

**Minutes of the South Hinksey Parish Council
at the Westwood Hotel**

Thursday 11th January 2018

Present: Christine Chater, Michael Cochrane (Chairman), Matthew Frohn (Vice-Chairman),
Maggie Rawcliffe
Cllr Bob Johnston (OxonCC), Geoffrey Ferres (Clerk)

Other attendees: Dudley Goodhead, Linda Goodhead.

Time commenced: 7.30pm

1. Apologies

Cllr Debby Hallett (VoWHDC), Cllr Emily Smith (VoWHDC).

2. Declarations of interest

None.

3. Public questions, comments or representations

None.

4. Minutes of December 2017 meeting

The Council **resolved** to agree the minutes of the December 2017 meeting and the Chairman signed them.

5. Matters arising – December 2017 meeting

Transparency code for smaller authorities. The Oxfordshire Association of Local Councils (OALC) has informed the Clerk that the National Association of Local Councils (NALC) has approved the Council's application for a grant of £542.57 towards the purchase of a laptop, scanner and software.

Electrification of the Didcot to Oxford railway. The Council's letter to the Minister, Paul Maynard MP, has neither been acknowledged nor answered.

50mph limit on A34. The Clerk had completed a search of the paper files he had inherited and had found he had inherited no paper correspondence between either the Council or past MPs and Ministers. **Action carried forward from a previous meeting: 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.**

Flood barrier. The Clerk has received the spare parts for the Geodesign EUR 101 Steel Barriers. The Clerk said he intended to add them to the Asset Register and he anticipated that these would be kept in the village and those looking after them would be asked to sign a safekeeping agreement in the same way as for other Council assets held in private hands.

The Chairman said that in his experience the bolts would be considered as consumables, not assets and that it was quite likely that if the bolts were ever used, they would not be returned.

Signed:  _____

Date: 5/2/18

Pre-Planning application advice by the Environment Agency for the Oxford Flood Alleviation Scheme [P17/V1669/CM] and [P17/V1678/CM]. Action carried forward from the last meeting: Clerk to contact the Environment Agency and the residents of Chilswell Path.

Community Governance Reviews. VoWHDC's Steven Corrigan has notified the Clerk of the final decision in relation to the South Hinksey Community Governance Review taken on 27th November 2017 which was to increase the size of the Council from five to six, and to ward the parish along the A34, with the wards of Village and Hinksey Hill each electing three councillors in May 2019.

VoWHDC's Steven Corrigan had separately notified the Clerk of the final decision in relation to the Sunningwell Community Governance Review taken at the same meeting, which was: "To make no change to the boundary between Kennington, Radley and Sunningwell and South Hinksey and Cumnor."

The letter went on: "In doing so the committee encouraged parish councils to liaise with each other prior to the submission of future requests for a community governance review which would impact on the area of a neighbouring parish."

The Council noted that still nothing had been heard from Mark Stone, now appointed as Chief Executive on a permanent basis, about the letter he had promised to send to the Council in response to the complaint submitted by the Chairman. ES had raised this, as promised.

CC said Mark Stone should do what he had said he would do.

It was **agreed** that the Clerk would draft a letter and show it to the Chairman before sending it in which he would remind Mark Stone of his promise to send the Council a letter and say that, as far as the Council was concerned, its complaint remained on file.

6. Finance – payments and receipts

Payment

Payee	Reason	Amount	Power to act
Oxon Assn of Local Councils	GDPR training course for Clerk	£48.00	s112 LGA 1972
Society of Local Council Clerks	2017 subscription	£100.00	s173 LGA 1972
Oxford City Council	Digging of grave for late Richard Alliott	£400.00	s214 LGA 1972
Geoffrey Ferres	Clerk pay and expenses	£731.73	s112 LGA 1972
HMRC	PAYE Income Tax deducted	£611.51	s112 LGA 1972
Geodesign Barriers Ltd	Flood barrier spare parts	£259.20	s137 LGA 1972

The Clerk told the Council that he had been informed Geodesign Barriers Ltd did not accept cheques, so he had drawn up a written authority to be signed by two signatories for the Council to make the payment electronically via the Faster Payments Service. The Council **resolved** to approve all the payments, and the Chairman and Vice-Chairman signed them.

