

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

Monday 5<sup>th</sup> October 2009

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**Present:** Sarah Balaam, Clive Briffett (Chair), Sheridan Edward (Clerk), Elizabeth Halcro, Liz LeFevre, Maggie Rawcliffe (Vice-Chair)

Arash Fatemian (Cllr, OxonCC)

**Parishioners:** Matthew Carlos

## 1. Parishioners' Comments

MC raised the issue of communication between the Council and parishioners. He felt that current methods of communication were inadequate and didn't cover the all residents in the village. There followed a discussion that highlighted the number of current avenues used, the work of the volunteers in maintaining them, and other potential avenues of communication, including Facebook and Twitter. The Council felt that the issue should be investigated further with a view to forming a more comprehensive communication strategy. **Action: SE to liaise with MC and Linda Slater and devise a communication strategy.**

## 2. Apologies

Gareth Jennings (Cllr, VOWHDC)

## 3. Declarations of Interest

None.

## 4. Minutes of September 2009 meeting

Under 6(a) 'Richard Kind' should read 'Richard King'.

Read and agreed.

## 5. Matters Arising

- (a) **General Elliot.** Brewery had met with the Planning Department. No update from Jake Collinge as yet.
- (b) **Concrete containers.** SE had obtained a quote from Matthew Ellett of £65 for disposal. Council agreed to dispose of larger container also. **Action: SE to obtain revised quote.**
- (c) **A34 rubbish.** SE contacted Ros Weatherall, Chair of OxClean to ask advice on long-term options for clearing litter from the A34. Ros stated she was due to meet with Oxfordshire Waste Partnership (who should be coordinating the waste collection) on 23<sup>rd</sup> October and would report back. **Action: SE to chase.**

- (d) **Parker Road verge.** SE confirmed that the Parker Road verge on the village side of the fence was the responsibility of the Parish Council. SE obtained a map from OxonCC to this effect. SE had obtained a quote from Matthew Ellett for the clearing of the verge. **Action: CB / MR to liaise with Matthew Ellett re: what work was needed.**
- (e) **Southern Oxfordshire Leader.** CB had obtained information about the grants and forwarded to EH for further investigation. **Action: EH to report back.**
- (f) **Parking.** CB had not heard back from Martin Lyons re: creating a car park for the Church Close residents. **Action: CB / SE to chase.**
- (g) **Roadside maintenance.** SE had obtained a quote for the weed killing. Council approved quote. **Action: SE to instruct Matthew Ellett and obtain quote for waste removal.**
- (h) **Flood grants.** CB had not heard back from VWHDC. **Action: CB to chase.**
- (i) **A34 pollution.** CB was still awaiting a report from Evan Harris. EH was still awaiting news on an air pollution monitor. CB advised that a website titled [airsurvey.com](http://airsurvey.com) had good information on lichen id which we might be able to implement in the parish to assess extent of air pollution. **Action: CB / EH to chase.**
- (j) **Notice boards.** Council agreed site for notice board by bench at the end of the Devil's Backbone. MR presented a mock-up of the burial ground sign. The Council agreed the design subject to some adjustments. **Action: MR to get final mock-up and cost.**
- (k) **Flu Pandemic leaflet.** LLF had finalized the design. Council agreed to hold off distributing leaflet until severity increased.
- (l) **Free trees.** CB to investigate whether the scheme is still running this year. If so, then trees could be available from November.

## 6. Finance – Payments and Receipts

### Payments

HMRC – tax and NICs April to September	£264.75
Village Hall – hire for community land meeting	£20.00
Halcro – expenses – refreshments for NPS	£30.55
LeFevre – expenses – materials for NPS	£44.97
Church – second installment of 2009/10 grant	£500.00

### Receipts

Southern Electric – wayleaves	£16.95
Reeves and Pain – burial fees	£295.00

## 7. Planning Applications

None received by Parish Clerk. However, LLF reported that OxonCC were planning to revamp two bus stops on Hinksey Hill and had sent consultation information to neighbouring residents. **Action: LLF to inform residents to reply directly and SE to obtain information from Ralph Green at OxonCC.**

## 8. Correspondence

- (a) **ORCC AGM** taking place on 7<sup>th</sup> October in Kennington. It was noted that one focus of the meeting was communication. MC expressed an interest in attending. **Action: CB and EH to attend.**
- (b) **Road Safety Team Mobile Information Unit** wrote to inform the Council they were available to give presentations / have a stand at community events. Suggested as a possibility for the next village fete.

