



Minutes of Hanborough Parish Council
2026/06/173

At the Meeting of the Parish Council held at 7:00pm on Tuesday 9th June 2026 at The Methodist Hall, the following were present: Richard Devereux-Cooke, Michael Franklin, 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 Councillor Toby Morris.

Members of the public attending: Four members of public attended.

22. Public participation session:

22.1. Roger Cumming of Cumming Anderton Architects presented an explanation of costs making up the final invoice before the arrangement was terminated. Councillors raised concerns about record keeping, errors in plans and exposure to extra planning fees. It was agreed that council will discuss these further at a later date.

22.2. A resident attended to talk about youth services (in particular 13-19 year olds) in Hanborough which he considered to be an overlooked area in the different projects mentioned at the Annual Meeting. He offered suggestions about how this could be improved or incorporated in existing projects and feels that there are positive steps that can be taken using Wolvercote as an example. He noted limited personal time to get involved but may be able to assist with working groups.

23. To receive apologies for absence: Received from Rod Fraser, Richard Fuller and Errol Taylor. Also received from District Councillor Roger Faulkner.

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

25. To sign, as a correct record, the minutes of the meeting held on 12th May 2026.

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

26. Matters of report arising from the previous minutes: None.

27. County and District Councillor reports:

County Councillor Walker reported that OCC have a new leader and that an announcement on the structure of the new Unitary Authority should be published in coming months. There will soon be a consultation on reducing the speed limit between Hanborough and Bladon to 40mph.

District Councillor Toby Morris noted that he is on the Audit and Governance Committee at WODC. He also noted his interest in supporting provision for youth in the parish.

28. To receive an update on the hub project and consider any costs relating to hub required to progress the project: Councillors discussed the earlier presentation but remain concerned about some of the issues and problems during the project and the planning application.

Action: Cllr Devereux-Cooke to write to Cumming Anderton Architects.

The need to progress the project and appoint a PM and QS was noted and the chair is talking to potential contractors for this work. It is recognised that a solid understanding of the planning process is essential.

29. To consider and approve the IT, Biodiversity, and Sexual & General Harassment Policies:

29.1. Biodiversity Policy: Cllr Tritton had reviewed the draft policy recommended approval noting that in most aspects we are meeting all the requirements.

RESOLVED: To adopt the Policy and publish on our website.

29.2. Sexual & General Harassment Policy: Cllr Tritton had reviewed the draft policy recommended approval.

RESOLVED: To adopt the Policy and publish on our website.

29.3. IT Policy: Cllr Fuller had reviewed the draft policy and used it as a template/guide to create a revised policy that is more appropriate for a small parish council with a mainly Bring Your Own Device Policy. This should be simpler to read and understand and more appropriate/workable to implement and abide by. It was agreed to consider this at the next meeting when Cllr Fuller is in attendance.

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

31. To review effectiveness of the Internal Audit: Parish Council reviewed & accepted the report & considered the audit effective. The RFO/Clerk will create an action plan to deal with all of the issues raised that need attention.

Action: Clerk and RFO to complete actions and report back in September.

32. To review and agree the Annual Governance Statement 2025/26 for the external audit:

Councillors reviewed the Annual Governance Statements and agreed yes to items 1 to 8 and no to item 10 as the Council did not have an IT Policy at the end of the financial year. This is in progress for approval at the July meeting.

RESOLVED: To sign the Annual Governance Statement as agreed.

33. To review and agree the Annual Accounting Statement 2025/26 for the external audit:

The RFO presented the Accounting Statements.

RESOLVED: To approve and sign the Accounting Statements.

Action: RFO to submit the AGAR to the external auditors.

34. To set dates for Notice of Public Rights and Publication of Unaudited AGAR Return: Item agreed last month.**35. To consider coopting Matt Attridge to Council:** The vice chair had met and discussed the role with the candidate and recommended that he be co-opted.

RESOLVED: To co-opt Matt Attridge to Council.

Action: Clerk to notify WODC and add agenda item for July.

36. To approve Pinsley Meadow water trough and groundwork preparation costs: It was agreed to proceed with works that are within approved budget providing quotes are provided. A quote for the water troughs is expected shortly. Initial groundworks are complete with a further harrowing pass is planned and the seeding later in the year. Some boundary work cannot be started until the cricket season is finished.**37. To request Hanborough Herald adverts for support of the Pinsley Meadow work:** As a thank you to Mike Boys (Bowards) for all the donations of equipment and his time, and to Capelwood for the discount on their quote for the water connection at the Meadow, it was agreed that PC will ask for two adverts in the Hanborough Herald free of charge.

