

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

Monday 7th October 2013

Present: Sarah Balaam (Vice-Chair), Christine Chater, Matthew Frohn, Liz LeFevre,
Maggie Rawcliffe (Chair), Sheridan Edward (Clerk)

Other attendees: None

Time commenced: 7:30pm

1. Apologies

Cllr Bob Johnston (Oxfordshire County Council)

2. Declarations of interest

None.

3. Public questions, comments or representations

None.

4. Minutes of September 2013 meeting

The Council resolved to agree the minutes of the September 2013 meeting.

5. Matters arising

Grounds maintenance. BGG were still to clear the pile of grass and clear away the dead weeds from Parker Road. It was also noted that vegetation was encroaching onto the footpath. **Action: SE to chase BGG and also ask for a quote to cut back vegetation.**

HGV sign. There had been no news on its installation. **Action: MR to chase.**

Bagley Croft TPO. CC had confirmed with Tim Stringer that the Council was entitled to see the landowner's response and that he would send it to SE. **Action: SE to chase Tim Stringer for response.**

6. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
BGG Garden & Tree Care	July – September maintenance	£1440.00	s96 HA 1980
Society of Local Council Clerks	CiLCA registration fee	£150.00	s112 LGA 1972
BCW Office Products	Devil's Backbone cycling sign	£158.91	s130 HA 1980
Maggie Rawcliffe	August – September expenses	£8.37	S15 LGA 1972
Peter Rawcliffe	Wildflower seed for burial ground	£78.00	s214 LGA 1972

The Council resolved to agree the payments.

Receipts

Payer	Reason	Amount
Oxfordshire County Council	Grant towards Hinksey Hill VAS	£1500.00
Scottish & Southern Energy	Wayleaves	£19.62
VoWHDC	Precept – 2 nd instalment	£3522.50

7. Planning applications

P13/V1793/HH Westwinds, Betty Lane

The Council **resolved** to raise no objections.

P13/V1534/HH 40 Manor Road

The Council **resolved** to raise no objections.

P13/V1969/LDP 8 Manor Road

The Council was informed of the processing of a Certificate of Lawful Development application for a two storey roof rear extension. Therefore, Planning were unable to accept any comments.

8. Correspondence

Winter preparedness roadshows. Paul Wilson from VoWHDC was arranging roadshows during September and October. The details had already been circulated to councillors.

Community emergency planning events. Ian Travers-Smith from OxonCC was arranging workshops regarding the producing of community emergency plans. **Action: SE to forward to MR, MF and Adrian Porter.**

Oxford Area Flood Partnership. OAFP's annual open meeting on 17th October. Action: MR to attend and report back.

Town and Parish Forum. The VoWHDC-led forum would be on 13th November. **Action: SE to register MR and CC.**

9. County Councillor's Report

Cllr Bob Johnston was unable to attend the meeting but sent the following report:

"The reinstatement of the A4183 across Boars Hill continues to go well, if there are no unexpected set backs, the road could be re-opened in early December.

At its most recent meeting the County Council agreed to keep criminal records for Councillors in general and for those on adoption and fostering in particular.

The most serious threat now facing the Council is a further demand from HM government to find a further £60 million of cuts over the next 4 years. This will be very painful with cuts of £15 million starting in 2014/15. My own Group will (along with others) be submitting a budget. We are looking at extra income generation and the careful use of reserves (which are £250 million plus) to sugar the pill. With no overall control nobody can yet predict the final outcome for the 2014/15 County budget."

10. District Councillor's Report

None.

