



**Minutes of Hanborough Parish Council**  
2026/03/170

At the Meeting of the Parish Council held at 7:00pm on Tuesday 10th March 2026 at The Methodist Hall, the following were present: Michael Franklin, Richard Fuller, Steve Nicholls, Steve Page (chair), Errol Taylor, Lucy Tritton.

**In attendance** Adrian Edwards, Responsible Financial Officer (RFO) and Jon Gammage (clerk).

Also in attendance County Councillor Liam Walker and District Councillors Lidia Arciszewska and Roger Faulkner.

**Members of the public attending:** No members of public attended.

**208.** Cllr Page chaired the meeting.

**209. Public participation session:** None.

**210. To receive apologies for absence:** Received from Richard Devereux-Cooke and Rod Fraser.

**211. To receive declarations of pecuniary interest from councillors relating to agenda items:** Cllrs Franklin and Tritton declared an interest as holding allotments and abstained from voting in related items.

**212. To sign, as a correct record, the minutes of the meeting held on 10th February 2026.**

RESOLVED: That minutes of the meeting be approved and signed as a correct record by the chair.

**213. Matters of report arising from the previous minutes:**

213.1 (167.2) Benches: Action: Clerk to commission our local handyman to install a concrete base at allotments.

213.2 (198) Basketball nets: The clerk reported that the basketball hoops do not have hooks for attaching nets.

**214. Report of County and District Councillors:**

County Councillor Liam Walker reported on his ongoing work to improve performance on pothole repairs and a OCC/ GWR feasibility study on expanding the station car park.

District Councillor Lidia Arciszewska drew attention to some outstanding questions from Westhive on an crowd funding application. Action: Cllr Nicholls and RFO to respond.

She also noted that the Cricket Club application for nets had a high level of support. Updates were provided on a food waste action week and approval of the Salt Cross Area Action Plan. The Local Plan consultation was completed with a broad range of responses and a potential cap on speculative applications being considered.

District Councillor Faulkner encouraged quick responses to fly tipping, and that the white gates are almost ready.

**215. To consider co-opting Veronika Pollard to Council:** A number of Councillors had met and discussed the role with the candidate and recommended that she be co-opted.

RESOLVED: To co-opt Veronika Pollard to Council.

Action: Clerk to notify WODC and applicant.

**216. To receive an update on the hub project and consider any costs relating to hub required to progress the project:** Cllr Nicholls reported that the application was approved. He then presented plans for a modified and affordable hub which will be discussed with Planning Officers later in the week to agree how best to proceed. Cllrs agreed to terminate the contract with the architect now that we have achieved the milestone of planning approval.

Action: Chair to write to architect confirming termination.

RESOLVED: To pay the last invoice dated in May for work completed up to planning approval.

**217. To plan the Annual Parish Meeting:** Councillors agreed that the ordinary meeting will have a short agenda and start at 6pm on the 14th April. The annual parish meeting will be then held at 7pm. Cllr Tritton offered to bring a projector. The clerk will publish the agenda and overview of the topics which are Improving the Evenlode, Pinsley Meadow, the Neighbourhood Plan and a Pavilion Hub update. The PCSO will be invited.

RESOLVED: To spend up to £200 on refreshments.

Action: Cllr Fuller to organise.

**218. To agree costs to replace stolen water troughs:**

RESOLVED: To accept the quote of £1300 to install replacement water troughs.

**219. To consider costs to collect grass cuttings from Church Road:** The clerk presented a quote for £936 extra on the current spend of £13.5k to collect cuttings in areas of Church Hanborough to encourage wild flowers. Councillors did not consider this good value but would be supportive if residents of Church Hanborough are willing to fund it.

Action: Clerk to discuss with the resident in Church Hanborough lobbying for this.

**220. To agree to RFO attending OALC training on procurement at £35:** Required to support future Hub project.  
RESOLVED: To fund this training from the training budget.

**221. To review the Code of Conduct & GDPR Policies:** Parish Council accepted the Finance Group recommendation of no change following review.

**222. To review our Insurance Cover:** Parish Council noted that the Finance Group considers the insurance cover is adequate and agreed the recommendation for renewal at the levels of cover currently held.

**223. To review the Risk Assessment:** Parish Council agreed the Finance Group review of the Risk Assessments circulated. The recommendation that the Pinsley Meadow Volunteers ensure that Risk Assessments are prepared for any work done and copies held by the Parish Council was noted.

**224. To review the Asset Register:** Parish Council agreed the Finance Group review of the Asset Register circulated.

**225. To review the Internal Financial Controls:** Parish Council agreed the Finance Group review of the Internal Financial Controls circulated.

**226. To review the Reserves Policy:** Parish Council agreed the Finance Group review of the Reserves Policy circulated. This recommends that PC aim to hold 30% of precept as general reserve in normal circumstances. It was noted that we currently hold in excess of this due to projects in the pipeline.

