

HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held at Horspath Village Hall
on 7th November 2023 at 7.30pm.

Present: Mrs B Oakley (Chairman), Mr R Burgess, Mr L Coolman, Mrs P Cook, Mr I Harris, Mr B Igoe, Mr P O'Brien, Mr E Parker, Mrs C Riley, Mrs H Kogel (Clerk).

Apologies Mr James-Lawrie (District Councillor).

Absent: Mr Tim Bearder (County Councillor).

Public: 9

244/23 APOLOGIES FOR ABSENCE.

Apologies were made on behalf of Mr Lawrie-James. Mr Bearder was absent from the meeting.

245/23 DECLARATION OF INTERESTS. – None.

246/23 EMERGENCY BUSINESS. – None.

247/23 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on Tuesday 7th November 2023 were agreed and signed as correct by the Chairman.

The Minutes of the Closed Finance Meeting held on Tuesday 7th November 2023 were agreed and signed as correct by the Chairman.

248/23 MATTERS ARISING. – None.

249/23 PLANNING APPLICATIONS.

P23/S3730/ Land to the north of Oxford Road near Horspath. (Full Application)

FUL Change of use of agricultural land to a 7.34 hectare low impact, landscape-led meadow burial space with a naturalistic character. One new vehicle access to the site to be constructed and a new footpath link to be provided from the existing council owned car park (in front of the athletics track) to the burial ground. A small, open-sided shelter, a number of benches, signs and hard access ways to be created. Headstones to be limited to 80cm in height and made from non-glossy stone or hardwood. Access to the site to be provided for hearse vehicles, maintenance vehicles and onsite priority parking spaces. – **Councillors voted unanimously to recommend refusal on this application. Please see detailed letter sent to SODC.**

P23/S3458/ 2C Gidley Way, Horspath (Householder)

HH A new garden shed replacing previous ones (retrospective). – **Councillors have no objections and recommend approval.**

P23/S4065/ The Close, 27 Butts Road, Horspath (Householder)

HH Raising of roof over single storey rear outshot and creation of new first floor bedroom and conversion of existing first floor bedroom to bathroom. – **Councillors have no objections and recommend approval.**

P23/S4062/ 47 Manor Farm Road, Horspath (Full Application)

FUL New dwelling. – **Councillors have no objections and recommend approval.**

PLANNING PERMISSIONS/REFUSALS/APPEALS.

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'. (As amplified by odour assessment received 5/7/23). –
Granted.

APP/Q3115 84 Gidley Way, Horspath.

/C/21/

SODC has advised that the following appeals have been downgraded to written representations procedure. APP/Q3115/C/21/3285143, 3285144, 3285145, 3285146.

Mr Parker reported that he has contacted SODC Enforcement Department to enquire about enforcement notices issued in Horspath in the last 4 years. SODC stated that there has been four enforcement notices issued, three of which are for the same address. Two of the enforcement notices have a compliance date of September 2024. Mr Parker will monitor the enforcements for any action taken. Mr O'Brien stated that SODC have not acted on any enforcement notices issued in the last 40 years. Mrs Oakley stated that an Enforcement Officer has said that this is down to the costs involved. The Clerk circulated a link provided by SODC where enforcement notices can be viewed.

250/23 CLERK'S UPDATE.

Play Area Inspections – Waiting for a quotation from ODS to carry out the repairs.

Christmas tree Collection – Trees to be left on the Village Green on 8th January in time for collection on 9th January 2024.

Conservation Area. – Mr Hamlet has now completed the work walkway. A quotation has been received to carry out regular maintenance and a Tree Surgeon has provided a quotation for work on the trees. Councillors agreed to defer the quotation on the trees and arrange a meeting with the Tree Surgeon and Mrs Oakley to look at what work is required on trees.

