

**HORSPATH PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting held at Horspath Village Hall**  
**on 7<sup>th</sup> May 2024 at 7.30pm.**

**Present:** Mrs B Oakley (Chairman), Mr L Coolman, Mrs P Cook, Mr B Igoe, Mr E Parker, Mrs H Kogel (Clerk).

**Apologies** Mr R Burgess, Mr I Harris, Mr P O'Brien, Mrs C Riley.

**Absent:** Mr James-Lawrie (District Councillor), Mr Tim Bearder (County Councillor).

**Public:** 4

**76/24 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 Igoe. In Favour – Unanimous. Mrs Beverley Oakley accepted the position of Chairman.

**77/24 ELECTION OF OFFICERS.**

**Vice Chairman** – Mrs Oakley proposed that Mrs Cook is elected as Vice Chairman, seconded by Mr Igoe. All Councillors voted in favour. Mrs Cook accepted the position of Vice Chairman.

**Village Hall Committee** – Councillors agreed that all Parish Councillors will join the Village Hall Committee. Mrs Hilary Franklin also agreed to join the committee and all Independent Advisors for HSPC will also be invited to join. The next HVHMC meeting will be held on 5<sup>th</sup> June 2024. Mrs Oakley will contact Mrs Drew with regards to changing the bank mandate.

**Fest 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.

**78/24 APOLOGIES FOR ABSENCE.**

It was resolved to accept apologies from Mr Burgess, Mr Harris, Mr O'Brien and Mrs Riley. Mr James-Lawrie and Mr Bearder were absent from the meeting.

**79/24 DECLARATION OF INTERESTS.** – None.

**80/24 EMERGENCY BUSINESS.** – None.

**81/24 MINUTES FOR APPROVAL.**

The Minutes of the Parish Council Meeting held on Tuesday 2<sup>nd</sup> April 2024 were agreed and signed by the Chairman.

**82/24 MATTERS ARISING.** – None.

**83/24 PLANNING APPLICATIONS.**

**P24/S0590/ 62 Gidley Way, Horspath (Householder)**

**HH** Demolish existing conservatory and shower room. Construct rear and side single storey extension. – **Councillors have no objections and recommend approval.**

**P24/S0855/ 100 Gidley Way, Horspath (Householder)**

**HH** Demolition of existing car port and garage, construct new car port and first floor dormer to front elevation. - . – **Councillors have no objections and recommend approval.**

**P24/S0214/ HH Glebe Retreat, 129 Cuddesdon Road, Horspath (Householder)**  
Pool house, swimming pool and associated patio area (retrospective). – **Councillors have no objections and recommend approval.**

**P24/S1328/ HH 17 Blenheim Way, Horspath (Householder)**  
Convert and extend hipped roof loft to new gables front and rear. Loft conversion. Side dormer window. 5no. roof lights. Ground floor single storey, flat roofed rear and side extension. Replacement garage. - . – **Councillors have no objections and recommend approval.**

**PLANNING PERMISSIONS/REFUSALS/APPEALS.**

**P24/S0833/ HH 44 Gidley Way, Horspath (Householder)**  
Construction of partial side extension, erection of roof structure over and link structure between existing and new roof to create enlarged living space. – **Granted.**

**84/24 CLERK’S UPDATE.**

**FOI Request/ICO** – The ICO have reviewed the case and it has now been closed under their formal resolution process. No further action from HPC is required.

**20mph Speed Limits** – The Clerk has informed OCC that HPC would like the whole of Cuddesdon Road to be installed with 20mph.

**EOI - CIL Funding Boost** – HPC has been invited to apply for the full application for the new play area.

**Data Protection** – The Clerk requested that this item is deferred as the reports are not available.

**SODC Enforcement Dept** – An Officer will be in touch after the investigation has taken place. It was agreed that the Clerk will send to SODC the full list of enforcement notices to be reviewed.

**Parish Council Insurance** – The insurance policy is due for renewal on 1<sup>st</sup> June 2024. Councillors agreed to renew the existing policy for this current year and review next year.

**Councillor Email Addresses** – Lemoneye will look into the options for individual email addresses.

**Peugeot car in Village Hall Car Park** – The car has now been moved. The other two cars that have been left in the car park will be reported to SODC.

**85/24 APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2023/24.**

Councillors agreed and approved the Annual Governance Statement for 2023/24.

**86/24 STATEMENT OF ACCOUNTS AND ANNUAL RETURN (AGAR) 2023/24.**

Councillors agreed and approved the accounts and the (AGAR) for 2023/24. The Clerk will arrange for the Internal Audit to be carried out.

**87/24 STATEMENT OF ACCOUNTS FOR HORSPATH RECREATION CHARITY 2023/24.**

Councillors agreed and approved the accounts for 2023/24.

**88/24 THE POUND.**

Mr Burgess offered to fill the potholes on the un-adopted road as the houses that use the road are responsible for the upkeep, but as the resident who raised this matter was not prepared to assist. Mr Burgess will not be carrying out the repair.

