

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

Monday 5th February 2018

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

Other attendees: None.

Time commenced: 7.33pm

1. Apologies

Cllr Emily Smith (VoWHDC).

2. Declarations of interest

None.

3. Public questions, comments or representations

None.

4. Minutes of January 2018 meeting

The Council **resolved** to agree the minutes of the January 2018 meeting and the Chairman signed them.

5. Matters arising – January 2018 meeting

Transparency code for smaller authorities. The Clerk said he was still waiting for confirmation that the Oxfordshire Association of Local Councils has paid the grant of £542.57 towards the purchase of a laptop, scanner and software into the Council's account. He reminded the Council that the bank refuses to answer any questions from him about the account because he is not a signatory. It was suggested that the Clerk explain the problem to the bank and ask someone to explain how it can be solved.

Electrification of the Didcot to Oxford railway. The Clerk read out a reply he had received from a civil servant to the Council's letter to the Minister, Paul Maynard MP.

50mph limit on A34. The Clerk said he had discovered the Council's Inbox contained almost 800 conversations or individual items mentioning the A34, so a search would prove very time-consuming. **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 drafted a safekeeping agreement and sent it to members of the Council for comment. The Chairman repeated his view that the bolts should be considered as consumables and a safekeeping agreement of the kind that might be appropriate for Council assets was not appropriate in this case. It was **agreed** that a receipt should be required but no more and it was envisaged that half the bolts might be kept by Adrian Porter and the other half by Peter Rawcliffe. The Vice-Chairman offered to keep half the bolts if Adrian Porter did not wish to do so. **Action: Clerk to contact Adrian Porter and Peter Rawcliffe.**

Signed:  _____

Date: 5/3/18 _____

Pre-Planning application advice by the Environment Agency for the Oxford Flood Alleviation Scheme [P17/V1669/CM] and [P17/V1678/CM]. The Clerk has written to the Environment Agency's Penny Burt and Richard Harding inviting them to address a future meeting.

Community Governance Reviews. The Clerk had drafted a letter to Mark Stone, VoWHDC's Chief Executive, and sent it to the Chairman for comment. After discussion, the Chairman amended the letter and handed it to the Clerk. **Action: Clerk to send the letter.**

6. Finance – payments and receipts

Payments

None.

Receipt

Payer	Reason	Amount
HMRC	VAT refund	£289.83

7. County Councillor's report

BJ reported that the broad corridor for the route of the Oxford to Cambridge Expressway would be known by the end of 2019 and the actual route by the end of 2020. One million homes were to be built along the length of the road, which would be 100 miles.

BJ said there was a briefing tomorrow on Oxfordshire's bid for growth funding.

BJ said OxonCC is likely to agree a 5.99% increase in Council Tax for 2018-19 which includes 3% specifically for adult social services and 1% specifically for children's social services.

8. District Councillors' report

DH and ES had kindly circulated a written report. The Chairman said he had attended the packed-out meeting regarding Foxcombe Hall that was mentioned in the report.

9. Planning applications

8 St Lawrence Road: loft conversion and hip to gable extension, dormer window and side/rear extension [P17/V3086/LDP] [Deadline: 21st February 2018]. It was agreed the Council had no objection to this application, but the Vice-Chairman was concerned that in the application it was stated that the property is not within the Green Belt when it surely was. **Action: Clerk to write to VoWHDC.**

9 Manor Road: proposed single-storey side extension, demolition of existing garage, erection of new annex [P18/V0040/HH] [Deadline: 6th February 2018]. It was agreed the Council had no objection to this application. **Action: Clerk to write to VoWHDC.**

10. Correspondence

None.

11. Vacancy

The Vice-Chairman had drafted a generic description of a councillor's role which the Clerk had circulated via Shinfo with an indication of the Council's preference for someone who could represent the Hinksey Hill part of the parish. The Clerk had received only one expression of interest.

The Council felt Linda Goodhead was an outstanding candidate and **voted unanimously** to co-opt her.

Signed: _____

Date: 5/3/18

Actions: Chairman to telephone Linda Goodhead; Clerk to send Linda Goodhead a copy of the Code of Conduct; Clerk to notify VoWHDC of the co-option.

12. School transport

CC had looked at the proposed Memorandum of Understanding drafted by one of the parents and proposed a number of amendments. The Clerk had circulated both the original draft and CC's amended version. The Vice-Chairman then created and circulated a version highlighting the changes CC is recommending. It was suggested that it might be desirable to make the agreement three-way rather than bilateral with the parents' representative also a party to the agreement.

Actions: MF to send the Clerk a clean copy; Clerk to send the draft MoU to OxonCC's Roy Leach.

13. Heavy Goods Vehicles in South Hinksey village

OxonCC's Lee Turner contacted the Clerk on 30th January. He asked whether the Council wished to have a face-to-face meeting, so the Clerk consulted the Vice-Chairman and MR, who both felt it would be appropriate. OxonCC's Lee Turner is about to go on leave so has asked to have the site meeting either tomorrow morning or the morning after.

