

# HOOK NORTON PARISH COUNCIL

## MINUTES OF THE VIRTUAL MEETING OF HOOK NORTON PARISH COUNCIL HELD ON THURSDAY 8 OCTOBER 2020 AT 7.30PM

- Present:** Councillors: Wilson, Hicks, Duggan, Gregory, Shepherd, Porter (arrived 19.41), County Cllr Reynolds, District Cllr Brown (part) and Mrs Watts (Parish Clerk/RFO). There were four members of the public in attendance.
- 20/118 Apologies for Absence** – Cllrs Brotherston and Noviss
- 20/119 Declarations of Interest:** there were none. Cllr Porter, arriving after the start of the meeting, stated when asked by the Chairman, that she had nothing to declare.
- 20/120 Chairman's Announcements:**
- 20/120/1 Cllr Wilson thanked everyone for attending the virtual meeting.
- 20/120/2 Cllr Wilson advised Councillors that Jonathan Muller had resigned from the Parish Council. She thanked him for his two years of service on the Council and wished him well in the future. The Parish Clerk will start the election process with Cherwell District Council.
- 20/120/3 With the resignation of Jonathan Muller, a Planning Co-ordinator must be assigned. Cllr Wilson proposed that Cllr Duggan be appointed to the post. This was seconded by Cllr Hicks and agreed unanimously.
- 20/121 Minutes of the Virtual Meeting of the Parish Council held 10 September 2020**
- 20/121/1 Cllr Wilson proposed that the Minutes of the Virtual Meeting of the Parish Council held on 10 September 2020 be resolved as a true and accurate record of the meeting. This was seconded by Cllr Hicks and passed unanimously.
- 20/122 Planning Applications** – (Annex 1) Cllr Duggan reported:
- 20/122/1 Twelve planning/TCA applications had been received since the last meeting.
- 20/122/2 Councillors had no objection to 20/02462/F or 20/02489/F. With a vote of 3-3, the Chairman made her casting vote and an objection will be filed against 20/02361/Q56, Manor Farm, Station Road.
- 20/122/3 Cherwell District Council had granted six applications.
- 20/122/4 Cherwell District Council refused 20/01650/TPO – fell 3 No. silver birch at 9 Old School End.
- 20/123 Reports of Working Groups**
- 20/123/1 **Recreation**
- Two quotations have been obtained for a park bench for the play area but because they are so diverse a third has been requested.
  - The Parish Clerk has reported a damaged manhole frame/cover in the play area to Thames Water. They have carried out an inspection and the matter in hand.
  - Cllr Porter has asked Tim Burchell to collect a pear tree from the nursery to replace the one that died soon after planting.
- 20/123/2 **Cemetery and Allotments**
- Cllr Gregory has progressed repairs to a metal fence in the cemetery damaged by a storm felled tree with Birdy Blacksmiths. The original quotation has been increased by £57. The Parish Clerk has paid a deposit.
  - A stone wall in the churchyard at the bottom of Talbot House has failed. The matter is in hand and quotations will be sought for any repairs.
  - The autumn inspection of the allotments by Councillors will take place from 6.00pm on 12 October. Members of the HNAA will attend. Tenants not affiliated to HNAA have been notified.
  - A notice will be put on the HNAA noticeboard reminding tenants that the Parish Council is willing to provide each tenant with a water butt. The water butts will remain the property of the Parish Council and must not be removed when a plot is vacated. Tenants should register their interest with the Parish Clerk.
  - There are currently eleven people waiting for allotments.

Initials.....

20/123/3

**Environment**

- Bus shelter – in January it was agreed that the Parish Council will pay for an oak 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 quotes from Littethorpe and Adam Hope and is waiting for Dan White to get back to him.
- Two dog bins have been removed or damaged, one in Burycroft Road and one in Clay Bank. Replacements have been ordered. Unfortunately, a ‘temporary’ plastic receptacle put in Burycroft Road by an unknown person is not on Cherwell District Council’s schedule of works and will not be emptied.
- There is now a dog bin outside the Village Shop. Thanks go to Joe Williams for installing it.
- Cllr Shepherd updated Councillors on works to be carried out to Parish Council owned trees. The first tranche will be completed by the New Year. Treetech will coppice trees in Ironstone Hollow, leaving some as ‘specimen’ trees. Treetech have contacted Cherwell District Council to advise them of a ‘Notice of Intent’ to undertake the works. Residents in The Shearings will be notified that work will soon be carried out on trees at the rear of their gardens.