20mph Speed Limits – Mr Barrell, OCC has advised that 20mph speed limits will be implemented sometime between Easter 2024 and July 2025. Mrs Oakley reported that TVP has restarted the Community Speedwatch Scheme which is operated by volunteers who carry out speed checks. Training for volunteers is provided by TVP. Councillors agreed for Mrs Oakley to organise the Community Speedwatch Scheme. Mr Parker stated that Horspath and Wheatley are the only two villages that do not have 20mph speed limits. Mr Parker asked if the 20mph speed limit will include Gidley Way, and a resident asked if 20mph speed limits will include Cuddesdon Road. Mrs Oakley suggested that 20mph is implemented throughout the whole village.

Internal Auditor – Letter of engagement. Councillors agreed to continue using Mrs Lisa Wilkinson as the Internal Auditor for 2023/24 at a cost of £200.00.

FOI Request – Internal Review. – Councillors agreed that an internal review has already taken place, and as no further correspondence has been located there is no other information that can be provided. Councillors agreed that it is not reasonable to contact ex-Parish Councillors as they are now members of the public and should not hold any correspondence on behalf of Horspath Parish Council. If this is not found to be acceptable the person who submitted the FOI request should contact the ICO.

Litter Bin by the Village Shop – SODC removed one of the bins as there were two bins in close proximity to one another and it was an older style open top bin. Councillors agreed that the Clerk request that a new bin is installed as there is now excessive litter outside the shop as one bin is not sufficient.

CIL Funds – HPC needs to report to SODC how CIL money has been spent. Councillors agreed that CIL money was used for the footpath at Manor Farm Road, 2 new noticeboards, repairs to the bus shelter and 2 defibrillator batteries, totalling £6116.56.

Mrs Oakley suggested that some of the CIL money is used to purchase a new bus shelter on the Village Green by the layby as it is used by a lot of people. Mrs Oakley stated that prices range from £3500.00 - £4800.00 with seats. Planning permission would also be required. Mrs Oakley will obtain quotations to be considered at the January 2024 meeting.

Brambles on the Village Green – A quotation has been received to remove the brambles on the Village Green. Councillors accepted the quotation of £330.00.

Monthly maintenance in the Conservation Area – A quotation has been received to carry out an initial tidy up in the Conservation Area and then a monthly cost to maintain the area. Mrs Oakley stated that it has been mentioned that as it is a Conservation Area, the maintenance is not required. It was agreed that this will be deferred until Mrs Oakley has sought further advice.

251/23 PRECEPT 2024/2025.

The Clerk circulated a draft copy of the Precept to all Councillors. To be confirmed at the January 2024 meeting.

252/23 UPDATE FROM VILLAGE BEAUTIFICATION TEAM - Mrs Oakley.

Mrs Oakley reported that SODC will be carrying out a cleanse in Horspath and have asked for any specific locations. Mrs Oakley requested that the Green, Butts Road, Gidley Way, and Cuddesdon Road are all included.

253/23 CLOSURE OF SPRING LANE.

Mrs Oakley reported that HPC has been notified that Spring Lane will be closing temporarily for Gigaclear to lay cables. Residents are concerned that they will not be able to get in/out of the road. It was agreed that the Clerk will write and request that there must be access for infirm residents during the closure.

It was also agreed that the Clerk will write to Gigaclear to complain that health & safety measures are not being adhered to, the barriers that have been put up around the village take up half of the width of the road which is dangerous, particularly at Gidley way with no illumination on the barriers. Mr Parker stated that the pavements around the village are a complete mess due to the works being carried out. Mr Burgess stated that the work carried out opposite Manor Farm was extremely dangerous. Mrs Oakley stated that Gigaclear contractors are also blocking resident's driveways and are abusive when asked to move.

The Clerk reported that Gigaclear have produced an agreement for HPC to sign with regards to their proposed works. Mrs Oakley will read through the agreement.

254/23 NORTHFIELD STAKEHOLDER FORUM – 8th November 2023 at Garsington Village Hall.

Mrs Oakley and Mr Harris attended the meeting to discuss the planning application for houses from Unipart all the way up to Garsington. No map was available and it is not expected to be available until February 2024. The application is for 1800 houses, some owned by Brasenose College and a quarter is owned by OCC. Although this was a stakeholder meeting no representatives from OCC or Brasenose College were present at the meeting. Mr James-Lawrie was at the meeting and spoke well. OCC still maintain that the area they own will be car-free. There is no agreement in place between OCC and Brasenose College as to who will be paying for the new school, play area etc. Mrs Oakley is hopeful that more information will be available in February.

