HANBOROUGH

Minutes of Hanborough Parish Council
2026/10/176

At the Meeting of the Parish Council held at 7:00pm on Tuesday 13th October 2026 at The Methodist Hall, the following were present: Matthew Attridge, Richard Devereux-Cooke, Michael Franklin, Richard Fuller, Steve Nicholls (chair), Steve Page, Veronika Pollard, Errol Taylor, Lucy Tritton (vice chair).
In attendance Jon Gammage (clerk), Adrian Edwards (Responsible Financial Officer), County Councillor Liam Walker and District Councillor Roger Faulkner.
Members of the public attending: One member of public attended.

102. Public participation session:
102.1 A member of the fireworks group presented plans for this years event noting that £50k has been raised for local groups from past events. The group ask for PC to continue to underwrite the event in case of cancellation due to weather or other reasons. The group also noted it's awareness of Martyn's Law with implications for next years event.

103. To consider underwriting of Fireworks Display in the unlikely event of a late cancellation: This item was brought forward on the agenda. It was noted that last year was underwritten at £4,000.
RESOLVED: That Parish Council would underwrite the event to a maximum of £4,000.

104. To receive apologies for absence: Received from Rod Fraser and District Councillor Toby Morris.

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

106. To sign, as a correct record, the minutes of the meeting held on 8th September 2026.
RESOLVED: That minutes of the meeting be approved and signed as a correct record by the chair.

107. Matters of report arising from the previous minutes:
107 (58) Cricket Club fund raising: The RFO noted that the Cricket Club has to apply for the s106 grant. PC agreed to provide a letter confirming support for the application.
Cllr Devereux-Cooke sought confirmation of the boundary for the lease for the land occupied by the nets.
107 (72.1) It was noted that the verges in Millwood End have been partially cut since the last meeting.
107 (86) Local Green Sites in the Neighbourhood Plan (NHP): Councillors agreed with the removal of Myrtle Farm.
107 (91) Planned play facilities works: The clerk is chasing quotes for the work agreed following the annual inspection. He noted the worsening state of the rope swing and Council agreed that this should be treated as emergency works to be ordered on receipt of the quote.
107 (77.1) The response from the architects was circulated and noted. The clerk will respond accordingly.

108. County and District Councillor reports:
County Councillor Walker reported on the implementation of traffic filters in Oxford, no right turn at Barnard Gate and planned/completed road resurfacing works in the parish.

District Councillor Roger Faulkner reported on WODC support for farmers, WODC asking for clarification about plans for the MOD homes in Hanborough and on a petition opposing a WODC proposal to build homes on the Woodford Way carpark in Witney.

109. To receive an update on the hub project and consider any costs relating to hub required to progress the project: It was agreed to re-establish the working group in order to consider and plan the next stages which will include approaches to management companies to support a design and build project.

110. To approve the final IT and Bring Your Own Device Policy: Councillors had read and understood the draft policy, noting the requirement for data to be stored on the the council's shared storage area which is under development. There was discussion around what files could be stored on Councillors own devices and for how long. Cllr Fuller was thanked for his work on this.
RESOLVED: To adopt the IT and Bring Your Own Device (BYOD) Policy.
Action: Clerk to publish online with other Policies.
Action: Clerk and Cllr Fuller to implement the shared storage area.

111. To receive an update on the north field development: Nothing further to report.

112. To consider a traffic survey of Pigeon House Lane with costs shared with Freeland PC: Councillors noted that this is part of a wider traffic survey in Freeland Parish but saw some value in having the data.
RESOLVED: To grant £75 to Freeland PC on receipt of the data and copy of OCC invoice.
Action: Clerk to notify Freeland Parish Council clerk.

113. To consider the proposed Neighbourhood Plan (NHP) Design Code: Cllr Franklin shared a copy of a draft Design Code for inclusion in the NHP ahead of the meeting. It was prepared by Community First Oxfordshire and supports the NHP building on the Character Assessment, the West Oxfordshire Design Guide and the 2026 NPPF.

Its purpose is to set clear, locally specific design expectations for developers, so that new building keeps Hanborough's character. That character comes from buff Cotswold stone, simple vernacular buildings, stone boundary walls in front of set-back properties, muted window and door colours, and the rural setting around Pinsley Wood and the Evenlode valley. The parish is split into six character sub-areas: Church Hanborough, Millwood End (both Conservation Areas), Long Hanborough East, Central and West, and the Business Park.

Each one gets guidance on built form, roofs, materials, boundaries, movement and parking, and nature and landscape, with the strictest controls in the historic areas, such as no flat-roof extensions, no red clay tiles and no demolition of pre-20th-century buildings, plus a strong emphasis on preventing Church Hanborough from merging with Long Hanborough. Councillors supported the draft document.