OxonCC wishes to invoice the Council for its £3,000 contribution and the Clerk has completed the paperwork necessary for the invoice to be issued in time for the Council's next meeting.

Action: Clerk to respond to Lee Turner agreeing to a site meeting on Wednesday 7th February.

14. Hinksey Hill speed limit

CC has emailed OxonCC's Lee Turner without success, so contacted BJ who emailed OxonCC's Anthony Kirkwood and then Lee Turner.

15. Annual Parish Meeting

It was **agreed** to hold the Annual Parish Meeting on Monday 14th May, the date set for the Council's Annual Meeting.

The Chairman said he would need a meeting with the Clerk in advance of that date and suggested the 17th or 18th April. **Action: Clerk to arrange a meeting with the Chairman on Tuesday 17th or Wednesday 18th April.**

16. General Elliott

Nothing to report.

17. European Union's General Data Protection Regulation

Nothing to report.

18. Burial ground

Noticeboard. The Clerk had investigated noticeboards and found that companies offered them in at least three different materials: aluminium, plastic and wood. The Council **agreed** the new noticeboard should be hardwood, such as oak, as this would probably last longest and require the least maintenance. **Action: Clerk to obtain quotes for a hardwood noticeboard to be installed at the burial ground.**

Rose bushes. MR reported that one of the three rose bushes has been removed.

Business rates. The Clerk reported he has still not been notified by the Valuation Office Agency of the rateable value of the burial ground.

Signed: _____ 

Date: 5/2/18

19. Community Woodland

MR asked that the Clerk send Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust's Andy Gunn all relevant information about the management of the woodland, including the plan and the grant conditions imposed by the Forestry Commission and the Trust for Oxfordshire's Environment. **Action: Clerk to send information to BBOWT's Andy Gunn.**

MR had obtained a quote for six hours' work clearing brambles and the Clerk had asked the contractor to go ahead as the quote was for less than £100 and sufficient money remained for this item in the budget.

MR has spoken to Sanni Nahhas.

20. Housing development north of Abingdon

Nothing to report.

21. Campaigns

Footbridge over the railway. Nothing to report.

22. Oxford Airport and RAF Brize Norton consultations

The Chairman had been contacted by a parishioner concerned about the impact of proposed changes to the airspace in the vicinity of Oxford Airport and RAF Brize Norton.

The Chairman said he had read the Brize Norton proposals and sent two questions: how many flights in the last year have crossed within two miles of Hinksey Hill and at what height; and, following the proposed changes to the airspace, how many flights are envisaged to cross within two miles of Hinksey Hill and at what height – asking in each case whether the height was above ground level or above Sea Level.

The Chairman explained the proposals to the Council and said he was not confident of receiving a reply to his questions.

23. Traffic issues

A parishioner had complained to MR that an ambulance had reported difficulty reaching Church Close due to the way cars were parked. After discussion, it was felt that the problem might be alleviated by an appeal via Shinfo but there was no realistic prospect of a solution.

24. Maintenance issues

OxonCC re-designated the repair of the 30mph sign at the junction of Manor Road and Parker Road (which was damaged in September 2017) as a road traffic sign repair rather than a street lighting repair on 26th January following the Clerk's intervention on 2nd January.

The Clerk has still received no response from the farmer regarding the stile for the footpath going from Pin Farm to the Devil's Backbone path.

The Vice-Chairman had reported the need to replace the light at the roundabout on the roundabout at the entrance to the village via FixMyStreet and been informed the light is not the responsibility of OxonCC and it was not known whose responsibility it is.

The Clerk said he had noticed a parishioner had received the same response as long as one year ago. It was agreed the Vice-Chairman would ask OxonCC's Lee Turner about the light at the site meeting for the dividing island. **Action: Vice-Chairman to ask Lee Turner about the light on the roundabout.**

The Clerk said no one has reported the condition of the path at Church Close and the need for attention to the empty salt bins via FixMyStreet.

Signed: _____ 

Date: 5/3/18

The Clerk had circulated a draft maintenance specification for 2018. The Clerk said he and CC had read the new draft grass cutting agreement sent last year by OxonCC and noticed the Council had only been asked to cut grass verges within the 30mph limit but was cutting all of them.

The Clerk reminded the Council that in July 2014 the previous Clerk had recommended that the Council withdraw from the existing agreement when OxonCC announced it would halve the payments in 2015-16 but the Council had decided to maintain the monthly cuts.

The Council **approved** the draft maintenance specification and **agreed** not to sign the new grass cutting agreement at this meeting.

25. Any other business

MR said another session was needed to tackle the Council archives at her house.

The Council considered it had been worthwhile holding the January meeting at the Westwood Hotel and it was suggested that the October meeting be held there.

26. Feedback from members of the public

None.

Time concluded: 9.27pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

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

Signed: _____

Date: 5/3/18