20/123/4

**Hook Norton War Memorial Hall**

- Further Government restrictions wef 14 September means that the hall will remain closed until these restrictions are lifted.
- Ken Smith will install the lights to the outside front wall as soon as possible.

20/123/5

**Environmental Action Group**

- Jonathan Muller had not submitted a report. This will be discussed next month.

**20/124**

**Finance/Schedule of Receipts and Payments for Authorisation by the Council:**

20/124/1

The Parish Clerk presented the schedules of receipts and payments for October totalling £8,263.96 for the Parish Council and £348.09 for the Memorial Hall (Annex 2, 3). Cllr Wilson moved acceptance of the payments detailed. This was seconded by Cllr Hicks and agreed unanimously.

20/124/2

The Parish Clerk had sent Councillors details of spend against budget before the meeting (Annex 4).

**20/125**

**Heath Allotment Trust (HAT) Un-audited Accounts 2019-2020**

The Treasurer of HAT inadvertently made a minor error in the 2019-20 accounts presented to the meeting on 10 September. The Parish Clerk had circulated the revised accounts to Councillors before this meeting (Annex 5). Councillors noted the accounts and thanked the Treasurer for re-submitting them.

**20/126**

**Adoption of General data Protection Regulations (GDPR).**

20/126/1

Cllr Wilson had circulated the HNPC GDPR policy to Councillors before the meeting (Annex 6)

20/126/2

She explained that Hook Norton Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

20/126/3

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.

20/126/4

The policy is a statutory requirement.

20/126/5

Cllr Wilson proposed that the policy be adopted. This was seconded by Cllr Hicks and passed unanimously. The policy will be reviewed in 12 months time.

20/126/6

The Parish Clerk, as Compliance Officer, has registered the Parish Council with the Information Commissioner’s Office (ICO).

**20/127**

**Wildlife Zones**

Prior to the meeting Cllr Shepherd circulated an 8-page document regarding proposals and action plans. The document provides information of the areas to be addressed as Wildlife Zones within the Parish (Annex 7). Cllr Duggan will visit residents of Ironstone Hollow to discuss the proposals for that area.

Initials.....