11. Project updates

Hinksey Hill traffic issues. SE reported that the Council had received the grant funding from Oxon CC towards the VAS. SE had circulated a draft funding application form for funding from Community Safety Partnership. The Council **resolved** to agree the application and ask for a grant of £1500. There was no news on the installation of the VAS. **Action: SE to chase Alan Cockbill.** It had also been noted that police speed camera vans had been seen three times in recent weeks on Hinksey Hill. It was also noted that there were overhanging branches encroaching onto the footpath on Foxcombe Road. **Action: SE to draft a letter for LLF to deliver.** There was no news on Community Speed Watch. It was felt that the Have Your Say meetings with PCSO Adi Wright were needed less frequently, bi-annually instead of monthly, with one per year in the village and one on Hinksey Hill. **Action: MR to talk to PCSO Adi Wright re frequency of meetings, and using LLF's house for the Hinksey Hill meeting.**

Community Woodland. SE reported that he had been interviewed by John Tolson for the documentary video about the woodland for the parish website. Hilary Briffett and MR were still to be interviewed.

12. Footbridge over railway

MR reported that Matthew Barber had written to Peter Rawcliffe stating that he was arranging for the chief executives of Oxon CC, OCC and VoWHDC to write a joint letter to Network Rail, and that he would keep Peter updated. There was no news on the Network Rail appeal.

13. Parish Emergency Plan

MF and Adrian Porter had agreed to work on the plan themselves. MF had produced an estimate of sandbags needed of 500 for a moderate flood and 900 for severe flooding, but he was yet to confirm which residents required sandbags. SB also noted that plastic sheeting was required along with the sandbags to create an effective seal. **Action: MF and Adrian Porter to continue to work on this.**

14. Cycling on the Devil's Backbone

SE reported that he had received the signs for the Devil's Backbone and that he had received a quote from Dave Cullen to install the signs for £180 +VAT. The Council **resolved** to accept the quote. **Action: SE to confirm with Dave Cullen and arrange a site visit with him, MF and SB.**

15. Finance report

SE reported that all expenditure was on or under budget. However, he also noted that there would be unbudgeted expenditure in the coming months on the Hinksey Hill VAS and Devil's Backbone signs. It was also noted that burial income was significantly down, this was due to unpredictable demand. Despite this, the Council finances remained strong. SE noted that due to the small number of payments and size of the budget, bank reconciliations were only produced annually. However, to give councillors a clearer idea of reserves and expenditure throughout the year, he would produce these quarterly and present with the finance report. **Action: SE to forward latest bank reconciliation asap.**

16. Gates on Redbridge / South Hinksey footpath

MR reported that Mark Sumner had carried out a site visit with their contractor and received an estimate for £6,600 to replace the stiles along the path with kissing gates. He was in the process of applying for funding through the Trust for Oxfordshire's Environment and asked if the Parish Council would be willing to make a financial contribution. The Council **resolved** to agree a grant of £250. The Council discussed whether or not there would be an increased risk of crime resulting from the improved access, and on balance decided that incidents of crime would be unlikely to be affected. **Action: SE to confirm with Mark Sumner and check whether the design would be suitable for pushchairs and wheelchairs.**

17. Grant Award Policy and Complaints Procedure

SE had circulated draft policies. The Council felt that the policies required closer scrutiny. **Action: to be added to the next agenda. SE to forward policy examples and guidance and ask VoWHDC about procedure for complaints about councillors.**

18. Clerk training

SE stated that he hadn't received formal training in almost five years of being in the post and presented a proposal to the Council to register for the Certificate in Local Council Administration. The Council **resolved** to approve the CiLCA registration fee of £150.

19. Any other business

Neighbourhood Action Group meeting. MR was to attend the open meeting, which would give members of the public the opportunity to meet the new Police Commissioner and ask questions. MR to ask about the role of PCSOs.

20. Feedback from members of the public

None.

Time concluded: 9:20pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Signed: _____
Maggie Rawcliffe – Chair

Date: _____

Date of next meetings:
Monday 4th November 2013, 7:30pm, South Hinksey Village Hall
Monday 2nd December 2013, 7:30pm, South Hinksey Village Hall

Abbreviations: OxonCC – Oxfordshire County Council; VoWHDC – Vale of White Horse District Council;
OCC – Oxford City Council; MR/MF/SB/LLF/CC/SE/BJ – initials of meeting attendees