**89/24 NEW VILLAGE HALL. - No update available.**

**90/24 NEW BUS SHELTER/REPAIRS TO EXISTING BUS SHELTER – Update.**

Mr Coolman has arranged for a builder to carry out the repairs to the bus shelter in the near future. It was agreed that no payment will be made to the previous contractor.

**91/24 MANOR DRIVE FOOTPATH.**

Mrs Oakley confirmed that one quotation has been received and a meeting has taken place with a second contractor to arrange a quotation. Due to an issue with a resident, the contractor will not be submitting a quotation. Councillors agreed to accept the first quotation.

**92/24 RECREATION GROUND DITCH.**

Councillors agreed to accept a quotation of £180.00 to clear the weeds and brambles from the ditch.

**93/24 ABANDONED VAN ON THE GREEN AT GATELEY.**

Mr Igoe reported that the van is still parked on the green, despite being served two notices from SODC. SODC will now proceed with legal action.

**94/24 HORSPATH FAIR.**

Mrs Oakley reported that this was discussed at the APM following a request from a resident to move the fair on to the recreation ground. Councillors agreed that closing the road would not be possible as buses and emergency vehicles will need access. It was agreed that Mrs Oakley will speak with the fair owner to discuss the concerns of residents and request that large rides are not put on the road and request that lorries are parked on the grass outside of the cottages or in the over-flow car park. The fair owner will also be asked to provide suitable signage around the Green. Mrs Oakley will liaise with TVP to arrange for a PCSO to be on site during the fair. Mrs Oakley will look into the risk assessments requirements.

**95/24 THAMES WATER – PORTABLE TOILET.**

The Clerk confirmed that an email has been sent to Thames Water to request that the portable toilet is collected as they have no record of previous reports.

**96/24 CYCLE SPEEDWAY – Draft Lease for signing now received.**

Mr Clarke has confirmed that he is waiting for a quotation from a Solicitor to act on their behalf.

**97/24 INSURANCE CLAIM.**

Councillors agreed that the Clerk will pass the details of the incident to the insurance company.

**98/24 DISTRICT & COUNTY COUNCILLOR REPORTS. – No reports available.**

**99/24 CORRESPONDENCE.**

- a. SODC. – Community Event – Help us shape our future plans. – (Circulated via email).
- b. SODC. – All you need to know about April’s extra garden waste collections. – (Circulated via email).
- c. NALC – Chief Executive’s Bulletin. – 4/4/24, 11/4/24, 18/4/24, 25/4/24, 2/5/24. – (Circulated via email).
- d. RSN. - The Rural Funding Digest April 2024. – (Circulated via email).
- e. NALC. – Newsletter 3/4/24, 10/4/24, 17/4/24, 24/4/24, 1/5/24. - (Circulated via email).
- f. RSN. - The Rural Bulletin. – 3/4/24, 9/4/24, 16/4/24, 23/4/24, 30/4/24 – (Circulated via email).
- g. NALC. – Events 2/4/24, 9/4/24, 16/4/24, 23/4/24, 30/4/24. (Circulated via email).
- h. ONPA. – Easter 2024 mailing. – (Circulated via email).
- i. Bioabundance. – Supreme Court Appeal beckons for Norfolk climate roads case. – (Circulated via email).
- j. Open Spaces Society. – March 2024 Update. – (Circulated via email).
- k. SODC. – Election material on Parish noticeboards. – (Circulated via email).
- l. Berrick Salome Parish Council – Drainage issues across South Oxfordshire. – (Circulated via email). –  
**Councillors fully support Berrick Salome PC.**

