

HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held at Horspath Village Hall
on 4th June 2024 at 7.30pm.

Present: Mrs B Oakley (Chairman), Mr D Burgess, Mr L Coolman, Mrs P Cook, Mr B Igoe, Mr P O'Brien, Mr E Parker, Mrs H Kogel (Clerk). **Apologies** Mr I Harris, Mrs C Riley.
Absent: Mr James-Lawrie (District Councillor), Mr Tim Bearder (County Councillor).
Public: 8

104/24 APOLOGIES FOR ABSENCE.

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

105/24 DECLARATION OF INTERESTS. – None.

106/24 EMERGENCY BUSINESS. – None.

10724 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on Tuesday 7th May 2024 were agreed and signed by the Chairman.

108/24 MATTERS ARISING. – None.

109/24 PLANNING APPLICATIONS.

P24/S1524/ 10 Manor Drive, Horspath (Householder)
HH Single storey side extension. – **Councillors have no objections and recommend approval.**

P24/S0590/ 62 Gidley Way, Horspath (Householder)
HH Demolish existing conservatory and shower room. Construct rear and side single storey extension. (Amended plans submitted 24/5/24 showing side extension may be slightly larger to create large bedroom). - **Councillors have no objections and recommend approval.**

PLANNING PERMISSIONS/REFUSALS/APPEALS. – None.

110/24 CLERK'S UPDATE.

CIL Funding Boost – The application pack has now been received and must be submitted by 28/6/24.
Data Protection – The Clerk has been advised to action the following:
HPC implement M365 for email addresses.
Additional back up of HPC records.
Supply the Clerk with a laptop for HPC use.
Implement data security policy which only allows Council data to be used with Council email accounts, and no downloading on to personal computers.
Schedule Data Protection training for all Councillors.
Councillors approved and adopted the following policies.
APD Employment.
Data Protection Impact Assessment.
Data Breach Policy.
Data Erasure Policy.

Data Security and BYOD.

Data Sharing Agreement.

Privacy Notice.

SAR Policy.

Parish Council Insurance – Policies renewed.

Councillor Email Addresses – Waiting for further advice.

Thames Water Portable Toilet – Mrs Oakley confirmed that the toilet has still not been collected.

Cars abandoned in Village Hall Car Park – The cars have all been removed from the car park. SODC has stated that it is a trade company leaving the cars in the car park.

20mph Speed Limits – Anthony Kirkwood, OCC has requested a meeting to discuss 20mph speed limits and suggested that Cllr Bearder is also present. It was agreed that Mrs Oakley, Mr O’Brien and Mr Hamlet will attend the meeting. OCC will be looking to implement 20mph towards the end of the year of early 2025.

Manor Drive Footpath – The footpath will be re-tarmacked on 11 & 12th June 2024. The contractor has asked for signs to be put up notifying residents that the footpath will be closed during the works.

Plants for Flower Tubs – Mrs Cook has purchased plants for the flower tubs. Councillors authorised payment of 31.49.

111/24 APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2023/24.

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

112/24 STATEMENT OF ACCOUNTS AND ANNUAL RETURN (AGAR) 2023/24.

Councillors agreed and approved the accounts and the (AGAR) for 2023/24.

113/24 APPROVAL OF ACCOUNTS, YEAR END BALANCE SHEET & REASONS FOR SIGNIFICANT VARIANCES for 2023/24.

Councillors agreed the accounts, year-end balance sheet and reasons for significant variances.

114/24 REVIEW OF ASSET REGISTER.

Councillors reviewed and approved the Asset Register, subject to the expiry date being corrected on the lease for Transit Holdings to read 29th September 2063.

115/24 INTERNAL AUDIT REPORT 2023/24.

The following points were raised on the Internal Audit:-

All Council and Committee meetings are held in public. – **Noted.**

Recommend that terms of reference are drawn up for planning and finance committees. – **HPC do not have any committees. All meetings are attended by all Councillors.**

Recommend that the Risk Assessment has a proper update.

