

Draft minutes of the extraordinary meeting of South Hinksey Parish Council held remotely via Zoom on Thursday 30th July 2020

Present: Christine Chater, Patricia Jones (Vice-Chair), Linda Goodhead
Cllr Bob Johnston (OxonCC), Cllr Emily Smith (VoWHDC),
Geoffrey Ferres (Clerk).

Other attendees: 24 parishioners.

Time commenced: 7pm

19/302. Apologies

Michael Cochrane (Chairman) and Cllr Debby Hallett (VoWHDC).

19/303. Internal Audit Report 2019-20

The Vice-Chair thanked the Clerk for his work and took the Council through the Internal Auditor's three comments:

- a) The Auditor pointed out the Council's own Financial Regulations call "for bank reconciliations to be scrutinised and signed off at least quarterly by an independent (i.e. non-cheque signing) councillor" but this does not appear to happen.

The Clerk explained that even the end of year bank reconciliation had not taken place this year due to Covid 19 and it was not clear when it would be possible to arrange for a member to check a bank reconciliation.

- b) The Auditor expressed a wish to see that the Council's Standing Orders "are revised and brought into line with the latest NALC [National Association of Local Councils] model document".

CC said that she had already undertaken to oversee a review of the Council's Standing Orders.

- c) The Auditor had made one recommendation: "Undertaker and stonemasons' application forms could and should, ideally, be revised to include a breakdown clearly showing the composition of fees paid to the Council."

The Clerk said he believed this recommendation had been prompted by the Auditor noticing the issues that arose in connection with the one interment that took place in 2019-20 where the undertaker sent the wrong fee with the application form and it took many weeks before the Council obtained the correct amount.

The Council **unanimously accepted** the Internal Auditor's Report. **Actions: Clerk**

19/304. Annual Governance Statement 2019-20

The Vice-Chair proposed that the Council answer "yes" to statements 1 to 8 and "N/A" to statement 9, and the Council **agreed unanimously**. The Vice-Chair then signed Section 1 of the Annual Governance and Accountability Return 2019-20 Part 2. **Action: Clerk to sign the completed Annual Governance Statement and publish it on the parish website**

Signed: _____

Date: _____

19/305. Accounting Statements 2019-20

The Council **unanimously approved** the Accounting Statements 2019-20 as submitted by the Clerk in his capacity as Responsible Financial Officer. The Vice-Chair then signed Section 2 of the Annual Governance and Accountability Return 2019-20 Part 2. **Action: Clerk to publish the signed Accounting Statements on the parish website**

19/306. Certificate of Exemption

The Council **agreed unanimously** to certify the Council as exempt from a limited assurance review and from the duty to submit the Annual Governance and Accountability Return 2019-20 to the external auditor, Moore Stephens. The Vice-Chair then signed the Certificate of Exemption. **Action: Clerk to sign the Certificate and send it to Moore Stephens; Clerk to publish the Certificate on the parish website**

19/307. Payments

Reason	Amount	Payee	Power to act
Burial ground waste charges – May 2020	£47.26	Oxford Direct Services Trading Ltd	s214 LGA 1972
Topographic survey of burial ground	£696.00	CDS Ltd	s214 LGA 1972
Internal Audit 2019-20	£380.45	Auditing Solutions Ltd	s111 LGA 1972

The Council **resolved unanimously** to approve all three payments. CC signed all three payments after initialling the invoices and the cheque stubs. The Council **unanimously agreed** to waive Financial Regulation 6.5 so that the Vice-Chair or the Clerk could countersign the payments at another time. **Actions: Clerk to collect the payments from CC and either countersign them or arrange for the Vice-Chair to countersign them; Clerk to post all three payments**

19/308. Planning application

a) Isis House, John Piers Lane: change of use from existing residential dwelling (C3 use) to a proposed residential therapy facility (C2 use) [P20/V1610/FUL] [Consultation deadline: Thursday 13th August 2020]

The Vice-Chair outlined the proposal and summarised the reservations expressed by local residents, which had been collated and presented to the Council by Angela Kinnings. Many parishioners then addressed the meeting. ES recommended that individuals submit their own responses to VoWHDC. The Vice-Chair said she has asked DH to “call in” the application and has forwarded the document collating the residents’ concerns to the Planning Officer. ES said the application will only be considered by Planning Committee if the Planning Officer is minded to approve it.

The Vice-Chair undertook as the only Village ward councillor to draft an objection for the Clerk to submit to VoWHDC and then outlined the material considerations on the basis of which the Council could ask VoWHDC to refuse the application. **Actions: Vice-Chair to draft response to planning application; Clerk to send response to VoWHDC**

Signed: _____

Date: _____

19/309. Crime and Anti-Social Behaviour

A parishioner addressed the Council regarding two not entirely unrelated issues: nuisance from youths understood to be from Redbridge Hollow and problems with the empty former General Elliott pub.

The parishioner said she has spoken to a member of the VoWHDC team that deals with anti-social behaviour. One suggestion had been to use VoWHDC's Community Trigger procedure that can be applied where the same anti-social behaviour has been reported to an agency three or more times in the past six months

The Vice-Chair asked ES about the powers that VoWHDC has to require a property to be secured. ES said the process is expensive but VoWHDC has used it once in relation to a property in Botley.

Another parishioner addressed the Council and made clear that the former pub has now been secured but from the inside with the result that youths have been amusing themselves by breaking the windows. She said the empty beer kegs have only just been removed after being left at the former pub for a matter of years.

She emphasised the importance of taking photographs because action, such as anti-social behaviour orders, requires proof in relation to specific individuals. She expressed appreciation for the work of Phil Saugmann as Neighbourhood Watch co-ordinator and the Vice-Chair echoed her comments.

The Vice-Chair recommended a meeting involving Neighbourhood Watch and key agencies and said she would be happy to include interested parishioners in the meeting. **Action: Vice-Chair**

Time concluded: 8.19pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next ordinary Parish Council meeting: Monday 7th September 2020 at 7.00pm via Zoom

Signed: _____

Date: _____