Receipts

Payer	Reason	Amount
Oxfordshire County Council	Grass cutting grant 2017	£497.53
HSBC	Deposit account – quarterly interest	£0.64

7. County Councillor's report

BJ gave a report. Details of the devolution deal offered by the Government are now clearer: both OxonCC and VoWHDC would receive some funding. A joint response from all Oxfordshire councils is to be signed off later in the month. It is understood that the National Infrastructure Commission favours a route for the Oxford to Cambridge Expressway alongside the proposed East West Rail link. BJ said OxonCC is proposing an increase in Council Tax for 2018-19 of almost 5%: 1.9% with an additional 3% for adult social care.

Signed: _____

Date: 5/2/18

8. District Councillors' report

DH and ES had kindly circulated a brief written report.

9. Planning applications

8 St Lawrence Road: loft conversion and hip to gable extension, dormer window and side/rear extension [P17/V3086/LDP]. ES had contacted the VoWHDC Planning Officer who said they believed the extension is small enough to comply with permitted development rights, but the officer would double check before making an approval. VoWHDC subsequently approved the application.

9 Manor Road: proposed single-storey side extension, demolition of existing garage, erection of new annex [P18/V0040/HH]. The Clerk said he had not yet received paper copies of the application documents and no member of the Council had yet been able to discuss the application with neighbours. The Council had not yet been informed of the deadline for consultation so it **instructed** the Clerk to respond on its behalf, if it were necessary to do so before the next meeting, after consulting members by email.

10. Correspondence


The Clerk reported that he had received formal notice of several consultations, including two simultaneous and related consultations which close on 22nd March 2018 concerning changes to the airspace in the vicinity of Oxford Airport and RAF Brize Norton. The Chairman asked they be placed on the agenda of the next meeting.

Action: Clerk to place these consultations on the agenda of the next meeting.

11. Financial Report

The Clerk informed the Council that he had noticed errors in the 2017-18 "Rev budget" and "To date" columns of the paper showing the 2018-19 budget and had therefore circulated a corrected version for the Council's approval.

The Clerk presented for the Council's approval a bank reconciliation to end December 2017 and a monitoring report for 2017-18 from which, he said, it seemed clear that three items required amendment, He advised the Council to increase:

- The Subscriptions and Conferences item from £180 to £230 in order to cover planned expenditure because the subscription to the Society of Local Council Clerks has increased due to the Clerk's increased hours
- The Expenses/Travel item from £120 to £150 on order to cover predicted expenditure because the Clerk has attended two training events outside the county
- The Grants item from £500 to £1,050 because the Council has been awarded a Transparency Grant from the Government. 

The Council **unanimously agreed** the corrected 2018-19 budget, the three revisions to the 2017-18 budget and the bank reconciliation to end December 2017.

12. Vacancy

VoWHDC has confirmed to the Clerk that no petition was received calling for an election, so the Council is free to co-opt. It was **agreed** that the Council would seek to co-opt someone to fill the vacancy at its next meeting.

The Vice-Chairman offered to draft a mini-brief to assist with advertising the vacancy. The Clerk was **instructed** to ensure the advertisement mentioned the re-election of the whole Council on the new basis in May 2019. It was further **agreed** that the Council would co-opt by preference someone to represent the Hinksey Hill part of the parish.

Actions: Vice-Chairman to draft mini-brief; Clerk to advertise the vacancy in accordance with the Council's wishes and to ensure that if there were more than one candidate, the Council had a few paragraphs from each candidate about what they could bring to the Council.

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Date: 5/2/18

13. School transport

BJ had met OxonCC's Roy Leach officer to discuss how the present arrangements might be improved. From the meeting the idea emerged of a Memorandum of Understanding between the Council and OxonCC – OxonCC could only enter into an agreement with a legal entity.

One of the parents has now drafted such a Memorandum of Understanding but most members of the Council had not seen it as the Clerk had only received it this morning.

The Council **thanked** BJ for his intervention and **agreed** to establish a School Transport Sub-Committee consisting of the Chairman, Vice-Chairman and MR with delegated power to sign an agreement with OxonCC.