Standing Orders & Financial Regulations are tailored to the Council. – **The Clerk has made the amendments required.**

Recommend that legal powers are recorded on the invoices or in the Minutes. – **Noted.**

All Councillors and the Clerk need a Parish Council email address. – **The Clerk is waiting for further advice. To be discussed at the next meeting.**

Recommend that purchase and disposal dates are added to the Asset Register. - **Purchase and disposal dates will be added in future.**

Review the Asset Register annually. – **Reviewed June 2024.**

Recommend that earmarked reserves are noted and minuted separately. – **Noted. Reserves are listed on the end of year accounts, but this will also be minuted in the future.**

Recommend Retention & Disposal of Documents Policy is adopted in line with GDPR Regulations. – **HPC has been working with Breakthrough Communications and all Policies have been adopted at the June 2024 meeting.**

The overall internal audit assurance rating is adequate.

116/24 REVIEW OF RISK ASSESSMENTS.

Councillors agreed that further investigation is required to review the Risk Assessment document. To be discussed at the next meeting.

117/24 NEW VILLAGE HALL.

Mr O'Brien stated that the pre-app has been submitted and he is waiting for a reply from the Planning Officer, Sharon Crawford.

An email has been received from a member of HVHMC. Most of the comments in the email are not correct and are considered to be hearsay and gossip. The member has also stated that HPC has not entered into conversation with HVHMC with regards to new village hall, when they have a lease in place. Mrs Oakley stated that at the moment there is nothing to report and at this stage, a new village hall is just a proposal. With regards to the need for new members on HVHMC, Mrs Oakley stated that adverts have been displayed asking for new members but no response received. At the last HPC meeting, due to lack of members, it was agreed that all Councillors, Mr Hamlet and Mrs Franklin will join the committee.

118/24 NEW BUS SHELTER/REPAIRS TO EXISTING BUS SHELTER – Update.

The repairs have now been carried out. Councillors authorised the payment of £600.00 plus £279.50 for materials. Mrs Oakley confirmed that the invoice for the last contractor was not paid as the work was not up to standard.

119/24 HORSPATH FAIR.

Mrs Oakley has not been able to make contact with Mr Pettigrove to arrange a meeting, but now has an alternative number. The Clerk circulated an email from a resident regarding a road closure during the Fair. Councillors previously agreed that a road closure would not be possible.

120/24 POSSIBLE NEW CYCLE TRACK.

All Councillors attended the consultation held by Sustrans, who are looking to change the way that cyclists pass through the village and reduce traffic. A lot of people attended the consultation and made comments about the proposals which would be considered by Sustrans. A representative from OCC informed Mrs Oakley that Route 57 had already been decided. Mr Parker commented that OCC need to spend money on re-surfacing the roads before considering cycle routes.

121/24 ALLEGATIONS AGAINST HORSPATH PARISH COUNCIL.

Mrs Oakley stated that recently there have been several accusations on social media against HPC, all of which are unfounded. Horspath Village Facebook page is not linked to HPC, it is monitored by independent residents. For clarity, HPC did not instigate the damage to the Horse Chestnut tree on the Village Green. HPC received a Freedom of Information request regarding the Post Office in Horspath, all information was provided and the case has since been investigated and closed by the ICO.

122/24 CYCLE SPEEDWAY – Draft Lease for signing now received.

The Clerk stated that she is waiting to hear from Mr Clarke.

123/24 DISTRICT & COUNTY COUNCILLOR REPORTS.

District Councillor - Mr James-Lawrie sent the following report:-

There's no great report that hasn't come out already via communications only addition is about the Rural England Prosperity Fund. REPF offers up to £75,000 of capital funding for projects that help to improve productivity and strengthen the rural economy and rural communities. Funding categories are:

Capital grants for small scale investment in micro and small enterprises in rural areas.

Capital grants for growing the local social economy and supporting innovation.

Capital grants for investment in capacity building and infrastructure support for local civil society and community groups. It's a long winded application but seems very varied in things that can be applied for.

County Councillor - Mr Tim Bearder – No report available.

124/24 CORRESPONDENCE.

