

Draft minutes of the meeting of South Hinksey Parish Council held remotely via Zoom on Monday 6th July 2020

Present: Christine Chater, Michael Cochrane (Chairman), Linda Goodhead, Patricia Jones (Vice-Chair)
Cllr Bob Johnston (OxonCC), Geoffrey Ferres (Clerk).

Other attendees: None.

Time commenced: 7.00pm

19/283. Apologies

Cllr Debby Hallett (VoWHDC).

19/284. Declarations of interest

All members declared an interest in relation to the Oxford Flood Alleviation Scheme and the Oxford to Cambridge Expressway.

19/285. Public questions, comments or representations

None.

19/286. Minutes of the last ordinary meeting

The Council **resolved unanimously** to agree the minutes of the June 2020 meeting. The Chairman then signed each page. **Action: Clerk to collect the signed minutes from the Chairman and publish them on the website**

19/287. Finance – payments and receipts

Payments

Reason	Amount	Payee	Power to act
Clerk net pay June & Q1 expenses	£380.45	Geoffrey Ferres	s112 LGA 1972
Income Tax deducted period 3	£86.60	HMRC	s112 LGA 1972

The Council **resolved unanimously** to approve both payments. The Council **unanimously agreed** to waive Financial Regulation 6.5 so that the Chairman and CC could sign the payments at another time. **Actions: Clerk to meet Chairman and CC to sign payments; Clerk to make payment to HMRC**

Receipts

Reason	Amount	Payer
Grass cutting grant	£522.53	OxonCC
Deposit account quarterly interest	£5.93	HSBC

The Clerk advised the Council that in his opinion the amount of the grass cutting grant was no longer correct: OxonCC had failed to increase it to reflect the higher rate now payable for the verges on Hinksey Hill that were now covered by the 30mph limit and therefore attracted the “urban” rate. **Action: Clerk to contact OxonCC**

Signed: _____

Date: _____

19/288. County Councillor's report

BJ reported that OxonCC had mishandled its bid for £600,000 for additional funds from the Government for cycling and walking: its bid was non-compliant and it therefore received only half of what it requested whereas other authorities that submitted compliant bids received the full amount.

BJ said it was understood that unitary authorities are back on the Government's agenda, specifically a single council for Oxfordshire replacing the six existing City, County and District Councils.

LG said her experience of school transport appeals suggested OxonCC would save a considerable amount on school transport if there were more cycle routes that children could use to ride to school.

BJ left the meeting before the Council went on to discuss planning applications.

19/289. District Councillors' report

DH and ES had sent a written report.

19/290. Planning applications

a) The Former Stables, Betty Lane: discharge of Conditions 3 (Acoustic Fence Details), 5 (Landscaping), and 7 (Bin and Cycle Store Details) [P20/V1176/DIS] [Not subject to public consultation].

The Clerk said he understood that following the last meeting, where the Council was made aware of concerns that it was impossible to check whether the conditions had been met, the applicant was now admitting some of the work had not been done as originally required but was asking for the conditions to be discharged nonetheless.

The Council **agreed** to ask VoWHDC to require the work to be done as originally agreed. **Action: Clerk**

b) Updates

- **St Michael's, Spring Copse [P20/V0973/FUL]** – LG informed the Council that the applicant has responded to objections and has made some alterations to the plans including lowering the roof and altering the gable ends. He has also made promises about the future use of the new building to allay the worries about business use. The applicant has also agreed to keep the original entrance to the property.

LG said she should like to see VoWHDC remove the new access that has already been granted so that there is no future doubt about the access arrangements.

LG said she had been told that new plans have been submitted to VoWHDC in June but she could see no sign of these plans on the website. She said she would like to see these plans ahead of any decision.

The Clerk recommended that LG telephone the Planning Officer about the new plans rather than waiting for them to appear on the website. **Action: LG** If it needed to submit comments before its next meeting, the Council **agreed to delegate to the Clerk** the responsibility to submit a response, advised by the Hill ward councillors. **Action: Clerk**

- **Charnwood, Hinksey Hill [minute ref 19/271b]** – The Clerk had written to VoWHDC's Madeleine Palmer, who had responded promptly:

“Unfortunately, I did not get out to the property prior to the Council stopping visits to domestic properties where access cannot be achieved without recourse to the owner.

Since we began attending site visits again, we have limited them to properties where the alleged breach can be seen from the road, where it relates to a commercial property, or where the matter is urgent due to issues of public health and safety or statutory time limits (i.e. where any further delay might result in immunity from enforcement).

At present, we are still not making visits to domestic properties, although I expect this to be relaxed very shortly. I will ensure that this case is at the top of the list of my site visits and update you as soon as I can.”

19/291. Correspondence

None.

19/292. Financial Regulations

The Clerk had circulated the clauses from the Model Financial Regulations published by the National Association of Local Councils that permit and regulate the use of direct debit, banker’s standing order and internet banking – none of which appear in the Council’s own Financial Regulations.