255/23 NEW VILLAGE HALL

Mrs Oakley stated that she has circulated the HVH lease today, which was provided by Mrs Drew. Mrs Oakley suggested that the next step is to meet with representatives from HVHMC. Councillors agreed that they want to proceed with building a new village hall. Mr O'Brien stated that HPC has two options, one is to bring in a main contractor to build the hall, or if it is done in-house the cost is likely to be around half a million pounds less than a main contractor. If that option is chosen it is likely to fall to Mr O'Brien and Mr Coolman, and that is likely to bring comments from residents, although Mr Parker as a Chartered Accountant could manage the finances, therefore there would be no aspersions cast on anybody.

Mr O'Brien asked if Councillors want to go ahead, do we want to save the village a huge sum of money? Mr Coolman stated that we need to move this forward and go back to the residents and ask them what they would like to see in the new village hall, and when this information is available we can go back to the architects and then through the planning process. Mr Burgess suggested that options for the new village hall should be narrowed down. Mr Parker stated that we also need to look at a grant from the National Lottery. Mr O'Brien stated that Sport England also offer grants. Mr O'Brien suggested that the focus should be on a village hall initially and then the sports side at a later date. Mr O'Brien stated that all organisations on the site will need to be flexible. Mr Lee Clarke asked if there is an opportunity for village organisations to come together and have an input on the new village hall. Mr Coolman stated that village organisations can put forward their thoughts for consideration. It was agreed that a questionnaire will be produced and circulated to all households.

256/23 BUS SHELTER REPAIRS & SEATING.

As no quotations have been received, it was agreed that Mrs Oakley will contact other contractors outside of Horspath.

257/23 CYCLE SPEEDWAY. – Update.

The lease is ready to be finalised and the Clerk is waiting for Cycle Speedway to appoint a Solicitor to carry out post completion tasks on the lease. Mr Lee Clarke stated that the Solicitor that he contacted will not deal with the lease as they have not drafted it. The Clerk will forward the email to Mr Clarke again.

258/23 DISTRICT & COUNTY COUNCILLOR REPORTS. – No reports available.

259/23 CORRESPONDENCE.

- a. NALC. – Newsletter 8/11/23, 22/11/23, 29/11/23. - (Circulated via email).
- b. SODC. – Plans to support the community of Berinsfield approved. – (Circulated via email).
- c. SODC. – Rural crime in your community – Online feedback survey. – (Circulated via email).
- d. Community First Oxfordshire. – AGM 8/11/23. – (Circulated via email).
- e. SODC. – Neighbourhood Planning Online Presentation 23/11/23. – (Circulated via email).
- f. NALC. – Events 7/11/23, 14/11/23, 21/11/23, 24/11/23, 28/11/23. (Circulated via email).
- g. RSN. - The Rural Bulletin. – 7/11/23, 14/11/23, 21/11/23, 28/11/23. – (Circulated via email).
- h. SODC. – Town & Parish Planning Training Slides. – (Circulated via email).
- i. SODC. – Over £440k awarded to support swimming pools in the South & Vale. – (Circulated via email).
- j. Cllr Tim Bearder. – New buses. – (Circulated via email).
- k. Open Spaces Society. – Why we need the law – donation request.*
- l. SODC. – South News November 2023. – (Circulated via email).
- m. Open Spaces Society. – Can you support our legal action fund this autumn. – (Circulated via email).
- n. SODC. – Repeat fly-tipper prosecuted after failing to learn lesson. – (Circulated via email).
- o. NALC – Chief Executive's Bulletin. – 9/11/23, 16/11/23, 23/11/23, 30/11/23. – (Circulated via email).
- p. Bioabundance. – Bring & share festive supper 5/12/23. – (Circulated via email).
- q. Bioabundance. – Oxford Friends of the Earth "United for Nature" and clean rivers events. – (Circulated via email).
- r. Oxfordshire South & Vale Citizens Advice. – Grant Aid request. – (Circulated via email). – **Councillors agreed a donation of £110.00.**
- s. OCC. – TTRO (T12819) Temporary road closure – Headington, Eastern Bypass Road. – (Circulated via email).