- a. RSN. - The Rural Funding Digest May 2024. – (Circulated via email).
- b. NALC – Chief Executive’s Bulletin. – 9/5/24, 16/5/24, 23/5/24, 30/5/24. – (Circulated via email).
- c. NALC. – Newsletter 8/5/24, 15/5/24, 23/5/24, 29/5/24. - (Circulated via email).
- d. RSN. - The Rural Bulletin. – 8/5/24, 14/5/24, 21/5/24, 29/5/24. – (Circulated via email).
- e. SODC. – Riverside prepares for a summer of fun. – (Circulated via email).
- f. NALC. – Events 7/5/24, 14/5/24, 21/5/24. (Circulated via email).
- g. BBOWT. – Survey of the Conservation Area. – (Circulated via email).
- h. SO Charitable Lottery raises £139,000 for good causes in South Oxfordshire. – (Circulated via email).
- i. Bioabundance. – The Way Ahead – SODC & Vale – Response. – (Circulated via email).
- j. Bioabundance. – SODC – The Way Ahead. – (Circulated via email).
- k. Mr Cumine. – Emails regarding the trees by the war memorial. – (Circulated via email). – **Mrs Oakley stated that Mr Cumine has sent several emails to HPC regarding damage to trees on the Village Green. Mr Cumine was due to attend the meeting but is not present. SODC’s Tree Officer notified HPC of damage caused to a Horse Chestnut tree and a Silver Birch tree back in September 2023, and as a result the Silver Birch tree was felled. A Tree Surgeon notified HPC of the Cherry Tree that had died, but there was no mention of any damage caused. No further action has been taken with this particular tree. Mr Burgess stated that OCC removed the roots of the Horse Chestnut tree that were blocking the drains, and sprayed and lined inside of the sewer with fibreglass which is what he thinks has caused the damage to the half of the tree that has died. Mrs Oakley stated that the Clerk has contacted the Tree Officer to arrange a meeting to look at the Horse Chestnut tree but is still waiting for a reply. Mr Cumine has reported the damage to SODC and has named the person that he claims is responsible for causing the damage. Councillors agreed that there appears to be damage caused to the Horse Chestnut tree that was not authorised or instigated by HPC which the Clerk will report the damage to the Police.**
- l. Morland House Surgery. – May 2024 Newsletter. – (Circulated via email).
- m. Bioabundance. – The Festival of Sustainable Homes. – (Circulated via email).
- n. SODC. – Rural England Prosperity Fund. – (Circulated via email).
- o. NALC – New Publication. – (Circulated via email).
- p. Sustrans. – Design access forum – Horspath to Wheatley walking and cycling improvements. – (Circulated via email). – **Noted.**
- q. East West Railway Company. – Door knocking exercise. – (Circulated via email).
- r. SODC. – Taxi driver fined hundreds of pounds after operating illegally at Henley Regatta. – (Circulated via email).
- s. Bioabundance. – Meeting. – (Circulated via email).

