

**Minutes of the South Hinksey Parish Council
at South Hinksey Village Hall**

Monday 3rd July 2017

Present: Michael Cochrane (Chair), Matthew Frohn, Liz Le Fevre, Maggie Rawcliffe
Cllr Bob Johnston (OxonCC), Cllr Emily Smith (VoWHDC), Geoffrey Ferres (Clerk)

Other attendees: None

Time commenced: 7.37pm

1. Apologies

Christine Chater and Cllr Debby Hallett (VoWHDC).

2. Declarations of interest

MR declared an interest in relation to the planning application regarding Pin Farm as an immediate neighbour of the property.

3. Public questions, comments or representations

None.

4. Minutes of June 2017 meeting

The Council **resolved** to agree the minutes of the June 2017 meeting subject to a correction requested by MF that the end of the first sentence of item 27 on page 6 be amended to read "response submitted by a group of concerned parents." MC then signed them.

5. Matters arising – June 2017 meeting

Wall in Manor Road. The Clerk has contacted Carol Colclough to check if the work will start on the wall in Manor Road around 7th July. **Actions carried forward from the last meeting: Clerk to ask Linda Slater to publicise the work via Shinfo; MF have a look at the leaning telegraph pole and call British Telecom, if necessary.**

Transparency code for smaller authorities. The Clerk has emailed the Oxfordshire Association of Local Councils to request a copy of the application form and guidance notes so he can apply for a grant for the purchase of a computer and software via. **Action carried forward: Clerk to apply for a grant for the purchase of a computer and software.**

Electrification of the Didcot to Oxford railway. In light of the General Election, the Clerk has delayed writing to the relevant Minister. **Action carried forward: Clerk to draft a letter to the relevant Minister when appointed.**

50mph limit on A34. BJ and ES both assured the Council that new MP Layla Moran was well briefed regarding the A34 but ES added that copies of previous correspondence between Nicola Blackwood MP and the Minister would be helpful. **Action: Clerk to write to Layla Moran MP enclosing copies of any previous correspondence between the Minister and Nicola Blackwood MP that are held in the Council's records.**

Signed: *Matthew Frohn*

Date: 4 Sept 17

Charity music festival. VoWHDC informed the Clerk that it is not their policy nor is it a requirement that it inform parish councils of the granting of temporary event licences.

Parish council email address. LLF said notices had now been placed on both noticeboards giving email addresses for all local councillors and full contact details for the Clerk, as agreed.

Accounting Statements 2016-17. The Clerk sent off the unaudited accounts and related papers to the External Auditor on 23rd June, the same day as he posted notices on the Hill and village noticeboards advertising the opportunity for the Exercise of Public Rights. David Rawcliffe had put all the required documents on the website. Linda Slater had also advertised the opportunity for the Exercise of Public Rights via Shinfo on 24th June. To date, no one has asked to inspect the Council's financial records.

Flood barrier. Action carried forward from the last meeting: Clerk to order a bag of spare bolts from Geodesign Barriers.

School transport. Following the last meeting, MF had asked other councillors and the Clerk if it would be possible for the Council to send a letter in support of the appeal against OxonCC's decision to withdraw free school transport from the children of South Hinksey. MC had been advised this would be in line with the Council's decision to provide such support as requested. He had therefore signed and sent a letter drafted by MF.

Giant Hogweed. MR reported that a member of OxonCC's Countryside Access Team is due to make a site visit on Wednesday 5th July.

6. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
Geoffrey Ferres	Clerk pay and expenses	£983.29	s112 LGA 1972
HMRC	PAYE Income Tax deducted	£231.60	s112 LGA 1972

The Council **resolved** to approve the payments.

Receipts

None.

7. County Councillor's report

BJ reported he has been chosen by the Liberal Democrats to be Shadow Cabinet Member for Transport. He understood Environment and Economy briefings will restart soon.

BJ said he had been asked to chair the school transport appeal in relation to South Hinksey. Rules of confidentiality meant he could say nothing about this other than to report that the appeal had been upheld, therefore children from South Hinksey would not be expected to walk to school along the A34 and would instead continue to be entitled to free school transport from OxonCC.

Members of the Council said they were delighted with this outcome.

8. District Councillors' report

DH and ES had kindly circulated a written report.

LLF felt it would be helpful to bring to parishioners' attention via Shinfo the request for residents not to create problems for Biffa's waste lorries by parking inconsiderately and the value of using FixMyStreet to report problems

Signed: Mark Cohen

Date: 4 Sept 17

with roads, street lighting and paths. **Action: Clerk to ask Linda Slater to publicise via Shinfo the value of using FixMyStreet.**

9. Planning applications

5 St Lawrence Road: single-storey rear extension [P17/V1620/PDH]. The Council agreed that it had no objections to this application on which VoWHDC advised it could only have regard to comments from owners and/or occupants of adjoining properties.