114. To agree funding the NHP consultation event on 14th Nov: Cllr Franklin presented a Neighbourhood Plan consultation drop-in, billed as "Have Your Say! A Fresh Vision for Hanborough.", on Saturday 14 November 2026, 11am–4pm, at the Recreation Hall, with presentations at 11.30am and 2.00pm. Residents are invited to come along, share their views and help shape the future of the parish.
RESOLVED: To fund hall hire and refreshments up to £100.

115. To discuss adding Go Green Hanborough content to the PC website: The PC website is currently set up to formally share documents such as agendas, minutes and financial reports as required by legislation. It was considered inappropriate to add content from local groups to the site. Other channels such as Facebook may be better and Cllr Page can advise on setting up a website if helpful.
Action: Clerk to notify Go Green Hanborough.

116. To receive an update on, and discuss online parish communications: Noting the above minute item, Cllr Taylor introduced a discussion to gauge councils ambitions for a community website which, for example, could include local group information, hall bookings, online welcome packs for new residents, a link to the formal PC website etc. The inspiration for this is the Eynsham site. Cllrs noted that Eynsham PC employ a Communications Officer working 2 days a week with half this time spent on the PC website. The community element of the site is run by a volunteer group. It was agreed to give further consideration to this through the Community Engagement & Communications working group.

117. To consider transferring HPFA event grant to support purchase of ground's equipment: The HPFA, noting that PC had not transferred the grant to support the Party at The Pav, asked if the PC would consider a grant towards ground maintenance equipment to invest in and improve the facilities.
RESOLVED: To rescind resolution 2026/02/169-196.
RESOLVED: To set aside £3000 (from the grant section in the budget) for the PC to purchase ground maintenance equipment when recommended by the HPFA.

118. To discuss the Bowls Club: The chair reported that the Bowls Club has noted that membership is declining.

119. To review Tennis court and MUGA maintenance arrangements: Council has used Slatters since the MUGA was installed in 2014. They come quarterly and it currently costs £383.25 per quarter. The last increase was in 2022. Finance Group recommend continuing. RESOLVED: To continue with maintenance as quoted.
Action: RFO to notify contractor.

120. To review the External Audit Report: Report circulated to Councillors. The RFO reported that the only issue reported was the treatment of VAT. PC had to change the method of submitting accounts to an income and expenditure basis this year rather than a receipts and payments basis. This was because turnover, including s106 funding received, exceeded £200,000.

Under a receipts and payments basis you only record items in the year if they are actually paid or received in that year. So an invoice that came in after the March 2026 Parish Council meeting and was not paid until April 2026 would not be included in the 31st March 2026 accounts. Under the income and expenditure basis that invoice would be included.

The treatment of VAT is different for the two methods. Under the receipts and payments basis we record VAT paid on bills as expenditure and then record the VAT claimed back from the government as receipts. Under the income and expenditure basis we do not include VAT in the figures. VAT is paid out to suppliers but is then claimed back so the net amount of an invoice is recorded as expenditure and the VAT paid out is against the VAT claim. The overall results are the same. Just the income and expenditure should be about £11,000 lower.

121. To review Cemetery Fees: In 2024 Council agreed to mirror the charges at Kidlington and bring our Exclusive Rights charges closer to the Kidlington figures. Residents of Hanborough Parish get a 50% discount on fees. The Finance Group recommend that we increase the exclusive rights to the same as Kidlington. Memorial fees increase to £140.

The table shows the residents discounted rate, non residents pay double.

	Hanborough	Kidlington
Burial	270	265
Interment	135	133
Exclusive Rights of Burial - Full Plot	425	425
Exclusive Rights of Burial - Ashes Plot	265	265
Memorial	140	138
Additional Inscription	0	34

RESOLVED: To accept the Group recommendation to set fees as on the above table.
Action: RFO to update the fees table and share with the clerk to publish online.

122. To review parish Grass Cutting Contract: Council has used Ubico for several years after a protracted tendering process. It is difficult to get quotes from other contractors because of the complexity and the little pockets that have to be cut. Ubico only cut when needed and not on a fixed rota which saves on un-necessary cuts. The Finance Group recommend continuing to use Ubico for 2027.
RESOLVED: To continue with Ubico.
Action: RFO to notify contractor.

123. To carry out Salary review: The Finance Group recommend keeping the Clerk, RFO and Environmental Assistant grades at their current levels.
RESOLVED: To accept the Group recommendation.

124. To review Standing Orders, Financial Regulations, Statement of Internal Controls and Code of Conduct: Council reviewed the Standing Orders, Financial Regulations and Code of Conduct which are the latest available of each.

