



**Minutes of Hanborough Parish Council**  
2026/05/172

At the Annual Meeting of the Parish Council held at 7:00pm on Tuesday 12th May 2026 at The Methodist Hall, the following were present: Richard Devereux-Cooke, Rod Fraser, Richard Fuller, Steve Nicholls (chair), Steve Page, Veronika Pollard, Lucy Tritton (vice chair).

**In attendance** Jon Gammage (clerk) and Adrian Edwards, Responsible Financial Officer. Also County Councillor Liam Walker, District Councillors Roger Faulkner and Toby Morris.

**Members of the public attending:** Two members of public attended.

- 1. To elect a Chair and Vice-Chairman:** Steve Nicholls elected as Chair and Lucy Tritton as vice Chair.
- 2. To receive the Chair's Declaration of Acceptance of Office:** Signed and witnessed by the clerk.
- 3. Public participation session:** None.

**4. To receive apologies for absence:** Received from Michael Franklin and Errol Taylor.

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

**6. To sign, as a correct record, the minutes of the meeting held on 14th April 2026.**

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

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

7.1 (250) SpaceHive grant funding: Cllr Nicholls reported the action complete and grant awarded.

**8. County and District Councillor reports:**

County Councillor Walker introduced Toby Morris as our new District Councillor. Toby is well known to many Councillors having been our District Councillor before. Parish Councillors, District Councillors and our County Councillor all voiced thanks to Lidia Arciszewska who worked so hard on our behalf at District level. Cllr Walker updated council on upcoming potholes works and surface dressing, ongoing review of pedestrian safety around the pub in Church Hanborough and changes to the OCC leader and cabinet.

**9. To receive an update on the hub project and consider any costs relating to hub required to progress the project:**

Cllr Nicholls reported that he was not getting a response from the WODC Planning team to revised elevations and site plans submitted for informal review. District Councillor Faulkner agreed to chase.

**10. To consider and approve the IT, Biodiversity, and Sexual & General Harassment Policies:** Councillors agreed in principle to the need for these policies and want a more detailed review of each to make sure they are appropriate for a council of our size and setup.

10.1. Sexual & General Harassment Policy: Action: Cllr Tritton to review ahead of the next meeting.

10.2. Biodiversity Policy: Action: Cllr Tritton to review ahead of the next meeting.

10.3. IT Policy: Councillors agreed that a IT Policy needs to be implemented and accept the draft Policy in principle but had concerns that the current version, based on a NALC model Policy, is aimed at much larger Councils. Councillors discussed the impact of work underway with MS365 to store data with controlled access, current work flow of the Clerk/RFO and agreed to distill the draft Policy down to something more suitable for the specifics of Council.

Action: Cllr Fuller to review ahead of the next meeting.

**11. To sign the Civility and Respect Pledge:** The pledge was accepted by Councillors. Action: Clerk to register online.

**12. To consider purchase of IT equipment for the clerk and RFO:** Item deferred pending adoption of IT Policy.

**13. To consider buying the 14th edition of Local Council Administration:** The Internal Auditor advised purchasing the latest edition of "the yellow bible", Local Council Administration book, which contains recent updates for Martyn's Law. The latest edition costs £144. The clerk noted that the content is available online and is searchable, this currently meets the needs of the clerk, RFO and councillors but it was agreed to consider purchase again if needs change.

**14. To review and agree the Annual Governance Statement 2025/26 for the external audit:** Deferred to June.

**15. To review and agree the Annual Accounting Statement 2025/26 for the external audit:** Deferred to June.

**16. To set dates for Notice of Public Rights and Publication of Unaudited AGAR Return:**

RESOLVED: To set the dates as 10th June to 21st July and announce on 9th June.

## 17. Planning:

17.1. 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	
26/00539/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	
26/00905/HHD	46 Millwood End Long Hanborough	Construction of garden office building (Retrospective)		
26/00904/FUL	Bed And Breakfast The Shepherds Hall Witney Road	Extensive Refurbishment and reconfiguration of all buildings and erection of new single storey timber building.		

17.2. Large scale developments: None.

## 18. Financial Matters:

18.1. The Finance Working Group had not met.

18.2. The RFO presented a monthly financial summary & bank reconciliation.

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

### Receipts:

Allotments	Various payments	396.00
Greens Funeral Services	Cemetery Fees	270.00
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Jerrams Brothers	Cemetery Fees	270.00
Peter Smith & Son	Cemetery Fees	540.00

### Payments:

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

Bank Charges		9.40
Neil Hyatt	Adobe for Neighbourhood Plan	178.85
Stevens Landscape Management	War Memorial	66.00
Rebecca Paton	Pinsley Mosaic	1,900.00
OALC	Training	150.00
Slatter Cricket & Play	MUG Maintenance	459.90
A Edwards	Salary	
Expenses		5.50
G Woods	Salary	
J Gammage	Salary	
Expenses		9.00
H M Revenue & Customs	PAYE	465.72
Oxfordshire County Council	Pension	533.21
WODC	New Bin	261.14
Theresa Godd	Internal Audit	187.50
Liam Barton Agricultural Services	Pinsley Meadow	1,050.00. (Payment agreed for when work complete)

**19. Working Groups: To discuss groups or allocation of responsibilities to Councillors:** It was agreed that individual areas of responsibility would help to share work load and would give councillors ownership of various activities.

Action: Clerk to draft list of responsibilities for discussion.

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

**21. Items for inclusion in the Hanborough Herald report:** New DC and thanks recorded to Lidia Arciszewska.

The next meeting will be held on Tuesday 9th June at 7:00pm in the Methodist Hall. The meeting was closed at 8:30pm.  
The Chair. 9th June 2026