- t. SODC. – May Edition of South News. – (Circulated via email).
- u. SODC. – Creative fun for kids at Cornerstone Arts Centre’s Activities Open Day. – (Circulated via email).
- v. Cllr Tim Bearder. – Arriva announce potential closure of Aylesbury & High Wycombe depots. – (Circulated via email).
- w. SODC. – Join the Pride festivities at Cornerstone Arts Centre. – (Circulated via email).
- x. Bioabundance. – Today’s Meeting. – (Circulated via email).
- y. Bioabundance. – General Election: Urgent planning call. – (Circulated via email).
- z. Shotover Preservation Society. – Summer Newsletter. – (Circulated via email).
- aa. Oxford Aviation Services Ltd. – Review of changes to proposed draft design principles. – (Circulated via email).
- bb. Ethos Consultants. – Introducing a new road safety partnership. – (Circulated via email).
- cc. East West Rail. – Business update. – (Circulated via email).
- dd. TVP. – Police & Crime Bulletin May 2024. – (Circulated via email).
- ee. Horspath Cricket Club. – Lunch Invitation. – (Circulated via email). – **Mr Parker and Mr Igoe to attend.**
- ff. OCC Highway Maintenance. – Engagement Team Introduction. – (Circulated via email). – **Noted.**
- gg. OCC. – Microhubs Update Email. – (Circulated via email). – **Noted.**
- hh. OCC. – Local flood risk Management Strategy Consultation. – (Circulated via email).
- ii. Age UK Oxfordshire. – Digital switchover. – (Circulated via email).
- jj. OCC. – Introducing the Oxfordshire Councils Charter. – (Circulated via email).
- kk. OCC. – Oxfordshire’s Local Nature Recovery Strategy. – (Circulated via email).
- ll. SODC. – Winterbrook Bridge Graffiti Project. – (Circulated via email).
- mm. SODC. “Everyone Active” grant scheme now open to help people to get fit. – (Circulated via email).
- nn. SODC. – New partnership to tackle crime in rural areas. – (Circulated via email).
- oo. SODC. – Volunteers are inspirational, we want to say a big “thank you”. – (Circulated via email).
- pp. Cllr James-Lawrie. – Rural England Prosperity Fund. – (Circulated via email).
- qq. Community First Oxfordshire. – Rural England Prosperity Fund. – (Circulated via email).

** original held by the Clerk, copy available on request.*

displayed on Village Hall & village noticeboards.

125/24 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Inty Ltd	Email Address Fee 8.5.24	1.18	7.06
BACS	Shield Maintenance	Emptying Dog Hygiene Bins (7663)	15.47	92.82
BACS	Mrs Hayley Kogel	Home Office May 2024		30.00
		Stationery		46.18
		Data Protection Renewal Fee		40.00
BACS	Mrs Hayley Kogel	Salary 24/4/24 – 24/5/24		1497.91
BACS	Nest 3/5/24	Pension Contribution		84.16
BACS	Mr Bob Surman	Strimming both sides of the bridge		100.00
BACS	NALC	Course Fee for Mrs Oakley	8.62	51.71
BACS	Clear Councils Insurance	Renewal Fee		4310.11
BACS	Mr P Aries	Bus shelter maintenance April/May		120.00
BACS	Lisa Wilkinson	Internal Audit Fee 2023/24		200.00
BACS	Mr Bob Surman	Strim and clear ditch		180.00
		TOTAL	25.27	6759.95

Bank balances as of 30.5.24 - £43,262.23

126/24 RECEIPTS.

Date	Received from	Details	Total £
21.5.24	Oxford Direct Services	Refund of duplicate invoice	530.00
		TOTAL	530.00

127/24 AOB.

Public:-

- a. Mrs Oakley stated that she and the Clerk have both contacted SODC regarding the additional text to the street sign at Blenheim Road. The Clerk is waiting to receive a reply from SODC.
- b. Mrs Oakley stated that the brambles on the Village Green that were cleared last year are growing back. Mrs Oakley will obtain a quotation to clear, rotivate and spray the brambles.
Mrs Oakley arranged for Mr Surman to clear the weeds and the Elderberry tree from under the bridge as they were blocking the footpath.

Public:

- c. Emily, a consultant from the Northfield development was present to see how people were feeling about the development and will stay at the end to speak with Mrs Oakley.
- d. Mr Hamlet stated that HPC is not being represented by SODC or OCC representatives, which means that things are not getting done and cannot contact relevant departments and suggested that HPC should write and ask them to attend meetings.
Mr Hamlet reported that the pedestrian gate at the far end of the Bowley Field is not accessible due to brambles which need to be cleared with a mini-digger.
- e. Mr Peter Dobson stated that OCC have done a good job with the road markings, but more are needed around Butts Road/Church Road by the School. Mr Oakley requested road markings under the bridge as a matter of urgency but they haven't been done. Mrs Oakley will contact OCC.

128/24 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 18th June 2024 (To be confirmed).
Horspath Stone Pit Charity Meeting – Tuesday 25th June 2024 at 7.30pm.
Horspath Parish Council Meeting – Tuesday 2nd July 2024 at 7.30pm

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