

Minutes of a meeting of **South Hinksey Parish Council** held on **Wednesday 1<sup>st</sup> August 2007** in the Village Hall, South Hinksey.

**Present:** Cllr. C. Briffett – Chairman  
Cllr. Mrs M Rawcliffe  
Cllr. Mrs S. Gray  
Cllr. C. Davies  
Cllr. Ms S. Bayliss

**In attendance:** Anne Wilson – Parish Clerk

Councillor Briffett welcomed everyone to the meeting and especially the two prospective Councillors. He stated that this meeting was replacing the September meeting which could not be held due to annual leave and the next meeting of the Parish Council would be in October.

**52/07 Apologies for Absence**

**RESOLVED** to note that there were no apologies for absence.

**53/07 Declarations of Interest**

**RESOLVED** that the Parish Clerk declared a personal interest in agenda item 13.

**54/07 Co-Option of Parish Councillors**

**RESOLVED** that members considered the co-option of the two applicants to the Parish Council namely Colin Davies and Sarah Bayliss.

**RESOLVED** that following a secret ballot Colin Davies and Sarah Bayliss be co-opted to South Hinksey Parish Council. Both members signed their Declaration of Acceptance of office at the meeting.

**55/07 Minutes**

**RESOLVED** to confirm the minutes **SHPC/03/07**

Councillor Briffett had made some amendments to the draft minutes which had been incorporated into the minutes that had been circulated to members with the agenda at the meeting. Due to the postal strikes the original agenda and minutes had been e mailed to all members and these had the original copy of the minutes attached although all members had received a copy of Cllr. Briffett's proposed amendments where the Parish Clerk had felt it appropriate.

## **56/07 Woodland Project Proposal**

Members considered and discussed the e mails that had been circulated with regard to the Woodland Proposal since the last meeting.

Cllr. Briffett reported that the proposals would short term be at little cost to the parish. The woodland had been designed with very little maintenance in mind to include the replacement of dead trees and broken plastic tubes with the biggest cost being the mowing. The mowing could be done by a parishioner in years to come and the site would be looked after by the FOSH and other volunteers in the future.

Cllr. Mrs Rawcliffe had serious reservations about the proposals and some of the costs available. It is not clear who long term would be responsible for the costs – the FOSH or the Parish Council. South Hinksey P.C. already has one of the highest precepts in the area and she felt it was essential to know the costs to the parish in perpetuity. Would those costs go on the parish precept? She continued by saying that when the Council gave the land certain provisos were put against it and one of those was that the Council was not involved in any future financial costs.

Cllr. Mrs Gray asked whether after the three years of initial funding that they hoped to obtain from a grant would the Parish Council be responsible for the site and future funding? Councillor Briffett stated he hoped that the Council would get involved in the future of the site.

**RESOLVED** that Cllr. Briffett submit a report to the Parish Council with a lot more detail on and ultimately who is responsible for the future of the site to the next meeting.

The VAT issues would also need to be looked into as FOSH is not a registered charity. **FURTHER RESOLVED** that the Parish Clerk obtain an opinion from the auditor with regard to VAT and the Parish Council.

With regard to the land sale to Mrs Pringle the Parish Clerk was asked to confirm to members at the next meeting exactly where the land boundary was of the land being sold to her.

## **57/07 Members Responsibilities**

**RESOLVED** that members would circulate to the Parish Clerk details of the areas that they would like to be their responsibility as a Parish Councillor within South Hinksey. Councillor Briffett circulated paperwork to all members to return to the Clerk.

## **58/07 Community Land Proposal**

**RESOLVED** that members noted that Peter Rawcliffe had spoken to John Kulasek, Estates Manager at Oxford City Council with his FOSH hat on and the letter he submitted to the Parish Council. Oxford City Council has confirmed that they will not exchange the land in perpetuity.

**RESOLVED** that members thanked Peter Rawcliffe for his offer to pursue this on behalf of the Parish Council, keeping them up to date at every stage and thanked him for his kind offer.