14. Heavy Goods Vehicles in South Hinksey village

MR attended and spoke at the Abingdon Locality Meeting earlier in the day which considered the Council's application to OxonCC's Communities Fund which the Clerk had submitted after showing it to BJ and ES. Dr Christine Madsen kindly produced an up-to-date version of her dossier of incidents involving Heavy Goods Vehicles and coaches which the Clerk had sent as an attachment.

BJ was able to inform the Council that its application had been successful. The funds available were oversubscribed but he was pleased to inform the Council that its application was the only one agreed in full. The Council **thanked** BJ for his assistance and **instructed** the Clerk to add an additional £3,000 expenditure to the 2017-18 budget to enable the Council to meet its half-share of the cost of the dividing island.

15. Hinksey Hill speed limit

The Clerk has invited OxonCC's Lee Turner to address the Council's January, February or March meeting but he has not replied. It was **agreed** not to pursue the invitation. CC recommended a more informal approach.

16. General Elliott

The Clerk has asked VoWHDC's Sally Truman whether there have been any new developments regarding the possible disposal of The General Elliott by its owners but has not received a reply.

The Vice-Chairman said he believed there was a new notice on display at The General Elliott.

17. European Union's General Data Protection Regulation

The Chairman signed the Privacy Notice approved at the last meeting.

The Clerk has asked David Rawcliffe to create Council email addresses for the Vice-Chairman and MR.

18. Burial ground

Headstone inspection. The Clerk reported that a number of the unsafe headstones have now been repaired and the Council agreed no action would be taken on any of the headstones before 30th April.

Rose bushes. The Clerk contacted Oxford City Council's Cemeteries Team about how it handles such situations. Oxford City Council sends people copies of its rules at the same time as it sends them the certificate granting Exclusive Rights of Burial to ensure they cannot say they were unaware of those rules.

The Clerk has circulated the Church of England Diocese of Oxford's Churchyard Regulations 2016.

The Vice-Chairman has drafted a summary of the Council's rules relevant to maintaining graves which could be displayed for three months before any action was taken to enforce them.

The Clerk was **instructed** to arrange for a noticeboard to be installed at the burial ground to hold the notice drafted by the Chairman.

Action: Clerk to obtain quotes for a noticeboard to be installed at the burial ground.

Signed: _____

Date: 5/2/18

Hedge of native species. MR reported that the replacement hedge had been planted in the first week of January. The Clerk had gone to see it, taken photographs of it and sent them to the Trust for Oxfordshire's Environment.

Business rates. The Clerk has been in correspondence with the Valuation Office Agency, but the Agency has not yet assessed the rateable value of the burial ground.

19. Community Woodland

CC and MR met Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust's Andy Gunn on 5th January. The Clerk had visited the woodland and felt action need to be taken soon to cut back the brambles. MR agreed to speak to Sanni Nahhas about the idea of encouraging wildflowers to grow.

Actions: MR to speak to Sanni Nahhas and try to obtain an estimate of the cost of cutting back the brambles.

20. Housing development north of Abingdon

Nothing to report.

21. Campaigns

Footbridge over the railway. Nothing to report.

22. Traffic issues

The Clerk has attempted to chase OxonCC regarding the repair of the 30mph sign at the junction of Manor Road and Parker Road which was damaged in September 2017.

23. Maintenance issues

The Clerk has written to the farmer asking him to repair the stile for the footpath going from Pin Farm to the Devil's Backbone path, but he has not responded.

The Vice-Chairman was concerned about the need to replace the light at the roundabout at the entrance to the village. It was suggested that the roundabout is probably the responsibility of the Highways Agency but if reported via FixMyStreet, the problem would be brought to the attention of the relevant body. **Action: Vice-Chairman to report the problem on FixMyStreet.**

The Council's attention was drawn to the condition of the path at Church Close and the need for attention to the salt bins. It was **agreed** this should be reported via FixMyStreet.

24. Any other business

None.

25. Feedback from members of the public

None.

Time concluded: 10.03pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 5th February 2018 at 7.30pm
at South Hinksey Village Hall

Signed: _____ 

Date: 5/2/18