**227. To review the Investment Policy:** Parish Council accepted the Finance Group recommendation to invest in bank Deposit Accounts to attain the best rates whilst ensuring that funds are available at short notice.

**228. To review Allotment Rents:** Parish Council accepted the Finance Group recommendation to increase rents.  
RESOLVED: To increase to £29 for whole plot and £17 for a half plot from 1st April 2026, and to £31 for whole plot and £18 for a half plot from 1st April 2027.

**229. To consider a spend up to £400 on the PC planters around the village through the year:**  
RESOLVED: To spend up to £400 on planting in the village.

**230. To review Oxfordshire LGPS Discretionary Policies and the contract for officers:** Parish Council accepted the Finance Group recommendation for no change to the LPGP Discretionary policies.

**231. To review agreed approach to Staff Appraisals:** Parish Council accepted the Finance Group recommendation for no change to our approach to staff appraisals.

**232. To review appointment of Internal Auditors:** The Finance Group was satisfied with the Internal Auditors work.  
RESOLVED: To appoint Theresa Goss again for the 2026/27 year.

**233. To consider fence replacement in Hurdeswell:** The clerk presented a quote from a contractor who has completed fencing work for Parish Council in the past to a high standard.  
RESOLVED: To accept the quote from Pat Prior for £410.

**234. To discuss Hanborough Herald reports and wider comms with the parish:** Councillors discussed what residents may want from the Herald and how we can improve content. It was agreed to have a monthly agenda item for content, and to give more attention to big project progress.

**235. Planning:**

235.1. The planning application report was circulated before the meeting and responses agreed as follows.

Application Number	Address	Details	Parish Council Response	Decision
	Eynsham Garden Village	Garden Village		
25/01859/HHD Appeal	Folly Bridge, Bladon	Single Storey Rear Extension		
25/01638/HHD Appeal	Maple House 9 Witney Road Long Hanborough	Erection of Shed		
26/00099/HHD	39 Main Road Long Hanborough	Formation of two car parking bays in part of the front garden, a new access onto the public highway, and associated works	No Comments	Approved
26/00118/SCREEN	Land South Of Main Road Main Road Long Hanborough	EIA Screening Opinion request for development of up to 600 dwellings, including affordable housing, public open space, and associated hard and green infrastructure.	Detailed response objecting to the development submitted	
26/00139/HHD	19 Pittick Close Long Hanborough	Erection of single storey front extension.	No Comments	Approved
26/00326/LBC	Swan House 4 Millwood End Long Hanborough	Replacement windows to the principal and side façade, 2 replacement doors to the rear façade	No Comments	

235.2. Large scale developments: None.

**236. Financial Matters:**

236.1. The Finance Working Group had met and made recommendations as above.

236.2. The monthly financial summary & bank reconciliation was circulated before the meeting. Cllr Nicholls signed the bank reconciliation.

236.3. To approve the monthly payment schedule & any necessary transfers between council accounts.

**Receipts:**

Greens Funeral Services	270.00
HMRC VAT	1,024.07
Oxfordshire Memorials	135.00
Transfer from Deposit to Current	818.72
Transfer from Deposit to Current	4,924.30

**Payments:**

RESOLVED: to approve the monthly payments and transfers presented by the RFO and considered by Council.

Bank Charges	7.35		
OALC		Membership	821.83
Hanborough Herald			848.88
WODC		Bins	144.40
A Edwards		Salary	
Expenses:		5.50	
Castle Water:		63.89	
WODC Green Bin:		52.50	
B & Q - Allotments		21.59	
Postage re Cemetery Letter:		1.70	
G Woods		Salary	
J Gammage		Salary	
Expenses:		9.00	
EUKhost:		59.99	
H M Revenue & Customs		PAYE	818.72
Oxfordshire County Council		Pension	571.00
Community First Oxfordshire		Neighbourhood Plan	1,475
Cumming Anderton		Architects	1,800.00
Cllr Arciszewska - GoGreen Hanborough	Agreed Last Month		1,198.80

**237. Working Groups:** Cllr Tritton reported on Pinsley Meadow & Cllr Franklin on Neighbourhood Plan progress.

**238. Report of Clerk:** Nothing further to report.

**239. Items for inclusion in the Hanborough Herald report:**

**240. Miscellaneous items from Members:** It was noted that there is a Evenlode Catchment Partnership public meeting at the Bus Museum on Thursday 19th March at 6:30 – 7:30pm.

Cllr Nichols reported on high insurance costs for the Pavilion.

Action: Clerk to add to the next agenda.

The next ordinary meeting will be held on Tuesday 14th April at 6:00pm in the Pavilion Hall. The Annual Parish Meeting will follow at 7:00pm. The meeting was closed at 9:05pm.

The Chair. 14th April 2026