- 20/128 Planters for Entrances to Village** - Cllr Noviss had not submitted an update.
- 20/129 Engagement of Parishioners**  
 20/129/1 Cllr Gregory took Councillors through the slides that she had sent out before the meeting (Annex 8). A general discussion ensued.  
 20/129/2 Cllr Gregory will send Councillors four of the most important questions to be answered and they are asked to respond to these preferably before, or at the November meeting.
- 20/130 Provision of Water Supply to Allotments**  
 20/131/1 The Chairman reminded Councillors that the Parish Council will not consider this matter further until Ms Faulkner can provide the following:  
 1. Written confirmation from the Allotment Association that they fully support the initiative  
 2. Written confirmation from all allotment tenants, including those not affiliated to the HNAA, 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  
 20/131/2 The Parish Clerk has written to Ms Faulkner reminding her of the documentation that is required.
- 20/132 Report on District Council Matters:** Cllr Hugo Brown reported as follows:  
 20132/1 **Executive, 7 September**  
 Partial Review of the Local Plan - for details see "Full Council, 7 September" (below)  
 20132/2 **Full Council, 7 September**  
**Partial Review of the Local Plan** - this is the Local Plan 2011-203 and not to be confused with the Cherwell Local Plan Review 2040. The Partial Review deals with "Oxford's Unmet Need" which refers to the District Councils bordering Oxford City accommodating housing which the City apparently cannot accommodate itself. The Partial Review allocated 4,400 "Unmet Need" houses to Cherwell to be built on the outskirts of the City. After some modification, notably removing the 410 houses destined for Woodstock but now to be re-allocated around the other identified sites, the Review was approved by the Inspector and then Executive agreed to recommend its approval to Full Council where it was duly approved. Approx. 275 hectares of Green Belt land will be re-designated (c. 3.3% of the total in Cherwell)  
**Revised Budget 2020 / 21** - due to coronavirus, Cherwell District Council finds itself facing a deficit for the 2020/21 year of c. £6.7m. After Government Grants of c. £3.2m, this nets down to c. £3.5m. With identified savings of £2.4m and re-purposing of some Reserves (£1.2m), the Council can balance the books (which is a legal requirement). Approved at Full Council.  
 20/132/3 **Executive, 5 October**  
**Budget and Business Planning Process 2021/22 - 2025/26** - to approve the Medium-Term Financial Strategy (5 years) and the Capital Programme (3 years). In February, it was established that for 2021/22 savings of £7.7m would be required; this derives from an decrease in costs of £1.6m (of which the largest component is a decrease of £1.5m in Service Growth i.e. delivering Council Services) but a fall in income of £9.3m (of which the 2 largest components are a reduction in Retained Business Rates of £6.4m and a reduction in New Homes Bonus of £3.2m. Council Tax increases (£5 add £300k). Due to the overhang of Covid 19 this figure has now increased to £9.5m. There are many uncertainties associated with these numbers, not least whether the Business environment will hold up sufficiently to allow for the forecast Business Rates to be collected and also whether, with furlough coming to an end, the Council will need to extend Council Tax Discounts for those eligible for working age Council Tax Support. An on-line public consultation of the Council's Budget proposals will commence in December.  
**Climate Action Framework** - this is intended to guide action and mobilisation of the Climate Action Programme which builds on the Council's declaration in July 2019 of a Climate Emergency and the commitment to ensuring that its own operations and activities are zero-carbon by 2030 and aspiring to achieve net zero for the wider District by 2030. The Executive is being asked to approve the Climate Action Framework Document (to be found at <http://modgov.cherwell.gov.uk/documents/g3368/Public%20reports%20pack%20Monday%2005-Oct-2020%2018.30%20Executive.pdf?T=10> commencing page 93 (out of 110))

Initials.....

- 20/133**      **Report on County Council Matters:** County Cllr Reynolds reported as follows.
- 20/133/1      The Unitary argument appears to be kicked into the long grass for a few months due to pressures on government time.
- 20/133/2      Return to school appears to be happening reasonably successfully in these very difficult circumstances. At present the Covid-19 rate is low in the area but it is essential that we all continue to follow the general rules about distancing washing, numbers (6) and masks.
- 20/133/3      I have made enquiries about the library, its building repair and possible opening. Planning permission has just been granted for external and interior works. This may mean that the library will not re-open until these remedial works are complete.
- 20/133/4      Covid-19. Until recently Cherwell has been in the green zone in terms of the number of cases being reported. However, cases are increasing and Cherwell is now in the amber zone. This may be due to children and young adults returning to school or university.
- 20/134**      **Correspondence:**
- 20/134/1      The Parish Clerk had forwarded all correspondence to Councillors during the month and there were no matters outstanding.
- 20/134/2      The Parish Clerk had received a complaint about parked vehicles blocking Rope Way to larger/emergency vehicles. This is a police matter and not something the Parish Council has any jurisdiction over.
- 20/134/3      Community First Oxford has written a short publication that looks at the organisation across the last 100years. They wanted to focus on a community given to change and Hook Norton was selected - there is a section in the centenary publication (Hook Norton 1920 – 2020). They are donating £100 to HNLHG for the large source of material relating to the village being made available to them.
- 20/135**      **AOB:** there was none.

The next Parish Council meeting will be held on Thursday, 12 November 2020 at 7.30pm.

There being no further business, Councillor Wilson thanked everyone for attending and closed the public meeting at 9.10pm.

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