

# HOOK NORTON PARISH COUNCIL

## MINUTES OF THE VIRTUAL MEETING OF HOOK NORTON PARISH COUNCIL HELD THURSDAY 10 SEPTEMBER 2020 AT 7.30PM

- Present:** Councillors: Wilson, Hicks, Brotherston, Duggan, Muller, Shepherd, Porter, Gregory, Noviss, District Cllr Brown (part) and Mrs Watts (Parish Clerk/RFO). There were eight members of the public in attendance.
- 20/095 Apologies for Absence – County Cllr Reynolds**
- 20/096 Declarations of Interest:** Cllr Shepherd had declared an interest in tree works application 20/02138/TCA; Cllrs Shepherd, Gregory and Noviss declared an interest in Item 12, 'Provision of a Water Supply to the Allotments'. Cllr Brotherston declared an interest in all planning applications relating to Manor Farm, Station Rd.
- 20/097 Chairman's Announcements:**
- 20/097/1 Cllr Wilson thanked everyone for attending the virtual meeting.
- 20/097/2 Cllr Wilson thanked Amanda Watkins for her years of service on the Parish Council, especially in her role as Chairman.
- 20/097/3 Cllr Wilson explained that in accordance with Parish Council Standing Orders, this meeting would last no longer than two hours, agenda items would be limited to 15 minutes and individuals limited to speaking for 5 minutes.
- 20/098 Minutes of the Virtual Meeting of the Parish Council held on 9 July 2020**
- 20/098/1 Cllr Wilson proposed that the Minutes of the Virtual Meeting of the Parish Council held on 9 July 2020 be resolved as a true and accurate record of the meeting. This was seconded by Cllr Hicks and passed unanimously.
- 20/099 Provision of Water Supply to Allotments**
- 20/099/1 This item was brought forward from Item 12 on the agenda.
- 20/099/2 Ms S Faulkner, an allotment tenant, had submitted a report before the meeting and the Parish Clerk had circulated this to Councillors for consideration (Annex 7). Ms Faulkner explained that the report originally dealt with piping water from a neighbouring property's spring. However, the spring dries up at the time allotment holders want to take water from it. The email dated 2 September states that they were not progressing this and that the estimated costings the PC had received were to pipe water directly from the mains water supply. Their revised proposal is that allotment tenants obtain an accurate quotation from Thames Water to provide a water supply to the allotment gardens.
- 20/099/3 At this point, Cllrs Shepherd, Gregory and Noviss withdrew from the meeting having declared an interest in this matter.
- 20/099/4 Ms Faulkner stated that every allotment holder is happy to see an increase in allotment rents to cover the water costs.
- 20/099/5 Following a long discussion, it was agreed that the Parish Council needs the following information before they can fully consider the proposal:
1. Written confirmation from the Allotment Association that they fully support the initiative
  2. Written confirmation from all allotment tenants that they support the initiative and will all pay for all water usage
  3. Confirmation of how the half-yearly water rates will be divided between tenants and how the charges and costs will be collected from allotment tenants
  4. A written quotation from Thames Water indicating the cost of putting in a water supply to the allotment gardens' gate
  5. A written quotation for extending the pipework further into the allotment gardens
- 20/099/6 A request by Ms Faulkner asking the Parish Council to pay the cost of obtaining a quotation from Thames Water was discussed, but not formally proposed or approved.
- 20/099/7 Cllr Wilson thanked Ms Faulkner for providing the initial report and for addressing the meeting. She thanked other allotment tenants for attending and for their contributions towards the discussion.
- 20/099/8 Cllrs Shepherd, Gregory and Noviss returned to the meeting.

Initials.....

- 20/100**  
20/100/1 Report of the Planning Co-ordinator on Planning Applications – (Annex 1)  
Six planning/TCA applications had been received since the last meeting and several submissions received on the day of the meeting. There was no objection to 20/02254/F.  
20/100/2 20/02361/Q56 Manor Farm, Station Rd – there is a factual inconsistency in the application at point 26, Site Visit relating to site access: - the public footpath 253/22 passes through the property in direct contradiction to the application document.  
20/100/3 Other applications for Manor Farm - some Councillors objected to the applications being submitted for this site on the grounds that there is a clear breach of HNNP policy HN CC1, which states amongst other things:  
*Proposals which would introduce development to isolated sites in the open countryside which would adversely affect the tranquillity, unspoilt character and amenity value of the landscape will not be permitted.* The Parish Clerk will write to CDC in due course expressing Councillors' concerns.  
20/100/4 Cherwell District Council had granted two applications.

