



Minutes of Hanborough Parish Council
2026/04/171

At the Meeting of the Parish Council held at 6:00pm on Tuesday 14th April 2026 at The Pavilion, the following were present: Richard Devereux-Cooke (chair), Michael Franklin, Rod Fraser, Steve Nicholls, Steve Page (vice chair), Errol Taylor, Lucy Tritton.

In attendance Jon Gammage (clerk) and District Councillor Roger Faulkner.

Members of the public attending: One member of public attended.

241. Public participation session: None.

242. To receive apologies for absence: Received from Richard Fuller and Adrian Edwards, Responsible Financial Officer.

243. To receive declarations of pecuniary interest from councillors relating to agenda items: None.

244. To sign, as a correct record, the minutes of the meeting held on 10th March 2026.

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

245. Matters of report arising from the previous minutes:

245.1 (216) Action: Chair to write to architect confirming termination.

246. Planning:

246.1. 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	
26/00326/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	Approved
26/00539/HHD	The Old Rectory Church Road Church Hanborough	Removal of existing outbuildings. Construction of two storey outbuilding comprising gym and studio with study and office above and attached potting shed and erection of detached stable building together with associated hard and soft landscaping	No Comments	
26/00552/FUL	The Pavilion Roosevelt Road Long Hanborough	Erection of a 27m x 8m cricket practice net facility on the sports field	No Comments	

246.2. Large scale developments: None.

247. Financial Matters:

247.1. The Finance Working Group had not met.

247.2. The RFO did not provide a budget report for April as it is month one of the new financial year. A final version of the accounts for the year ended 31st March 2026 was circulated before the meeting. The RFO noted the following:

- Because our turnover is over £200,000 we have to prepare accounts on an accruals basis. This means that if we have a March invoice it is included in the accounts to 31/3/2026 rather than when we pay it.
- I have moved the fees from Community First into professional fees as that budget had not been used at all. The payments had been in the Special Projects Fund expenditure.
- We have an invoice reference the water installation at Pinsley Meadow which is included in Special Projects.

The chair signed the bank reconciliation.

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

Receipts:

Interest on Deposit Account	893.97
Donations towards Pinsley Meadows	80.00
WODC Section 106 Funds	12,070.33
Allotment Rents	402.00
WODC Precept	60,629.00
Interest	337.55

Payments:

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

PWLB Payment		12,001.59
Bank Charges		8.65
C & P Services Fencing		396.40
Summit Trees		420.00
Stevens Landscape Management War Memorial		354.00
Zurich Insurance		1,784.00
Community First Oxfordshire		70.00
T & A Cox Allotment Troughs		1,800.00
Thames Water Utilities Infrastructure Charge		1,475.00
Capelwood Utilities Ltd 75% deposit on Pinsley Meadow		5,400.00
A Edwards Salary		
Expenses	5.50	
Use of Home Allowance	102.00	
Burrows & Edwards - Payroll Program	25.92	
Postage re Allotment Invoices	5.46	
G Woods Salary		
J Gammage Salary		
Expenses	9.00	
Use of Home Allowance	102.00	
Steroplast	77.94	
Information Commissioner	52.00	
EUkhost	59.99	
H M Revenue & Customs PAYE	818.52	
Oxfordshire County Council Pension	533.21	

248. To coopt Veronika Pollard to Council and book Roles and Responsibilities training: A Declaration of Acceptance of Office was signed. The clerk had shared the Code of Conduct, Financial Regulations & Standing Orders.

RESOLVED: To book Veronika Pollard on the training course.

Action: Clerk to notify WODC and book training.

249. To receive an update on the hub project: Cllr Nicholls reported that we've not managed to secure a meeting with WODC planners to discuss how best to vary the approved plan. District Councillor Faulkner offered to help make arrangements.

250. To receive a report on the Spacehive grant funding situation and finances: Cllr Nicholls reported that The hub project has been offered an £8,000 grant, which will be released once the Spacehive process is completed & the remaining matched funding is confirmed. The total project value is £27,503, with £5,818 already secured plus £8,000 from WODC bringing the total to £13,818, leaving a shortfall of £13,685. This gap can be covered by HPC through an offline funding commitment, likely requiring only a confirmation letter rather than a transfer of funds (subject to final confirmation). This must be completed by the end of April, otherwise the £8,000 grant offer will be withdrawn.

RESOLVED: To commit to funding the shortfall of £13,685.

Action: RFO and Cllr Nicholls draft confirmation letter and notify Spacehive.

251. To consider quote to plough and prepare Pinsley Meadow: Cllr Tritton presented quotes for this work which is funded from previously agreed budget.

RESOLVED: To accept the lower quote of £1050 with a 50% contingency from approved expenditure.

Action: Cllr Tritton to commission work.

252. To discuss fence panels at the MUGA: The clerk reported that a couple of panels are currently damaged. One was recorded more than a year ago and was about £5 or £6k to replace. The other is above the goal and new. Both have been made safe by the clerk with edges filed smooth. It seems most likely that they are from football impact rather than vandalism. It was agreed to continue to monitor these.

253. To agree costs for a 3rd water trough at the allotments: The RFO reported that the troughs agreed in the last meeting were not large enough and bigger ones were more expensive. It was agreed to install two larger troughs within the agreed budget and defer the third pending agreement.

RESOLVED: To purchase a third trough at £500.

Action: RFO to make arrangements.

254. To consider quote for Pinsley Meadow water connection: The RFO shared a connection contractor contract and quote. Councillors had no comment on the contract which looks to be a relatively standard utility adoption agreement.

RESOLVED: To pay an infrastructure payment to Thames Water of £1,475 and then pay 75% of the installation cost to Capelwood from expenditure approved last month.

Action: RFO to commission work.

255. To discuss insurance costs for the HPFA: The clerk had shared insurance costs for another local village hall for reference. HPFA are reviewing this.

Action: Clerk to ask for a copy of the Policy.

256. Miscellaneous items from Members:

Pit bin: The clerk reported that the bin is well used and often full. Councillors supported twice weekly emptying.

Botley West Solar: The chair reported that a request for further information from the Secretary of State has been published as a letter with 70+ questions, mostly to the Applicant, on a wide variety of topics ranging from heritage and landscape issues to consideration of alternatives, viability and scheme reduction.

The next ordinary meeting will be held on Tuesday 12th May at 7:00pm in the Methodist Hall. The meeting was closed at 6:45pm.

The Chair. 12th May 2026