- t. OCC. – Oxford Local Plan 2040 & Partial CIL Charging Schedule Review Consultations Open. – (Circulated via email).
- u. Morland House Surgery. – November 2023 News. – (Circulated via email).
- v. CPRE. – Planning & the Green Belt Seminar 6/12/23. – (Circulated via email).
- w. OALC. – A few updates. – (Circulated via email).
- x. Big Give. – Green Match Fund 2024 – Applications now open. – (Circulated via email).
- y. Cllr James Lawrie. – Community Grants. – (Circulated via email).
- z. SODC. – Free briefing about grant application subsidy control/MFA questions. – (Circulated via email).
- aa. Community First Oxfordshire. – Delivering the housing that your rural community needs. – (Circulated via email).
- bb. Community First Oxfordshire. – Job Opening – Rural Housing Enabler. – (Circulated via email).
- cc. SODC. – Neighbourhood Planning Online Presentation 23/11/23 at 7pm. – (Circulated via email).
- dd. CPRE. – Planning & the Green Belt seminar 6/12/23. – (Circulated via email).
- ee. SODC. – Deep cleanse service 29/1/24 - 31/1/24. – (Circulated via email). – **Noted.**
- ff. SODC. – Joint Local Plan update. – (Circulated via email).
- gg. OCC. – TTRO – Temporary Road Closure at Spring Lane Horspath. – (Circulated via email).
- hh. OALC. – Oxfordshire Councils Charter – What is your experience of working with the District, City & County Council and what do you think could be done better? – (Circulated via email).
- ii. TVP. – Police & Crime Bulletin November 2023. – (Circulated via email).
- jj. Mr Wells, Oxford Harlequins. – Email regarding Oxford Burial Meadow Planning Application. – (Circulated via email). – **Noted.**
- kk. OCC. – School Admission Poster for Reception Applications. – (Circulated via email).
- ll. Mr Elton Jones. – Horspath Electric Vehicle Sharing Service. – (Circulated via email). – **Mr Jones introduced his car hire company to Councillors, Zinbil of which he is co-director. Mr Jones operates the same service in Banbury that is proving to be successful and is looking to operate the same scheme in Horspath. To use the service residents would need to download the app to complete the booking which includes insurance and use their mobile phone to unlock/lock the vehicle. The idea is to give people the opportunity to not have a second car. Horspath has an hourly bus service but mobility in Horspath is still quite limited. Mr Jones would be looking to store the car possibly in the Hub and have an electric charger installed. Mrs Oakley doubted that the Hub would be able to provide space for the vehicle to be parked. The car would need to be returned to the place where it was collected. There would need to be an agreement for an electric charger in place, and Mr Jones has contacts for service operators who will install it, and then the service can be publicised. The hire cost of the vehicle is £8.00 p/h. Mr Coolman asked if the service would be exclusive for Horspath residents. Mr Jones stated that his company would purchase the car and it would be available for anyone to use but if it was to be exclusive for residents of Horspath, he could get a community fund together to pay for the car. Mrs Oakley stated that HPC has expressed an interest in an electric charging point in the Village Hall car park. Mr Jones asked if it would be possible to store it in the Village Hall car park. Easy Charge in Bicester install electric charge points free of charge and then make their profit from people using the charging point. They will also pay the Council a rental fee for hosting the charging point and potentially a utilisation payment. Mrs Oakley stated that there needs to be further discussions on this service before a decision is made. Mr Coolman stated that it could be part of the planning application for the new Village Hall. It was agreed that further discussions will take place at the January meeting.**