**20/101**  
20/101/1 **Reports of Working Groups**  
**Recreation**

- Playdale Playgrounds carried out the annual inspection of play equipment in July. Some repairs are required and an order has been placed with Playdale for this to be done.
- Quotations are being sought for a park bench for the play area.

20/101/2 **Cemetery and Allotments**

- Eco Control will make a further visit to the cemetery on the morning of 21 September to monitor and treat any Japanese Knotweed still growing there.
- Cllr Gregory is progressing the repairs to a metal fence in the cemetery damaged by a storm felled tree.
- The cost of repairing a stone wall in the churchyard had exceeded the quotation by £175 because additional work was needed to complete the job. Councillors accepted this additional cost which had been approved by Cllr Duggan.
- The map of allotments and sheds is being updated.
- Cllr Gregory will arrange an inspection of Allotment Plots in the near future.

20/01/3 **Environment**

- Bus shelter – in January it was agreed that the Parish Council will pay for a bus shelter to be installed between Ironstone Hollow and Hollybush Rd. This would be in remembrance of the VE Day 75<sup>th</sup> anniversary. OCC Highways Department has approved the scheme. Cllr Brotherston has asked Dan White and Adam Hope to provide quotes for a concrete base and oak shelter.
- Cllr Porter raised concerns over grassed areas on the Bourne Lane estate remaining uncut for at least 6 weeks, either by Taylor Wimpey or Cherwell DC. The area is not the responsibility of the Parish Council.

20/101/4 **Hook Norton War Memorial Hall**

- A deep clean of the hall was carried out by contractors on 24 July. A full risk assessment of hall usage must be carried out before the hall can re-open. Revised Terms and Conditions of Hire and updated booking forms are being written. Further Government restrictions wef 14 September means that the hall in any case will remain closed until these restrictions are lifted.
- Wendy Gordon is carrying out a weekly written inspection of the hall to ensure that the Parish Council complies with insurance requirements.
- A certified inspection of the hall's electrics has been received and passed to the insurers. Some areas have been identified as needing attention within the next 12 months.
- The lights for the outside wall will be fitted as soon as possible.
- A resident has asked if she can take an old noticeboard from the rear of the hall. The PC no longer needs it and it was agreed unanimously that she could remove it.

20/101/5 **Environmental Action Group**

- Cllr Muller asked Working Groups to update the plan on a monthly basis and certainly in time for the October meeting.

Initials.....

- 20/102**            **Finance/Schedule of Receipts and Payments for Authorisation by the Council:**  
 20/102/1            The Parish Clerk presented the schedules of receipts and payments for August and September totalling £6,978.70 and £5,497.76 for the Parish Council and £144.83 and £279.23 for the Memorial Hall (Annex 2, 3, 4 and 5). Cllr Wilson moved acceptance of the payments detailed. This was seconded by Cllr Hicks and agreed unanimously.
- 20/102/2            The Parish Clerk had sent Councillors details of spend against budget before the meeting (Annex 6).
- 20/103**            **Bank Signatory**  
 The Parish Clerk explained that with Amanda Watkins leaving the Parish Council (a signatory), it was necessary to appoint a new signatory to the Parish Council bank accounts. She proposed that Cllr Wilson, Chairman, should be appointed. This was seconded by Cllr Hicks and agreed unanimously.
- 20/104**            **Charity Commission – War Memorial Hall Accounts 2019/2020**  
 The Parish Clerk confirmed that she had sent the Memorial hall audited accounts for 2019/2020 to the Charity Commission, with no matters arising.
- 20/105**            **Heath Allotment Trust (HAT) Un-audited Accounts 2019-2020**  
 The Parish Clerk had circulated the HAT un-audited accounts for 2019-2020 before the meeting. She had noted that there was a small error in the calculations and therefore she has asked the HAT Treasurer to re-submit the accounts in time for the next PC meeting.
- 20/106**            **Tree Survey**  
 20/106/1            Cllr Shepherd proposed that the following areas need attention. This was seconded by Cllr Muller and approved unanimously.
1. The Shearings (T3) – remove deadwood.
  2. Land opposite School (T12) Apple - formative prune
  3. Ironstone Hollow - coppice
  4. Cemetery (T24 & T27) - to undertake an urgent resistograph reading to investigate decay.
- 20/106/2            Cllr Shepherd will now liaise with Treetech the PC's approved contractor. Their quotations and invoices will be sent to the Parish Clerk.
- 20/106/3            Referring to a comment he made at the July meeting, Cllr Shepherd confirmed that he could not verify that 100 trees had been felled in the village over recent years.
- 20/107**            **Dog Bins**  
 20/107/1            A dog bin has been delivered to the Post Office. The Parish Clerk confirmed that Mr Williams will attach it to the wall rather than the railings.
- 20/107/2            Cllr Shepherd proposed that two more dog bins should be purchased, one for the Chipping Norton end of Burycroft Rd and one for the entrance to the Bourne Lane estate. This was seconded by Cllr Porter and agreed unanimously. Cllr Shepherd will advise the Parish Clerk what fixings need to be ordered and he will accept delivery.
- 20/108**            **Meeting**  
 20/108/1            At this point Cllr Wilson's laptop crashed and Cllr Hicks took over the meeting whilst technical issues were addressed. Cllr Wilson returned to the meeting within 5 minutes.
- 20/109**            **Wildlife Zones**  
 This item was deferred to the October meeting.
- 20/110**            **Planters for Entrances to Village**  
 This item was deferred to the October meeting.
- 20/111**            **Engagement of Parishioners**  
 This item was deferred to the October meeting.

