

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

Monday 9th April 2018

Present: Michael Cochrane (Chairman), Matthew Frohn (Vice-Chairman), Linda Goodhead, Maggie Rawcliffe
Cllr Bob Johnston (OxonCC), Cllr Emily Smith (VoWHDC), Geoffrey Ferres (Clerk)

Other attendees: None.

Time commenced: 7.30pm

The Chairman said that in view of the last-minute change of venue caused by non-availability of the Village Hall, the Council should review all decisions taken tonight at its next meeting. The Chairman said he would take personal responsibility for the decision to go ahead with the meeting at a different venue rather than cancel it.

1. Apologies

Christine Chater and Cllr Debby Hallett (VoWHDC).

2. Declarations of interest

None.

3. Public questions, comments or representations

None.

4. Minutes of March 2018 meeting

The Council resolved to agree the minutes of the March 2018 meeting subject to the insertion of the word "original" before "application" in the minute relating to the 9 Manor Road planning application on page 3 and the Chairman then signed them.

5. Matters arising – March 2018 meeting

Transparency code for smaller authorities. The Clerk said the Council's March bank statement showed that the Council has received the grant of £542.57 towards the purchase of a laptop, scanner and software.

50mph limit on A34. The Clerk said he had found among the community woodland papers a set of five items of correspondence from March to June 2012 involving Nicola Blackwood MP and the (then) junior Minister Mike Penning MP about the A34 which were suitable for forwarding to Layla Moran MP. **Action: Clerk to send electronic copies of the correspondence to Layla Moran MP,**

Flood barrier. MR passed on the spare parts to Adrian Porter and Peter Rawcliffe who have sent signed receipts for them to the Clerk.

Grit bins. MF said he distributed around the grit bins all the salt that had been stored at the Village Hall car park. He said the Council would need to order more salt before next autumn. **Action: Clerk to include this on the agenda for the Council's September meeting.**

Signed: *Mike Cochrane*

Date: 14 May 2018

LG said she thought there used to be a grit bin at the corner of Betty Lane, but it had disappeared.
MR thanked MF for all his hard work.

6. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
South Hinksey Village Hall	Hire 2017-18	£250.00	s133 LGA 1972
Connor Fintan Slamon	Bramble cutting at woodland	£90.00	s10 OSA 1906
Post Office Ltd	Burial ground business rates 2015-19	£294.24	s214 LGA 1972

The Clerk explained that VoWHDC did not appear to provide an option for the Council to pay by cheque, but it appeared the four business rates bills could be paid at a Post Office with a single cheque using a bar code printed on each bill.

The Council **resolved unanimously** to approve all three payments, and the Chairman and Vice-Chairman signed them.

Receipts

Payer	Reason	Amount
Rural Payments Agency	Farm Woodland Payment 2017-18	£264.56
Vale of White Horse District Council	Precept – 1 st half	£7,000.00

7. County Councillor's report

BJ reported that the corridor for the Oxfordshire section of the Oxford to Cambridge Expressway would be chosen in the summer with a distinct possibility the route would leave the A34 at Lodge Hill. There is a consultation currently open which closes on 12th April. He would be attending a briefing tomorrow from OxonCC's Strategic Director for Communities, Bev Hindle.

8. District Councillors' report

DH and ES had kindly circulated a written report, which ES presented.

ES explained that it was due to the local elections in May 2019 that VoWHDC would have only two rounds of applications for Capital Grants in 2018-19. **Action: Clerk to inform Father James Wilkinson of the Capital Grants arrangements for 2018-19.**

ES said the recent surgeries had been worthwhile and South Hinksey's was the best attended. The experiment has been a success and further surgeries will be arranged in future.

The Chair raised with ES the future of Foxcombe Hall, which had been sold by The Open University in 2017 to Peking University HSBC Business School.

The Clerk asked ES if she would be willing to send him an electronic copy of her "who to contact" notice.

9. Planning applications

9 Manor Road: proposed single-storey side extension, demolition of existing garage, erection of new annex [P18/V0040/HH]. The Clerk said that before he could write to VoWHDC, the application had been further amended.

MR and MF both said they found it very difficult to make sense of the application and amendments.

LG said the issue with cars did not seem to have been resolved.

ES said she was prepared to look into the application and will speak to the relevant Planning Officer.

Signed: Chris Cohen

Date: 14 May 18

10. Correspondence

St Laurence's churchyard. The Clerk said he had been sent a copy of a letter dated 4th April and of a separate email sent by VoWHDC to Father James Wilkinson by Katy Macdonald, a Contracts and Property Lawyer with VoWHDC, calling into question whether it was VoWHDC's responsibility or the Council's to maintain St Laurence's closed churchyard.

Katy Macdonald had cited section 215 of the Local Government Act 1972 and demanded VoWHDC receive a copy of the relevant Council minute within 14 days otherwise VoWHDC "will need to review its position regarding ongoing maintenance of the closed churchyard."

The Council asked the Clerk to read out section 215 of the Local Government Act 1972, which he did from the Council's copy of Arnold-Baker on Local Council Administration.

The Council noted that VoWHDC did not require a copy of the Council's minute, merely "written notice of the resolution" and Father James had already sent Katy Macdonald a copy of a letter sent to him by the Council's (then) Clerk, David Wilkins, dated 22nd April 2003 which read:

"I refer to your letter dated 5th April, addressed to Brian Halcro concerning the upkeep of St Laurence churchyard in South Hinksey.

