

**Minutes of the annual meeting of South Hinksey Parish Council
held at South Hinksey Village Hall
on Monday 14th May 2018**

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

Other attendees: Janet Cochrane, Dudley Goodhead

Time commenced: 7.30pm

1. Election of Chairman and Vice-Chairman for 2018-19

MC was elected Chairman for 2018-19.

Then, MF was elected Vice-Chairman for 2018-19.

MF informed the Council before he was elected Vice-Chairman that he wishes to resign from the Council before the elections in May 2019.

2. Declarations of Acceptance of Office

The Chairman and Vice-Chairman signed Declarations of Acceptance of Office.

3. Apologies

Cllr Debby Hallett (VoWHDC).

4. Declarations of interest

None.

5. Public questions, comments or representations

None.

6. Minutes of the April 2018 meeting

The Council **resolved** to agree the minutes of the April 2018 meeting. The Chairman then signed each page.

7. End year bank reconciliation 2017-18

LG presented the end of year bank reconciliation and the Council **approved** it.

Signed: _____



Date: _____

4/6/18

8. Annual Review of the Council's System of Internal Controls

LG presented the report of the annual review of the Council's system of internal controls and the Council **noted** it.

9. Annual Governance Questionnaire

The Chairman presented his responses to the Internal Auditor's Annual Governance Questionnaire and the Council **noted** it.

10. Standing Orders

The Council **re-adopted** its existing Standing Orders without amendment.

11. Financial Regulations

The Council **re-adopted** its existing Financial Regulations without amendment.

12. Guide to Information and Schedule of Fees

The Clerk informed the Council that it needed to approve a Guide to Information and a Schedule of Fees, having adopted the Information Commissioner's Office's Model Scheme of Publication at its last annual meeting.

The Clerk said that, thanks to David Rawcliffe's work on the parish website, almost everything covered by the ICO's template was now available on the website.

The Council **approved** the draft submitted by the Clerk, subject to replacing the words "On request" for "Responses to planning applications" with "VoWHDC website" at the foot of the second page.

The Council **expressed** its appreciation of David Rawcliffe's work.

13. Code of Conduct

The Council **re-adopted** its existing Code of Conduct without amendment.

14. Burial Ground Rules and Regulations

The Clerk apologised for the fact that the agenda referred members back to the version of the Rules and Regulations adopted at the Council's last annual meeting whereas the Council had amended these at its meeting on 5th February 2018.

It was **agreed** the Clerk should table at the next meeting the recently amended Rules and Regulations for re-adoption or further amendment. **Action: Clerk**

15. Privacy Notice and Data Protection Policy

The Clerk informed the Council that since it adopted the existing Privacy Notice and Data Protection Policy, the Government had announced that town and parish councils would not be subject to the requirement to appoint an expert Data Protection Officer. The amended document no longer designated the Clerk as the Council's Data Protection Officer. There were no other amendments.

The Council **approved** the revised Privacy Notice and Data Protection Policy.

Signed:  _____

Date: 4/6/18

16. Records Management and Retention Policy

The Clerk said he has become aware that he has inherited Register of Interests forms and Declarations of Acceptance of Office going back many years, and the current policy does not indicate for how long they should be retained.

The Council instructed the Clerk to bring to the next meeting an amended version of the policy including suggested limits for the retention of these records. **Action: Clerk**

17. Complaints Procedure

The Council **re-adopted** its existing Complaints Procedure without amendment.

18. Grant Award Policy and Procedures

The Council **agreed** it was unhelpful that the existing Grants Award Policy and Procedures only informed people of the Council's Section 137 limit for 2012-13 and **instructed** the Clerk to bring back to the next meeting an amended version giving an up-to-date figure for the Council's Section 137 limit. **Action: Clerk**

19. Annual subscriptions

- a) The Council **agreed unanimously** to renew its annual subscriptions to the Oxfordshire Association of Local Councils
- b) The Council deferred a decision about its subscription to the Oxford Green Belt Network and asked the Clerk to contact the organisation and ask for more information about its recent activities. **Action: Clerk**

20. Insurance

LG had recommended in her review of the Council's System of Internal Controls that the Council consider which items in the Asset Register it actually wished to insure. The Clerk confirmed that the only item in the Council's current insurance policy where it has purchased additional cover is in relation to the gates and fencing at the burial ground.

Notwithstanding it did not make any difference to the current policy, the Council **agreed** that the only other items that needed to be insured for their replacement value are: the automated external defibrillator; the grit bin for the Devil's Backbone; the noticeboards; the no parking sign by the church in St Lawrence Road; the seats and bins at the burial ground; the vehicle-activated sign; the woodland bench.

While the Council **agreed** that the existing grit spreader was not worth insuring as it was ineffective, it made clear it was prepared to purchase a new, more effective grit spreader if one could be identified.

21. Matters arising – April 2018 meeting

The Chairman noted that there was no indication of any concern from parishioners that the meeting had gone ahead in spite of a last-minute change of venue, so there was no need to review any of the decisions taken.

Signed: _____



Date: 4/6/18

Transparency code for smaller authorities. The Clerk has been trying, with the Chairman's help, to get an alternative to the unsatisfactory arrangement offered by Curry's.

50mph limit on A34. The Clerk has sent Layla Moran MP 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 and asked her what representations she has made since her election relating to the A34.