Land from North of Botley Road to New Hinksey in the parishes of North Hinksey, South Hinksey and Kennington: Pre-Planning application advice by the Environment Agency for the Oxford Flood Alleviation Scheme [P17/V1669/CM] [Deadline: 11th July 2017] and Land South of Hinksey Heights: Pre-Planning application advice by the Environment Agency for the Oxford Flood Alleviation Scheme [P17/V1678/CM] [Deadline: 11th July 2017].

The Council noted both applications. **Action: Clerk to write to the Environment Agency and invite them to a meeting.**

Woodlands, Hinksey Hill: Proposed two-storey rear extension and alterations to dwelling [P17/V1706/HH] [Deadline: 13th July 2017]. The Council resolved to take no action.

Pin Farm, Barleycott Lane: Replacement of existing roof covering to single-storey barn to allow installation of over-rafter insulation [P17/V1830/HH] [Deadline: not yet set]. The Council agreed that it had no objections to this application. **Action: Clerk to respond to the consultation, when open, on the Council's behalf.**

10. Correspondence

None.

11. Heavy Goods Vehicles in South Hinksey village

Now that the General Election has taken place, MR offered to contact OxonCC's Lee Turner again regarding the proposed "dividing island" at the entrance to the village. **Action: MR to contact OxonCC's Lee Turner.**

12. South Hinksey, Sunningwell, Wootton, Radley and Kennington parish councils: matters of mutual interest or concern

The Council approved a proposal that the parish councils of South Hinksey, Sunningwell, Wootton, Radley and Kennington form a group, comprising a councillor from each parish, to meet and discuss topics of mutual interest or concern.

LLF said she would be happy to be the Council's representative on the proposed group.

Action: Clerk to reply to the Clerk of Sunningwell Parish Council.

13. VoWHDC's Parish Partners programme

The Council agreed to send a representative to one of the launch sessions for VoWHDC's Parish Partners programme.

MC and LLF both said they were unable to attend on either date.

MF offered to attend the session due to be held in Wantage on Thursday evening 28th September.

Action: Clerk to register MF for the session on 28th September.

Signed: Mind Cochran

Date: 4 Sept 17

14. Community Governance Review

Nothing to report.

The Clerk said he would contact the Clerk of Sunningwell Parish Council again to ask if that council was happy with the proposal to include in this parish the triangle of land at the top of Hinksey Hill that includes the Westwood Hotel. **Action: Clerk to write to his Sunningwell counterpart.**

15. Traffic Regulation Orders

The Council considered the implications for the parish of the Traffic Regulation Orders (TROs) approved by OxonCC on 29th June. LLF had circulated a paper. She advised that the relevant factors likely to be considered by OxonCC appeared to be: density of housing; street lighting; and accident statistics. In her opinion, a strong case could be presented on all three grounds to reduce the speed limit on Hinksey Hill to 30mph.

The next step would be for OxonCC to carry out a speed survey on Hinksey Hill and the adjoining section of Foxcombe Road. Then the Council could consider whether to apply for a TRO, in which case it would have to fund legal costs estimated at £2,600 and pay for altering the Vehicle Activated Sign.

The Clerk advised the Council that in his opinion as Proper Officer it would be inappropriate for the Council to take a decision to apply for a TRO without waiting for the result of OxonCC's speed survey since it might suggest the Council had made a decision without taking into account all the relevant evidence and he also advised as Responsible Financial Officer that it would be irresponsible for the Council to take a decision to apply for a TRO without having before it a more definite indication of the likely total cost.

LLF offered to contact OxonCC's Anthony Kirkwood and confirm the likely total cost of a TRO. **Action: LLF to contact Anthony Kirkwood and to confirm the likely total cost of a TRO.**

The Council recognised that a choice might have to be made between funding three current projects: pursuing the reduction in the speed limit on Hinksey Hill; contributing to the cost of constructing a "dividing island" at the entrance to the village; and paying part of the cost of constructing a path from Parker Road to St Lawrence Road across the churchyard and the burial ground.

Were this to arise, the Council agreed that the first two would have priority over the third because they were clearly safety issues.

16. Burial ground

The Clerk has still not received a report from Oxford City Council on the memorial inspections it has carried out.

Action: Clerk to contact Oxford City Council's Laura Harlock regarding the report.

The Clerk reported that the rose bush has not been removed from plot 87.

PR had written to the Council saying that the annual volunteer hay cut has been arranged for Thursday 10th August and asking for the Council to arrange for the removal of the hay.

The Clerk said he proposed to deal with this in the same way as last year under Financial Regulation 11.1 by asking the Council's maintenance contractor to quote for the work as an extension to their existing contract.