Initials.....

- 20/112 Councillors' Access to Parish Council Information**  
 20/112/1 Cllr Noviss asked for details on the retention of Parish Council correspondence.  
 20112//2 Cllr Wilson explained that Hook Norton Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).  
 20/112/3 The Act applies to 'personal data' which is data relating to a living person who can be identified from that data. 'Processing data' means any operation performed on that personal data such as collection, recording or use. The Parish Council does have data that relates to living individuals and does process data in order to perform its role.  
 20/112/4 Data Retention Policy: The Parish Clerk had circulated the Parish Council's Data Retention Policy to Councillors before the meeting (Annex 9). Cllr Wilson proposed that this be formally adopted by the Parish Council. This was seconded by Cllr Muller and approved unanimously.  
 20/112/5 The Parish Clerk, as Compliance Officer, keeps and maintains a Data Retention Register.  
 20/112/6 Cllr Wilson said that if Councillors want access to information held on the Data Retention Register they should write to the Parish Clerk as Data Controller stating why the information is required. The Data Controller will assess whether it is a valid request and respond accordingly. It should be noted that data may no longer be available due to the PC data retention policy. Cllr Wilson said that Minutes of previous PC Meetings are in the public domain and are accessible to all interested parties on the HNPC website.
- 20/113 Continued Closure of Hook Norton Library**  
 The Parish Clerk recently wrote to OCC to ask why Hook Norton Library remains closed. OCC had responded stating that they are working hard to re-open all libraries, and currently have 20 libraries open across the county. OCC must prioritise the order in which they open libraries as they do not have the capacity to re-open the whole network at the same time. They must consider how they safely manage staff and volunteers, especially because many volunteers are in the 'clinically vulnerable' category of risk regarding Covid-19 infection. There will be no charge to the Parish Council under the Partnership Working Agreement since the library closed in March and until such time as the library re-opens.
- 20/114 Report on District Council Matters:** Cllr Hugo Brown's full report can be found at Annex 10  
 20/114/1 Report on the Executive 6 July – Financial monitoring; Move-on plan for Homeless People accommodated during the pandemic; Cherwell Local Plan Review.  
 20/114/2 Report on Full Council 20 July – Peat free compost; Child Poverty; Black Lives Matter; Recover from Covid; Democratic Accountability.  
 20/114/3 Report on the Executive 20 August – Revised Budget 2020/21  
 20/114/4 Special Full Council 7 September – (i) Partial Review of the Local Plan Part 1 (this deals with the 4,400 houses to be built in Cherwell to help with Oxford City's Unmet Need) - this was Approved at Council, and (ii) the Revised Budget 2020 / 2021 seeking to shave £2.4m off expenditure and also to utilise £1.2m of Reserves in order to balance the books for this year (which is a legal requirement) - this was also Approved at Council. Both items did meet some resistance from the Opposition parties.  
 20/114/5 Unitary Debate – OCC and CDC jointly commissioned a Report to look at three options:  
 1) one county-wide Unitary; 2) two Unitaries (effectively splitting the County into two halves of equal population); 3) re-worked existing structure.
- 20/115 Report on County Council Matters:** County Cllr Reynolds had nothing to report.
- 20/116 Correspondence:**  
 20/116/1 The Parish Clerk had forwarded all correspondence to Councillors during the previous month and there were no matters outstanding.
- 20/117 AOB:** there was none.

The next Parish Council meeting will be held on Thursday, 8 October 2020 at 7.30pm.

There being no further business, Councillor Wilson thanked everyone for attending and closed the public meeting at 9.25pm.

Signed .....  
**Hook Norton Parish Council**  
**Dated**