## **59/07 Planning Applications**

**RESOLVED** that there were no planning applications for consideration at this meeting but members noted the following.

### **Notice of Permission**

- **SH1/1753/12 – 07/00884/F**  
Isis Works, St. Lawrence Road, South Hinksey  
Retention and refurbishment of existing lean to structure to form garden room to plot 7. (Amendment to SH1/1753/10)

**General Elliott** – Members noted that a consultant employed by the Vale of White DC Horse had carried out a site visit to the General Elliott but no further information was available at the current time.

## **60/07 A34**

**RESOLVED** that the Parish Clerk should chase a response to the letter sent following the meeting held in June to the Highways Agency.

## **61/07 Flooding Matters.**

Members discussed at the length the horrendous flooding in the parish over the recent weeks and the impact on the affected households.

**RESOLVED** that the Parish Council should write a letter to all the agencies, Councillors and the local MP with regard to the problem. **FURTHER RESOLVED** that Cllr. Briffett would draft the letter and circulate it to all members before sending it for their comments.

## **62/07 Church Close – South Hinksey Parish**

**RESOLVED** that Cllr. Mrs Gray would contact the County Council with regard to this issue as a resident of Church Close as it was agreed that she would be able to explain and show representatives of the County Council the impact that the parking issues were having on the village.

## **63/07 Cheques for Payment**

**RESOLVED** that member noted that there were no cheques for payment.

## 64/07 Payment of Clerks Salary

**RESOLVED** that members noted the following:

- This is a second job for the Parish Clerk and therefore it is essential for the payment of Income Tax and National Insurance is correct and paid at source.
- That the Parish Council will be registered with the relevant Tax Office to enable this to happen.

**FURTHER RESOLVED** that an annual payment be made to Bicester Town Council of £100 to enable the administration of the Clerks salary to be carried out. This would include paying the Clerk on a twice per year basis, advising the Council of the correct amount of Tax and National Insurance that should be paid, and carrying out the end of year paperwork. Members noted that the Town Council has a computerised wages system in place and South Hinksey will, in effect, become a second company on that system.

## 65/07 Correspondence

**RESOLVED** that members noted and considered the attached correspondence:

- Oxfordshire County Council – Invite to the Chairman to attend a link strengthening event on the 27<sup>th</sup> September 2007 at 6 p.m. – 9 p.m. – **RESOLVED** that Cllr. Briffett attend this meeting
- Oxfordshire Association for the Blind - funding request
- Oxfordshire Playing Fields Association Newsletter
- Clerks and Councillors Direct magazine
- SMP Freeplay newsletter (play equipment)
- Thames Valley police Open Day – 11<sup>th</sup> August 10 a.m. - 4 p.m. - *members would attend if they are able no response required*

Migrant Workers in rural communities in Oxfordshire – the role of Parish Councils

- Provision of caravan sites for Gypsies and Travellers In Oxfordshire – **RESOLVED** that a response should be sent stating that the Parish Council felt that there was no need for new sites in the county as there was already space on the existing sites and these should be filled up before any further consideration is given to new sites.
- Oxfordshire County Council – South Oxfordshire and Vale Town Parish Areas - newsletter

**66/07 Date of next meeting:** Monday 1<sup>st</sup> October at 7.30 p.m.

**67/07 Annual Return for the Year 2006/2007**

At the meeting of the Parish Council on 9<sup>th</sup> May 2007 members agreed the Internal Audit Statement and the End of Year Accounts for 2006/2007.

**RESOLVED** that members confirmed the Annual Return for the Auditor for 2006/2007 and noted that the audit would be happening in September. By law the Parish Council are required to confirm this information by 31<sup>st</sup> August.

**68/07 Millennium of Oxfordshire**

**RESOLVED** Cllr. Mrs Rawcliffe and her husband would represent South Hinksey Parish Council and attend the Millennium of Oxfordshire Celebrations in the Gardens of Trinity College Oxford on the 16<sup>th</sup> September 2007.

**Signed** ..... **Date** .....

**Chairman  
South Hinksey Parish Council**

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These minutes were signed as a true record at the meeting of South Hinksey Parish Council held on 1st October 2007 with the following exception:

At the beginning of the minutes Councillor Ms S Bayliss should read "Cllr. Ms S Balaam"

**56/07** Cllr. Mrs Rawcliffe did not have serious reservations about the proposal but about the ongoing costs of such a project.