The Parish Council discussed the matter at their meeting on 7th April, 2003, and it was agreed that this Council would not take over responsibility for the maintenance and this should be passed to the Vale of White Horse District Council."

Father James had also sent Katy Macdonald copies of correspondence showing that VoWHDC was in possession of the Council's letter before the end of April 2003 and that a VoWHDC Senior Legal Officer had accepted responsibility for the maintenance of the churchyard in June 2003.

Action: Clerk to write to Katy Macdonald, copying his message as usual to DH and ES.

11. Finance

The Council **noted** the provisional 2017-18 accounts and provisional end year bank reconciliation tabled by the Clerk.

The Council appointed LG to undertake the annual review of the Council's system of internal control. **Action: LG to meet with Clerk.**

12. School transport

OxonCC's Roy Leach had written to the Clerk querying a provision in the draft Memorandum of Understanding stating that "where there are spaces on the school bus service ... between South Hinksey Village and the School, other pupils of the School may use those spaces at no additional charge".

The Clerk had consulted members of the sub-committee. MR and MF had both suggested this provision for "play dates" be dropped, and the Clerk had written back to Roy Leach.

ES said she understood Roy Leach may be retiring shortly and she recommended that the Council try to reach an agreement before he does. **Action: Clerk to chase Roy Leach.**

13. Grass cutting agreement

OxonCC has confirmed that the small roundabout off the A34 is not cut by the A34 contractors but the triangle 'island' at the start of the flyover is cut by the A34 contractors.

The Clerk has sent CC a copy of the draft agreement and she is examining it.

14. Parish liaison group

The Clerk has written to Cllr Paul Wooldridge of Sunningwell Parish Council asking if he has any new dates for the first meeting of the group.

Signed: Mark Cochran

Date: 14 May '18

15. Heavy Goods Vehicles in South Hinksey village

The new dividing island was constructed early in March.

The Council **agreed** this no longer needs to be a standing item on the Council's agenda.

16. Hinksey Hill speed limit

CC has continued trying to get a response from OxonCC's Lee Turner but has informed the Clerk she has mislaid his mobile telephone number. **Action: Clerk to give CC Lee Turner's mobile telephone number.**

17. General Elliott

Nothing to report.

18. Data Protection

The Clerk asked LG, MF and MR if they would agree to have a website address created for their parish council emails. LG and MF said they would.

The Clerk asked ES if he should use her VoWHDC email address in future and she said that would be more appropriate, similarly in BJ's case his OxonCC email address.

Action: Clerk to ask David Rawcliffe to create website email addresses for LG and MF, and to amend the contact addresses he uses for BJ and ES.

19. Neighbourhood Action Group

MR and LG had attended the recent meeting. There had been discussions about SmartWater, shed break-ins, "Nottingham knockers" and shoplifting. It had been agreed to change the name of the group to Community Action Group.

20. Burial ground

Noticeboard. The Clerk said he had not yet obtained three quotes for a new noticeboard. MR questioned whether the purchase was necessary. The Council **agreed** the purchase was necessary in order for the Council to be able to enforce the burial ground regulations: anyone visiting the burial ground would be unable to deny they were aware of the rules.

Action carried forward from previous meeting: Clerk to obtain quotes for a hardwood noticeboard capable of displaying three or four sheets of A4 to be installed at the burial ground.

Business rates. The Chairman proposed that the Council should budget in future on the basis full business rates would be payable as the transitional relief scheme will only be temporary.

21. Community Woodland

The Clerk has invited the Forestry Commission's Sam Riley to the Council's June meeting or, if that were not convenient for him, its July meeting. The Clerk has not yet written to the Rural Payments Agency regarding the claim that the Council had "obstructed or refused entry to" the agency. **Action carried forward from previous meeting: Clerk to write to the RPA.**

BBOWT. The Clerk has sent Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust's Andy Gunn the 2008 Forestry Commission and Trust for Oxfordshire's Environment contracts, as well as the recent Rural Payments Agency and Forestry Commission reports.

Signed: Mark Cohen

Date: 14 May '18

22. Housing development north of Abingdon

Nothing to report.

23. Campaigns

Footbridge over the railway. Nothing to report.

24. Traffic issues

MF had recently suffered from the longstanding problems with inconsiderate parking in St Lawrence Road: a van that came to deliver tiles to his home could get no closer than Barleycott Lane. MF said there were two problem points: the S bend and the narrowing. It can also be difficult to exit Isis Court if a car is parked opposite the entrance.

It was agreed the first step, as with the problem of HGVs, is to gather evidence and then explore options.

25. Maintenance issues

The Clerk reported no progress with: the repair of the 30mph sign at the junction of Manor Road and Parker Road, which a resident first reported as damaged in September 2017; the repair of the stile for the footpath going from Pin Farm to the Devil's Backbone; the replacement of the light on the roundabout at the entrance to the village.

MR said she had been referred to someone at OxonCC by Lee Turner in connection with the obstruction of the pavement in Manor Road.

26. Any other business

None.

27. Feedback from members of the public

None.

Time concluded: 10.00pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 14th May 2018 at 7.30pm
at South Hinksey Village Hall

Signed: Mina Cochran

Date: 14th May 2018