The Clerk pointed out that in the case of the clause on account details the Council has to decide which wording to use and that the clause relating to variable direct debit only permits its use for utilities and business rates, not for commercial waste and for data protection registration which are the purposes for which the Council has already approved its use.

The Chairman recommended inserting the words “certain items such as” before the words “utility supplies” in the clause on variable direct debit.

The Vice-Chair recommended that the clause on account details should read “signed by the Clerk and one member”.

The Council **unanimously agreed** the model clauses subject to these two amendments. **Action: Clerk to produce and publish revised version of the Financial Regulations**

19/293. Banking

CC recommended that the Council remain with its existing bank and make use of a helpful member of staff at its Abingdon branch. The Council **agreed** to proceed with the previously agreed changes to the bank mandate under which the Clerk and all four members would become signatories. **Action: Vice-Chair and Clerk to visit Abingdon branch of HSBC**

19/294. Flood Alleviation Scheme

The Vice-Chair said the change of exit for lorries leaving the Flood Alleviation Scheme works mentioned in the District Councillors’ report was not yet signed and sealed.

19/295. Website accessibility

The Clerk reported that he has applied for the domain name “SouthHinksey-pc.gov.uk” and he has asked Town and Parish Council Websites to:

Signed: _____

Date: _____

- a) ensure the new website will have a structure which would allow its possible future use not only by the Village Hall, but by the Neighbourhood Watch group and other community organisations
- b) use their expertise to give the website the best possible structure based on their previous experience, rather than automatically replicating the structure of the existing website.

The Council considered a draft contract put forward by Town and Country Websites and **instructed** the Vice-Chair and CC to sign it. **Action: Vice-Chair and CC**

The Clerk said he was advised the Council should hear by the end of this week whether the Government had agreed to the proposed domain name.

The Clerk asked the Council to consider whether future email addresses for councillors should follow a standard format.

The Clerk reported that HCI Data had warned him that cyber security might be more of an issue for the Council in future as it was generally felt that "gov.uk" domain names were more attractive to cyber criminals. The Council **agreed** the Clerk should investigate adding the cyber security cover to the Council's insurance policy and **delegated** to him the power to purchase it.

19/296. Burial ground

a) Fees

The Clerk advised that detailed examination of the proposed new set of fees drawn up by former councillor Christine Madsen showed that users of the Council's burial ground would pay extra gravedigging charges compared with users of Oxford City Council's cemeteries.

The Clerk had also noticed that in the proposed new set of fees considered at the last meeting the cost of a cremated remains interment for a non-resident would be £1,000 more expensive in the Council's burial ground than in Oxford City Council's cemeteries.

The Council **agreed** it had been its intention that the cost of interments in South Hinksey would broadly match but not exceed those in Oxford City Council's cemeteries and **instructed** the Clerk to produce a revised set of fees on that basis. **Action: Clerk**

b) Additional burial plots

The Clerk said he was expecting to receive soon two alternative designs from The CDS Group for the use of the rest of the site. The Council **agreed** that parishioners should be consulted via Shinfo provided the alternative designs appeared suitable. **Action: Clerk**

The Council also **agreed** it would seek the professional opinion of Oxford City Council's Laura Harlock. **Action: Clerk**

The Council **agreed** a proposal from The CDS Group for a Tier 1 Groundwater Risk Assessment. **Action: Clerk.**

c) Wildflower meadow

The Vice-Chair raised a concern that the wildflower meadow had probably not received the attention it required due to the Covid 19 pandemic.

The Clerk expressed doubt that there would be a scything session this year for the same reason.

The Council **agreed** that the Clerk should contact Peter Rawcliffe and make any arrangements necessary to get the meadow cut and the grass taken away.

Action: Clerk

d) Noticeboard

The Council **instructed** the Clerk to employ someone to install the new noticeboard. **Action: Clerk**

19/297. Grants Award Policy and Procedures

The Clerk presented a version of the Council's Grants Award Policy and Procedures based on the Section 137 limit for 2020-21, as instructed by the Council last year. The Vice-Chair asked if the Council insisted on applicants completing its application form and the Clerk said Citizens Advice South and Vale is the only organisation to have received a grant in the past five years and it has not been asked to complete the form.

The Council **agreed** that grants would in future only be given if applications were submitted on the Council's application form. **Action: Clerk**

19/298. Oxford to Cambridge Expressway

There was nothing to report.

19/299. Maintenance issues

None.

19/300. Traffic issues

a) Botley Traffic Advisory Committee

LG presented a report of the meeting of the Botley Traffic Advisory Committee held on 1st July 2020.

b) Former General Elliott public house car park

The Vice-Chair reported that OxonCC's Highways department has objected to the plans for the proposed development saying the space for parking is inadequate for two houses.

19/301. Feedback from members of the public

None.

Time concluded: 8.47pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Probable date of the next Parish Council meeting: Monday 7th September 2020 at 7pm

Signed: _____

Date: _____