- mm. Set In Stone Didcot Ltd. – Request for a memorial. – (Circulated via email). – **Mrs Oakley will check to see if this request is meant for the Churchyard. Mr Harris will check to see if the name is listed in the register of burials.**
- nn. Friends of Littleworth Nature Reserve. – Leaky Dams Update. – (Circulated via email).
- oo. SODC. – Interim Monitoring Officer. – (Circulated via email).
- pp. CPRE. – The Big Give. – (Circulated via email).
- qq. Varchas Patel. – Letter to HPC – All Councillors. – (Circulated via email). – **Noted.**
- rr. CPRE. – November Newsletter. – (Circulated via email).
- ss. Bioabundance. – Party Tuesday 5th December 2023. – (Circulated via email).
- tt. OCC. – Oxford Local Plan 2040 and Partial CIL Charging Schedule Review – Consultations Open. – (Circulated via email).
- uu. Gigaclear. – Written Agreement.* - **Mrs Oakley will read the agreement and report back at the next meeting.**
- vv. Mr Kandel. – Email update on the damage to the wall at the Chequers Inn. – **Councillors agreed that the Clerk write to Mr Kandel again to request that repairs are made to wall without any further delay.**
- ww. OALC. – November 2023 Update. – (Circulated via email).
- xx. Oxford Brookes University. – Horspath Village Hall Energy Audit from 2019. – (Circulated via email).
- yy. 360 Globalnet. – Trees on the Village Green. – (Circulated via email). – **Councillors agreed that the report should be passed to the Councils insurance company. Mrs Oakley will also speak with a local Tree Surgeon for advice.**
- zz. OCC. – We want to hear your views – Oxfordshire councils Charter Survey. – (Circulated via email).
- aaa. A J Landscapes. – Quotation for work on the Green. – (Circulated via email).
** original held by the Clerk, copy available on request.
 # displayed on Village Hall & village noticeboards.*

260/23 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Nest 21.11.23	Pension Contributions		75.24
BACS	Inty Ltd	Email Address Fee 8.11.23	1.18	7.06
BACS	Shield Maintenance	Emptying Dog Hygiene Bins (7124)	12.13	72.79
BACS	Mrs Hayley Kogel	Home Office November 2023 Stationery		30.00 66.93
BACS	Mrs Hayley Kogel	Salary 24/9/23 – 24/10/23		1389.53
BACS	Mr Martin Harris	Lock for Conservation Area		12.00
BACS	Mrs C Riley	Bulbs for flower pots (February 2023)		54.75
BACS	Alan Stone Engineers	Service of tractor & topper tractor	91.87	551.20
BACS	AW Mobbs	Materials for Conservation Area	154.70	928.20
BACS	Mr R Hamlet	Machinery hire for Conservation Area		297.19
BACS	AJ Landscapes	Cut hedge and brambles in Burial Grd		360.00
BACS	Mr P Aries	Bus shelter maintenance Oct/Nov 2023 Xmas Box		120.00 20.00
		TOTAL	259.88	3984.89

Bank balances as of 30.11.23 - £37,059.51

Payments were authorised by Mrs Oakley and Mr Burgess.

261/23 RECEIPTS.

Date	Received from	Details	Total £
27.11.23	HSPC	Grant for works carried out in Conservation Area	1225.39
9.10.23	Barclays Bank	Interest	7.06
		TOTAL	1232.45

262/23 AOB.

- a. Mrs Oakley passed thanks to Mr Hamlet, Mr Harris and Libby for their hard work in the Conservation Area and thanks to Mrs Bennett and family for putting up the Christmas tree.
Mr Harris has put in a claim for £12.00 for a padlock that he has put in the Conservation Area.
Mrs Oakley stated that as a copy of the HVH lease has now been provided, it may well be that there could be more HPC documents still with Mr Peter Dobson and Mr James Dobson. Mrs Oakley stated that some files were collected from Mr Peter Dobson when he resigned but nothing was provided from James Dobson. Councillors agreed that the Clerk will write to Mr Peter Dobson and Mr James Dobson again to request that all documents relating to HPC should be returned to HPC.

Public:

263/23 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 12th December 2023 (To be confirmed).
Horspath Stone Pit Charity Meeting – Tuesday 12th December 2023.
Horspath Parish Council Meeting – Tuesday 2nd January 2024.

Signed.....

Date.....