## 9. County Councillor's Report

AF reported that there was a 6-month moratorium on the provision of 20mph limits outside Oxford city, whilst the city centre scheme was evaluated. The revised County Council meeting format seemed to be going well. AF was in contact with a parishioner about a planning issue. AF would be holding a surgery on Saturday 10<sup>th</sup> October and every 2<sup>nd</sup> Saturday of the month thereafter.

## 10. District Councillor's Report

SE read out a report submitted by GJ. VOWHDC were undertaking a cost-cutting exercise but the details were yet to be published. The Abingdon Precinct was to be renamed Abbey Precinct. A bye-election had been called at the Dunmore Ward due to the resignation of Cllr Tim Smith. VOWHDC were drawing up the local development framework, however, David Cameron had announced that these would be scrapped under a Conservative government.

## 11. Community Land

Parishioners held a meeting regarding the future of the community land project on Thursday 1<sup>st</sup> October. SE facilitated the meeting and ten parishioners were in attendance, including all members of the Parish Council. The meeting voted unanimously on the following recommendations:

- (a) That a license for the field site at the rear of the Village Hall be formally obtained for up to 6 events per year. The meeting agreed with the proposed heads of terms, but also requested that no fencing be put in place and that, if possible, use of the entire field, or a larger area than indicated, be granted.
- (b) That the car park site be obtained as an area of general recreation with its use further defined at a future meeting. The meeting felt that the tenancy should be for a fixed term or that a clause be inserted to allow for the refund of any capital expenditure should the land be reclaimed within a certain time-frame.

The Council noted that all cost implications needed to be fully assessed and budgeted for before any firm action was taken. The Council agreed to proceed with the recommendations and finalize the details. **Action: SE to contact OCC, Goldace and contractors, and present Council with final details and costings.**

## 12. Burial Fees Review

SE reminded the Council that Burial Fees should be reviewed annually. SE reported that current fees were in line with fees charged at similar burial grounds, but that there was inconsistency within the pricing structure. SE suggested minor amendments to give consistency and reflect true costs. Council approved revised fees.

### 13. Notices and website

This item was partially discussed during item 1. SE felt that the work of the Council was not adequately communicated to some parishioners and had designed a basic website, using Google Sites, to act as a resource and information centre for any enquiries about the work of the Council. SE confirmed that the site did not replace or duplicate the village website content. Council agreed that the site should go public. **Action: SE to continue working on the content in conjunction with the formation of a comprehensive communication strategy.**

### 14. Finance Report – Year to End September

SE reported that overheads remained on or under budget with a predicted year end underspend of £600 on expenses and office supplies. The only area of overspend was on the community woodland and wildflower meadow projects, and a £600 overspend on new notice boards although there are ample funds in the restricted accounts to cover these costs. SE also noted that projected receipts for the year were 17k rather than the £8.6k budgeted. The main reasons for this were a £1.7k VAT refund, income from burials (£1k), a grant from OxonCC for verge maintenance (£1k) and a 4.6k grant from the Forestry Commission for the community woodland project. SE projected a £7k surplus. However, SE also noted that a large proportion of the funds were held in restricted funds: community woodland (£4k), burial ground (4.5k), capital fund (£3.2k) and that expenditure should be allocated to these funds where possible to ensure general funds were adequate.

### 15. Approval of revised Standing Orders

SE had previously circulated revised Standing Orders by email, replacing a previously incomplete version. Council approved revised Standing Orders.

### 16. AOB

- (a) **Manor Road ditch.** The Council continued to be very concerned about the risk of flooding due to the poor maintenance of the ditch on Manor Road and deposits of silt. SB had investigated and confirmed that the land belonged to the City Council. **Action: SB to draft a letter and send along with information to SE to submit to City Council.**
- (b) **Barriers on Church Close.** EH had asked VOWHDC to remove the barriers and they were awaiting the engineer's report. **Action: EH to chase.**
- (c) **Archives.** MR reported that there had been no results of investigations into the missing Parish Council archives. SE reported that there was a possibility that they were still with the previous clerk, and was still chasing. **Action: SE to continue to chase.**
- (d) **Potholes.** CB noted that the County Council had filled in the potholes along Hinksey Hill. AF reported that potholes could be reported directly to him and he would action. A list of potholes in the village was given to AF. **Action CB to draft email to OCC Highways.**

**Date of next meeting: Monday 9th November 2009 at 7:30pm**