- m. SODC. – Voters urged to check they’re election ready before it’s too late. – (Circulated via email).
- n. SODC. – Find out who you can vote for in the Police & Crime Commissioner Election. – (Circulated via email).
- o. SODC. – Innovative engagement helps hundreds of new voices to shape our Districts’ future. – (Circulated via email).
- p. East West Rail Company. – Land interest questionnaires. – (Circulated via email).
- q. Oxford City Council. – Oxford Local Plan 2040 – Statement of Submission. – (Circulated via email).
- r. Ms Crane. – Email regarding 20mph limits on Cuddesdon Road. – (Circulated via email).
- s. TVP. – Police & Crime Bulletin April 2024. – (Circulated via email).
- t. CPRE. – Rooftop solar audits – Would your community be interested? – (Circulated via email).
- u. Community First Oxfordshire. – April 2024 Newsletter. – (Circulated via email).
- v. Morland House Surgery. – April 2024 Newsletter. – (Circulated via email).
- w. SODC. – April edition of South News. – (Circulated via email).
- x. SODC. – Help set the “Way Ahead” for South Oxfordshire. – (Circulated via email).
- y. CPRE. – Rooftop Solar Audits – Would your community be interested. – (Circulated via email).
- z. SODC. – Cornerstone Art Centre unveils a summer of self-discovery and cultural revelations. – (Circulated via email).
- aa. OCC. – TTRO Temporary Road Closure and No Waiting, Cutteslowe, A40 northern bypass (Eastbound). – (Circulated via email).
- bb. Geoff Stephens. – Recent work carried out in Littleworth. – (Circulated via email).
- cc. Oxford Aviation Services. – London Oxford Airport Airspace Change Proposal. – (Circulated via email).
- dd. OCC. – TTRO Emergency Road Closure at Butts Road 17/4 – 30/4/24. – (Circulated via email).
- ee. OCC. - TTRO (T13649) Temporary Road Closure, No Waiting & Speed Limit Reduction - Cutteslowe, A40 Northern Bypass. – (Circulated via email).
- ff. Cllr Bearder. – Highway work in our area. – (Circulated via email).
- gg. NALC. – Utility Aid. - (Circulated via email).
- hh. SODC. – Cash boost for improvements across Didcot Garden Town. – (Circulated via email).
- ii. SODC. – Get ready to vote in the Police & Crime Commissioner Election. – (Circulated via email).
- jj. Open Spaces Society. – April update. – (Circulated via email).
- kk. OCC. – Community Transport Grants 2024/25 – Applications invited. – (Circulated via email).
- ll. SODC. – Water outage in South Oxfordshire. – (circulated via email).
- mm. CPRE. – April 2024 Newsletter. – (Circulated via email).
- nn. SODC. – Council agrees new taxi fares for South Oxfordshire. – (Circulated via email).
- oo. Local Plan Services. – Oxford Local Plan 2040 – Examination Arrangements. – (Circulated via email).
- pp. OALC. – April Update for Members. – (Circulated via email).
- qq. Mrs Hussey – Email regarding Bus Service 46. – (Circulated via email). – **Oxford Bus Company have already stated that it is not viable to add another stop to the route. Mr Aries has given an up to date bus timetable to Mrs Hussey and a copy is also on the noticeboard. Oxford Bus Company has said to Mr Aries that they will be making changes later in the year.**  
*\* original held by the Clerk, copy available on request.  
 # displayed on Village Hall & village noticeboards.*

**100/24 PAYMENTS.**

<b>Paid by</b>	<b>To Whom Paid</b>	<b>Details</b>	<b>Vat</b>	<b>Total £</b>
BACS	Inty Ltd	Email Address Fee 8.4.23	1.18	7.06
BACS	Shield Maintenance	Emptying Dog Hygiene Bins (7575)	12.13	72.79

BACS	Mrs Hayley Kogel	Home Office April 2024 Stationery & Postage		30.00 63.78
BACS	Mrs Hayley Kogel	Salary 24/3/24 – 24/4/24		1498.11
BACS	ONPA	Annual Subscription		25.00
BACS	ICO	Data Protection fee renewal		40.00
BACS	Community First Oxfordshire	Annual Subscription		70.00
BACS	Demarcation	Pre-app fee		1060.00
BACS	Mr R Gray	Grass cutting burial ground (1.9.23 – 14.3.24) Grass cutting play area Mower repairs Empty bins		166.50 63.00 72.00 10.00
BACS	Tetbury Accounting	Invoice for payroll 2022/23***	48.00	288.00
		<b>TOTAL</b>	<b>61.31</b>	<b>3466.24</b>

**Bank balances as of 2.5.24 - £44,801.13**

**Payments were authorised by Mrs Oakley and Mr Burgess.**

**Councillors approved the payment to Tetbury Accounting Ltd for 2022/23.**

#### **HORSPATH RECREATION CHARITY**

<b>Date</b>	<b>To Whom Paid</b>	<b>Details</b>	<b>Vat</b>	<b>Total £</b>
BACS	Cotswold Tree Surgery	Work on trees on Village Green		500.00
BACS	Mr R Gray	Grass cutting Village Green 1.9.23 – 14.3.24 Mower tyre repair & diesel		880.00 160.38
		<b>TOTAL</b>		<b>1540.38</b>

#### **101/24 RECEIPTS.**

<b>Date</b>	<b>Received from</b>	<b>Details</b>	<b>Total £</b>
5.4.24	SODC	1st Instalment of Precept	27,500.00
8.4.23	Coop Funeral Directors	1 x Burial Fee	500.00
3.4.23	HSPC	Grant for planning pre-app fees	1060.00
		<b>TOTAL</b>	<b>29,060.00</b>

#### **102/24 AOB.**

Public:-

- a. Mrs Walker reported that her food waste bin has not been collected again. The Clerk will contact SODC to request that text stating “leading to house numbers 34 & 43” is added to the Blenheim Road sign, as this is a regular occurrence.

#### **103/24 DATE OF NEXT MEETINGS.**

Parish Council Planning Meeting – Tuesday 21<sup>st</sup> May 2024 (To be confirmed).

Horspath Parish Council Meeting – Tuesday 4<sup>th</sup> June 2024 at 7.30pm

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