Action: Clerk to make request.

Action: Cllr Tritton to ask for advert copy from each.

38. To discuss maintenance of memorial benches in the parish: Noting that some privately owned memorial benches in the parish are in a poor state of repair, but not owned by or on parish land, it was agreed to put a note in the Herald.**39. To consider weed clearance work:** The clerk reported that he has sprayed the area with weed killer as a temporary solution. Due to there being 2 fences in close proximity, access is difficult and our grass cutting contractor has left the area uncut. Councillors discussed removing the stock proof fencing which serves no purpose and could be reused elsewhere.**40. To receive a report about the current consultation from OCC/Low Carbon Hub about the issue of possible Community Benefits from the Botley West Solar Farm proposal:** Cllr Devereux-Cooke reported that Low Carbon Hub want to increase the value of community benefit and that he will respond individually and on behalf of council if councillors agree having read the consultation before it closes on Monday 15 June 2026.**41. To receive a report about any progress in the ongoing development consent application for the BWSF by PVDP/SolarFive Ltd. Their response to the multiple questions raised recently by the Secretary of State at DESNEZ are due on 09/06/26:** Cllr Devereux-Cooke reported that many stakeholders are waiting to see how the applicant responds to the questions before making further comment.**42. Planning:**

42.1. 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	Approved
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)	No Objection.	Approved
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.	No Objection.	
26/01196/HHD	9 Bolsover Close Long Hanborough	Erection of a single storey rear extension to replace existing extension, and associated works		

42.2. Large scale developments: North Field development. Parish Council asked Pye for information about the fencing recently installed, impact of Grampian conditions and about duration of works. Pye responded as follows “I can confirm that following the grant of Reserved Matters and the discharge of planning conditions, heras fencing has been installed around the site perimeter in advance of construction works which are due to commence later this year. This is standard practice on development sites, required for both health and safety reasons and to secure the site boundaries. We also currently have open trenches on site following recent archaeological excavations.

We have ensured that the PRoW remains open for the time being; however, once access and highway works begin, a temporary diversion will be implemented for health and safety reasons.”

Action: Chair to invite Ashley Maltman, Pye Land and Planning Director to the next meeting to present a plan of works.

43. Financial Matters:

43.1. The Finance Working Group had not met.

43.2. The RFO presented a monthly financial summary & bank reconciliation. Signed by Cllr Franklin.

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

Receipts:

Allotments	Various payments	111.55
Banbury Memorials	Cemetery Fees	270.00
Kings Funeral Services	Cemetery Fees	650.00

Payments:

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

Bank Charges		15.55
R Hancock	Plants	78.54
Hanborough Herald	Support	1,279.32
Stevens Landscape	War Memorial	66.00
A Edwards	Salary	
	Expenses:	5.50
	Seeds:	199.90
	Postage:	3.64
G Woods	Salary	
J Gammage	Salary	
	Expenses:	9.00
	Weed killer:	27.19
H M Revenue & Customs	PAYE	642.12
Oxfordshire County Council	Pension	533.21
Liam Barton Agricultural Services	Pinsley Meadow	300.00 (balance of payment agreed in May)
Capelwood Utilities Ltd	Pinsley Meadow	1,800.00

44. Working Groups: To discuss groups or allocation of responsibilities to Councillors: Cllr Tritton presented potential groups as follows: Community Engagement & Communications, Youth provision and activities, Growth & Strategic Projects, Planning, Transport, Legal/finance, HR and IT. Each would have a lead councillor and members. A number of Councillors expressed interest in joining groups.

45. Report of Clerk: Nothing further to report.

46. Items for inclusion in the Hanborough Herald report: Maintenance of privately owned memorial benches.

47. Miscellaneous items from Members: The chair asked that the Cricket Club be given a slot in the public participation section to update Council on their fund raising. Action: Clerk.

The RFO noted his intention to retire at the end of the year.

The next meeting will be held on Tuesday 14th July at 7:00pm in the Methodist Hall. The meeting was closed at 9:00pm.

The Chair. 14th July 2026