Action: Clerk to ask Oxford City Council for a quotation.

Purchase of Austrian scythe. The Chairman had drafted and circulated a letter for Peter Rawcliffe to sign giving assurances about safe storage and use of the scythe.

MF asked who would be responsible for replacing the scythe if lost or damaged.

The Clerk said he could not see the value of inspecting the accident book quarterly when the scythe was unlikely to be used all year round.

Actions: MC to amend the draft letter; Clerk to send the amended letter to Peter Rawcliffe.

Digging of graves. The Clerk has put in writing to the Oxfordshire Association of Local Councils a request for advice from their new VAT expert regarding possible recharging of VAT in relation to digging of graves.

Signed: Mick Cochran

Date: 4 Sept 17

Burial ground forms. The Clerk had not yet arranged to meet MF to look over new draft forms. **Action: MF and the Clerk to arrange another meeting to ensure relevant forms were ready in time.**

Hedge. The Clerk reported that he has not yet heard further from the Trust for Oxfordshire's Environment 2 about its request for evidence of the hedge's progress.

17. Community Woodland

MR had obtained a quotation from Oxfordshears of £100 for the cost of cutting a new path and the Clerk had approved this in accordance with Financial Regulations as it was within budget and did not exceed £100.

MR reported that she had spoken to Nick Frearson regarding the risk of unwanted occupants and he had expressed the view that it would be far from easy, for various reasons, to drag a caravan into the woodland. LLF reported that she had been unable to find the signage information previously obtained from Woodstock.

Actions carried forward from the last meeting: Clerk to draft letter thanking Sany Nahhas for mowing the rides; CC to contact Sylva Foundation regarding risk assessments.

18. Housing development north of Abingdon

ES reported that VoWHDC has been recommended to approve the planning application for 950 new homes subject to restrictions that no more than 150 new homes may be built before funding is secured for the new A34 slip roads at Lodge Hill and no more than 400 new homes may be built before the new slip roads have actually been constructed.

ES said she will be writing a statement for DH to read at the forthcoming meeting, which regrettably she is unable to attend.

19. Campaigns

Footbridge over the railway. Nothing to report.

20. Path across churchyard and burial ground

The Clerk has written to Father James Wilkinson inviting him to attend a Council meeting to discuss the path. Father James has responded that Monday is his day off and asked if the Clerk could give him an idea what the Council wishes to discuss, which the Clerk has endeavoured to do.

The Council **agreed** that its concerns centred on the length of time the path has been under discussion and the seemingly limited progress yet made with regard to its construction, particularly given other possible calls on the Council's resources such as pursuing a 30mph speed limit on Hinksey Hill and contributing to the cost of constructing a "dividing island" at the entrance to the village.

21. Traffic issues

Hinksey Hill speed limit. LLF that, following her email to OxonCC's Chris Hulme about Community Speedwatch, Police Community Support Officer Zack Earl is due to have a meeting with her at her home on Thursday 6th July.

22. Maintenance issues

Grass cutting. MC and the Clerk had inspected the verges on Foxcombe Road and explored the Council's boundary on the Hill. The Council was satisfied that if the verges on Foxcombe Road that appeared to belong to Kennington had been cut in the past by this Council's contractors this had been done in good faith. **Action: Clerk to discuss maintenance of these verges with his Kennington counterpart.**

MC felt there was a clear need for the Council to obtain a definitive map of its current boundaries. **Action: Clerk to establish how the Council could obtain an up-to-date map of its boundaries.**

The Clerk has contacted Kennington's new clerk regarding a template for a maintenance contract.

Signed: Mind Cohen

Date: 4 Sept '17

Devil's Backbone. The Clerk has reported the condition of the footbridge over the Hinskey Stream via FixMyStreet.

23. Archives

The Council welcomed MR's initiative in raising this matter. In view of the time, MR said she would email members with regard to holding an informal session to examine the archives in her possession. **Action: MR to email the Council, including the Clerk, regarding a date and time for an informal session to examine the archives in her possession.**

24. Automated external defibrillator

The Council agreed to instruct the Clerk to purchase a replacement child defibrillator pad when the existing one expires later this year and agreed not to proceed with establishing a Volunteer Emergency Telephone System.

25. Staff training

The Council agreed to pay the registration fee (£69 + VAT) and travel expenses (£35.30) for the Clerk to attend the Society of Local Council Clerks' Regional Roadshow in Winchester on Wednesday 1st November.

26. Any other business

None.

27. Feedback from members of the public

None.

28. Reserved business: staffing matters

The Council resolved that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

Time concluded: 9.57pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 4th September 2017 at 7.30pm
in South Hinksey Village Hall

Signed: Mark Cochran

Date: 4 Sept '17