St Laurence's churchyard. The Clerk wrote to VoWHDC's Katy Macdonald who replied: "I will be referring this matter to the Head of Service for a decision and it would be most helpful if my request for information, namely a copy of the Parish Council minutes dated 7 April 2003 with the resolution to transfer maintenance responsibility could be provided."

ES offered to speak to VoWHDC officers about the matter.

School transport. The Clerk has chased OxonCC's Roy Leach regarding a face-to-face meeting with Transport colleagues and he in turn has chased them. Roy Leach's automatic email response confirmed he is retiring at the end of this month. The Vice-Chairman said he would speak to Polly Blay and asked the Clerk to forward him Roy Leach's message. **Action: Clerk**

Grass cutting agreement. OxonCC's Belinda Davies has informed the Clerk the additional payment for cutting the verges outside the 30mph limit would be £25.

Data protection. The Clerk has amended the email addresses he uses for BJ and ES. David Rawcliffe has created a Council email address for LG. The Clerk has also asked if David could create a Council email address for MF.

Burial ground. The Clerk informed the Council he was looking into the circumstances in which a headstone had recently been placed in the burial ground which appeared to him to be three inches higher than the maximum height permitted in the Council's 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.

Woodland. The Forestry Commission's Sam Riley will be attending the Council's June meeting.

BBOWT's Andy Gunn has written back to the Clerk saying: "Perhaps it would be sensible for me to meet with you and possibly for me to meet with Sam Riley? I would like to discuss with him how we can improve the woodland at Chilswell Valley also so it may be useful to combine a meeting to the community woodland also." The Council instructed the Clerk to inform Andy Gunn that Sam Riley will be attending the June meeting. **Action: Clerk**

The Clerk has complained to the Forestry Commission about the claim that the Council had "obstructed or refused entry to" the Rural Payments Agency but has not yet received a reply.

Signed:  _____

Date: 4/6/18

22. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
Oxfordshire Association of Local Councils	2018-19 subscription	£133.07	s143 LGA 1972
The Westwood Hotel	Venue hire April 2018 Council mtg	£67.85	s133 LGA 1972
Vale of White Horse District Council	Burial ground business rates 2015-2019	£294.04	s214 LGA 1972
Oxford Direct Services Ltd	Clearing of broken branches	£60.00	s43 HA 1980
BHIB Ltd	Insurance 2018-19	£269.79	s140 LGA 1972

The Clerk explained that a new cheque was required for payment of the business rates for the burial ground because a defect in the barcode on the bills sent to the Council meant it had been impossible to pay the bills at a post office using the cheque signed at the last meeting.

The Council **resolved** to approve all the payments.

Receipts

Payer	Reason	Amount
Strickland	Transfer of EROB and additional inscription re Edens	£50.00
Midcounties Co-op	Additional inscription re Alliott	£25.00

The Council asked that the Clerk enable them to get a clearer idea of the relative cost of the burial ground by providing the Council with a separate account of receipts and payments relating to it. For this purpose, the Council suggested the Clerk use 30% of the cost of the Council's grass cutting contract as the proportion relating to the burial ground. **Action: Clerk**

23. County Councillor's report

BJ reported that he had attended a briefing on the Oxford to Cambridge Expressway. It was understood that the corridor for the new road would be chosen before the end of June. OxonCC had agreed a limited position, reflecting points on which there was general agreement among the councillors. BucksCC has expressed a preference for the southern corridor.

BJ also reported that the Oxfordshire Growth Board has published details of the first round of infrastructure projects to receive funding in year one of the five-year £215m deal signed last month. One of these projects is a feasibility study on widening of the Botley Road rail bridge in Oxford and improvements to the Botley Road corridor.

24. District Councillors' report

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

ES said the Opposition is seeking to establish whether it could nominate one of VoWHDC's three representatives on the Oxfordshire Growth Board Scrutiny Panel, as was happening with other Oxfordshire councils.

The Council congratulated ES on her election as Leader of the Opposition.

Signed: _____



Date: _____

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25. Planning applications

8 St Lawrence Road: raised first floor roof, extended front dormer and new roof to conservatory/garden room [P18/V0834/HH] [Consultation deadline 2nd May 2018]. The Vice-Chairman pointed out that the application wrongly stated that the property is not in the Green Belt.

The Council **agreed** that it had no objections to this application but **instructed** the Clerk to complain about the inaccuracy in the application. **Action: Clerk**

26. Correspondence

- a) The Clerk read out a message from the Environment Agency informing the Council of a forthcoming site visit on 13th June. The purpose of the visit is said to be "showing colleagues where a barrier would be deployed if ever needed, and highlighting important features such as culvert outfalls and pumping locations".
- b) The Clerk has received a request from a parishioner to purchase two adjacent plots in the burial ground, the first of which would be for the use of a parent whose main home is not in the parish.
The Council **agreed** that the parish has been the parent's home for the purposes of its Burial Ground Rules and Regulations but **instructed** the Clerk there was no basis for an exception to its policy of not selling plots in advance of when they are actually required.

27. Any other business

- a) The Vice-Chairman expressed concern about delay in making good after the archaeological investigations in connection with the Flood Alleviation Scheme.
- b) MR expressed concern about the pavement in Manor Road, saying while there had been a slight improvement, it was still narrower than it used to be, and she feared it would only get narrower again.

28. Feedback from members of the public

None.

Time concluded: 9.39pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 4th June 2018 at 7.30pm
in South Hinksey Village Hall

Signed: _____



Date: _____

4/6/18