

HORLEY PARISH COUNCIL

AGENDA

Dear Councillor,

You are summoned to attend a meeting of the Parish Council which will be held online at 7.30 pm on Thursday 6 August 2020.

Clerk to Horley Parish Council

- 1) Apologies for absence
- 2) Declaration of Interests
- 3) Minutes of the Meeting held on 25 June 2020
- 4) Matters arising
- 5) Appointment of a new Member of the Council

Following the resignation of Councillor Dame Glenys Kyle at the last meeting, the vacancy has been duly advertised, and the Returning Officer at Cherwell District Council has confirmed that the Council is free to co-opt a new Member. Two parishioners have expressed an interest in joining the Council, Kate Wythe and Simon Wynn. Both candidates will be well known to most Members, and the Council is asked to decide who should be co-opted to fill this vacancy.

6) Finance - 2020/21 Budget Monitoring Report

The usual budget monitoring report setting out income and expenditure during the period to 30 June is attached at Annex 1 to this report. It is recommended that Members resolve to note the report.

7) Parking issues at Wroxton Lane

At the last meeting it was agreed that the Council should proceed with a planning application for the proposed off-street parking at Wroxton Lane, and that a planning consultant be retained to assist with this application.

Two planning consultants were approached for advice on this matter, but only one was interested in assisting the Council, Jane Papenfus of Hylton Planning. Her initial advice is as follows:-

“At the very least, and based on the site constraints and the Council's pre-app response, if you intend to go ahead with an application, I would recommend the following supporting information:

- *Clear evidence/justification for the proposal based on the existing highway safety concerns (which may include a transport engineer's report and/or detailed and convincing accounts of the problems that occur)*
- *Detailed engineers/architects drawings (required for validation purposes) which clearly and sensitively demonstrate how the proposal will be integrated onto the site with the least amount of harm.*
- *Carefully considered landscaping and lighting scheme which demonstrates how harm will be mitigated*
- *A flood risk assessment (required for validation purposes)*
- *Ecological report (recommended by CDC)*

- *Design and Access Statement (required for validation purposes)*
- *I would also recommend a planning statement to address the wider planning issues, which could be combined with the Design and Access Statement*

I appreciate that this all seems quite involved, but given the sensitivities of the site I feel that it is the minimum level of documentation required to support an application of this nature and in my opinion, the Parish Council should be aware of what the project is likely to involve at an early stage."

Hylton Planning have also set out their fees for progressing this matter in line with their recommendations, and this is attached at Annex 2 to this report. To date it has not been possible to find another suitable planning consultant to provide an alternative fee quote, and it is difficult to issue a clear brief against which fee quotes can be obtained, as different consultancies are likely to have different approaches. However, the fees appear to be based on a rate of approximately £70 per hour which is considered to be reasonable.

In addition to these costs, and Council is likely incur additional Engineering design costs, as the original quote of £250 for the submission of a planning application did not envisage the extent of design work now required. The Council may also need to retain a landscaping consultant to produce a suitable landscaping scheme to mitigate the impact of the works, and an Environmental Survey will be required.

Members are asked to consider this information, and agree how they wish to proceed.

8) Appointment of a replacement Clerk to the Council

Members will be aware that the Clerk to the Council has advised of his intention to resign his post with effect from 31 March 2021. At the same time, Di Marriott will be looking to cease acting as webmaster for the Horley Views website. The vacancy for a Clerk was advertised on the Horley Views website, and David Beck expressed an interest in taking on the position of Clerk to the Council.

A meeting has been held with David Beck, attended by the Clerk and the Chairman of the Council, to explain the duties undertaken by the Clerk, and David Beck confirmed he would be happy to take on this position with effect from the Autumn of this year. It is proposed that an annual honorarium be paid equivalent to £1,000 per annum. Otherwise it is proposed that the terms and conditions remain as those which currently apply. The existing Clerk will continue to undertake his duties for the time being, and will arrange a smooth handover at a date to be agreed during October 2020. It is recommended that David Beck be appointed as Clerk to the Council and responsible Financial Officer on this basis.

At the same time it is proposed that the Council moves to facilitate online payments. Currently all payments are made by cheque, signed by two authorised signatories. It is possible to make arrangements for payments by BACS to be authorised by a second person, and it is proposed to put these arrangements in place, so it is easier to hand over the management of the Council's account in the autumn.

Whilst Di Marriott will continue to act as webmaster for the Horley Views website for the time being, it will be necessary to ensure that the site continues to be available as the repository of the Council's public information, and hopefully to continue to act as the community information hub.

9) Date of next meeting

To be discussed

10) Any other urgent business

Annex 1

2020/21 budget monitoring report to 30/06/20

	Category Description.	Budget 2020/2021	Spent to 30.06.20	Under/overspend
1	Clerk's Salary	£0.00	£0	£0
2	Clerk's Expenses	£150.00	£0	£0
3	Churchyard Maintenance	£450.00	£0	£0
4	Insurance	£320.00	£301.70	£18.30
5	Election Expenses	£0.00	£0	£0
6	School Room Hire	£150.00	£0	£0
7	Subscriptions			
	OALC	£140.00	£0	£0
	SLCC	£50.00	£0	£0
	Community First Oxon	£35.00	£0	£0
9	Audit Fee	£0.00	£0	£0
10	Horley Views website	£50.00	£0	£0
11	S137 Expenditure			
	Charitable contributions	£150.00		£0
	Clean Slate		£50.00	
	Defibrillator	£130.00	£0	£0
12	Dog Bins			
	Servicing	£480.48	£240.24	£0
13	Hedges	£300.00	£0	£0
14	Verge maintenance	£600.00	£186.00	£0
15	Wroxton Lane Engineer's fees	£0	£50	£50
16	Contingency	£4,244.52	£0	£0
	TOTAL	£7,250.00	£791.94	£31.70

Balances and income to 30.06.20

Business saver account balance 31.3.20	£27,746.66
Community account balance 31.3.20	<u>£100.00</u>
	£27,846.66
less expenditure relating to 2019/20	£150.00
	<u>£27,696.66</u>
Income	
CDC precept	£3,625.00
CDC supplementary grant	£2.44
Interest	£7.92
Total Income	<u>£3,635.36</u>
	<u>£31,332.02</u>
Less expenditure	<u>£791.94</u>
Balance	£30,504.08

Annex 2

Site meeting with Parish Council and Engineer to identify constraints and discuss possibilities. Brief follow up report setting out recommendations based on the meeting.	£280
Inform design approach based on site circumstances. Review evolving designs and provide feedback to design team where necessary	£350
Instruct and manage specialists in their compilation of reports to support the application	£280
Preparation of Design and Access Statement	£725 (£1,260 if combined with Planning Statement)
Gather and prepare finalised documents. Prepare and submit planning application and manage it during its consideration by the Council. Act as point of contact for CDC	£525
Preparation for and attendance at Committee should this be necessary	£525
Additional meetings throughout process including any necessary with CDC	£140
Assistance with other matters that may arise throughout the process	TBC depending upon the level of input required