125. To agreed and review a new Internal Control Checklist: The Business Group recommend adopting the Internal Controls Checklist circulated. This is intended to strengthen governance and accountability by means of a internal audit process carried out by a Councillor that is not an authorised signatory. Cllr Pollard accepted a nomination as Councillor responsible for internal financial controls and to carry out the review every six months/annually.
Action: Clerk to publish the Internal Control Checklist on the website.

126. To review Risk Assessments: Council reviewed the Risk Assessments.

127. To discuss potential retirement of RFO and what the PC would like to do going forward: Councillors noted the RFO's intention to give notice of his retirement and the need for a succession plan.

128. To set the Budget for 2027/28: The RFO shared a draft budget working paper which includes all outgoings and sets a budget for 2027/28 of £138,391. This is approximately a 5% increase in the precept for a Band D house which is the same as last year. It was noted that the actual % will vary a little depending on the tax base which will be set by WODC later in the year. The precept will be set once the Parish Council is notified of the tax base for 2027/28.
RESOLVED: To set the budget for 2027/28 at £138,391.

129. Planning:
129.1. 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
26/01335/FUL	Land South Of Fenlock Road Long Hanborough	Erection of pre delivery inspection and preparation facility comprising smart repair/bodyshop and retail collections with surface level car park for vehicle storage	No objection	
26/01668/HHD	Myrtle Farm House 1 Main Road Long Hanborough	Conversion of rear garage/store into additional living space with single storey link extension to main house and other improvements	No objection	
26/01669/LBC	Myrtle Farm House 1 Main Road Long Hanborough	Conversion of rear garage/store into additional living space with single storey link extension to main house and other improvements	No objection	
26/01750/HHD	Maple House 9 Witney Road Long Hanborough	Construction of detached timber boarded, flat roofed shed.	No objection	Approved
26/01933/HHD	The Gables 42A Witney Road Long Hanborough	Erection of a single storey rear extension, partial conversion of garage to utility room with addition of window to the side elevation, and associated works.	No objection	Approved
26/02044/ADV	North Oxford Garage Ltd Main Road Long Hanborough	Erection of an internally illuminated fascia sign, an internally illuminated logo to the building cladding, an internally illuminated freestanding pylon sign, and a non illuminated freestanding welcome sign	No objection	
26/02268/HHD	43 Church Road Long Hanborough	Extension to ancillary building and erection of matching 6ft fence		
26/02325/LBC	1 The Ferrets Church Road Church Hanborough	Replacement of 5no. timber casement windows		
26/01912/FUL	3 Bankside Hanborough Business Park Long Hanborough	Erection of a workshop, and associated works		

129.2. Large scale developments: None to report on.

130. Financial Matters:
130.1. The Finance Working Group had met and presented recommendations as in 119 to 128 above.
130.2. The RFO presented a monthly financial summary & bank reconciliation. Signed by Cllr Pollard. Council was also presented with the budget report which was agreed.

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

Receipts:

Greens Funeral Services		135.00
West Oxfordshire District Council	Precept	60,629.00
Greens Funeral Services		650.00
Greens Funeral Services		325.00
Allotment Rent	owed	16.00
Interest (Into Deposit Account)		994.83
Cooperative Funerals		645.00
Allotment	Rent	16.00

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

Bank Charges		8.05
Simple Website UK	Website Maintenance	300.00
Stevens Landscape	War Memorial	66.00
OALC	Training	234.00
A Edwards	Salary:	
	Expenses:	5.50
	Castle Water	108.99
	Castle Water	103.07
	Printer Cartridge	12.99
	Postage	5.46
G Woods	Salary:	
	Expenses	0.00

J Gammage	Salary:	
	Expenses:	9.00
	Anthropic AI	180.00
H M Revenue & Customs	PAYE	675.83
Oxfordshire County Council	Pension	569.88
WODC	Bins	2,872.59
Community First Oxfordshire	NHP	4,620.00
Public Works Loan Board	DDR due end of month	12,001.59

131. Working Groups:
Cllrs reported on working group meetings. There was a suggestion to increase the Environmental Assistants time for parish housekeeping activities.
Action: Clerk to add agenda item to agree once tasks are confirmed.

132. Report of Clerk: Nothing further to report.

133. Items for inclusion in the Hanborough Herald report: NHP consultation.

134. Miscellaneous items from Members:
134.1. It was noted that a tree has been planted in Hurdeswell without permission. This can be removed if it is inappropriate. Cllrs to investigate.
134.2. Remembrance Sunday: PC will be represented by the Chair.
134.3. People's Emergency Briefing: Cllr Devereux-Cooke drew attention to the People's Emergency Briefing which is a UK wide public information and community-screening initiative centred on a 50-minute documentary about the climate and nature crisis. He agreed to share further information.

The next meeting will be held on Tuesday 10th November at 7:00pm in the Methodist Hall. The meeting was closed at 9:10pm.

The Chair. 10th November 2026