
 - q. Good Neighbour Scheme. – Questionnaire. – (Circulated via email).
 - r. OALC. – Invitation to a climate workshop on 27/4/23. – (Circulated via email).
 - s. TVP. – Police & Crime Bulletin April 2023. – (Circulated via email).
 - t. SODC. – Vote on 4th May – Remember to bring your photo ID. – (Circulated via email).
 - u. Open Spaces Society. – April Update. – (Circulated via email).
 - v. CPRE. – April Newsletter. – (Circulated via email).
 - w. OALC. – April Update for members. – (Circulated via email).
 - x. Community First Oxfordshire. – Spring Newsletter. – (Circulated via email).
- * original held by the Clerk, copy available on request.
displayed on Village Hall & village noticeboards.*

109/23 PAYMENTS.

| Paid by | To Whom Paid | Details | Vat | Total £ |
|----------------|---------------------|------------------------------------|---------------|----------------|
| BACS | Inty Ltd | Email Address Fee May | 0.98 | 5.88 |
| BACS | BHIB Councils | Annual Insurance Policy | | 3665.63 |
| BACS | Nest 6.4.23 | Pension contribution for Mrs Kogel | | 67.05 |
| BACS | Wel Medical Ltd | Defibrillator | 259.00 | 1554.00 |
| BACS | Mrs Hayley Kogel | Home Office April 2023 | | 30.00 |
| | | Stationery | | 49.00 |
| BACS | Mrs Hayley Kogel | Salary 24/3/23 – 24/4/23 | | 1314.64 |
| BACS | Mrs Oakley | Cuprinol paint for bench | 3.00 | 18.00 |
| BACS | Edward Hawes | Hedge Cutting | 150.00 | 900.00 |
| BACS | Mr Keith Brooks | Post mix & flags | | 31.18 |
| BACS | OALC | 2 x Data Protection Courses Part 1 | 12.00 | 72.00 |
| BACS | OALC | 2 x Data Protection Courses Part 2 | 12.00 | 72.00 |
| BACS | OALC | X 2 Data Protection Courses Part 3 | 12.00 | 72.00 |
| BACS | Shield Maintenance | Emptying Dog Bins | 12.13 | 72.79 |
| | | TOTAL | 461.11 | 7924.17 |

110/23 RECEIPTS.

| Date | Received from | Details | Total £ |
|-------------|----------------------|---------------------------------------|------------------|
| 31.3.23 | HSPC | Grant for Defibrillator | 1235.00 |
| 5.4.23 | SODC | 1 st Instalment of Precept | 26,500.00 |
| 13.4.23 | Dr Munson | Headstone | 160.00 |
| | | TOTAL | 27,895.00 |

111/23 AOB.

- a. Mrs Oakley advised members of the public that if they want to raise any issues with HPC, they should contact the Clerk, not Facebook.
Mrs Oakley reported that SODC have still not collected the litter picking equipment. Thames Water will be collecting the porta-loo that has been in the Village Hall car park since September.
- b. Mrs Riley reported that the village show will be held on 9th September 2023.
- c. Mr Igoe suggested that the date for the next HSPC meeting is brought forward. It was agreed that the next meeting will be held on 14th June 2023.
- d. Mr O'Brien stated that he has now received a report from Sharon Crawford, Planning Officer at SODC regarding the proposed new village hall, and the conclusion to her report was that a replacement village hall is acceptable in principle. Mr O'Brien requested that the village hall is included on the June Agenda.
Mr O'Brien stated that a member of the public present this evening is interested in becoming a Parish Councillor. Mrs Oakley stated that HPC currently has two vacancies, and anyone who is interested in becoming a Parish Councillor will need to write to the Clerk.

Public:

- d. Mrs Walker asked what is happening to the Neighbourhood Watch noticeboard. Mrs Oakley stated that it could be used in the burial ground. Mrs Oakley will look at the noticeboard.
- e. Mr Hamlet suggested that the two Councillors carry out the inspection at Stagecoach should look for the dumping of surplus concrete from Hanson's at the back of the building and the broken asbestos panels in the building which they are reluctant to repair.
Mr Hamlet suggested that a notice is displayed informing residents where the defibrillators are located.

- f. Mr Brooks suggested that the excess soil in the burial ground is left at the side of the fence on the heap where the cricketers sit and watch.
- g. A resident enquired about the recent suggestions of speed indicator devices in the village. Mrs Oakley stated that HSPC turned down a grant application to purchase the devices so no further action has been taken.
- h. A resident asked if there is weight limit on the tunnel at Sandy Lane as there is a large amount of lorries going up and down the lane. Mrs Oakley stated that there is a weight limit throughout Horspath, which is policed by Trading Standards, but nobody is available to police it. Mrs Cook stated that there is an increased amount of traffic going up Sandy Lane and suggested that speed humps are installed. It is a bridleway that should only be used for access only. A resident stated that the caravan site has planning permission for 5 caravans and 10 tents, which is a lot of vehicles using Sandy Lane that have no consideration for pedestrians and horses.

112/23 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 16th May 2023 (To be confirmed).
Horspath Parish Council Meeting – Tuesday 6th June 2023

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