

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

Monday 11th July 2016

Present: Sarah Balaam Christine Chater, Matthew Frohn, Liz LeFevre, Maggie Rawcliffe
Geoffrey Ferres (Clerk)

Other attendees: Linda Bloch, Janet Cochrane, Hon Michael Cochrane, Peter Rawcliffe

Time commenced: 7.30pm

1. Election of Chair and Vice-Chair for 2016-17

There were no nominations.
MR was elected as chairman for this meeting.

2. Apologies

Cllr Bob Johnston (OxonCC), Cllr Debby Hallett (VoWHDC), Cllr Emily Smith (VoWHDC).
MF gave his apologies for having to leave soon after the start of the meeting.

3. Declarations of interest

None.

4. Public questions, comments or representations

PR attended the meeting to discuss item 15. LB, JC and MC attended the whole meeting.

5. Minutes of June 2016 meeting

The Council **resolved** to agree the minutes of the June 2016 meeting subject to the insertion of 9.50pm on page 5 as the time the meeting closed.

6. Matters arising

Vacancy for Chairman and Vice-Chairman for 2016-17. CC had drafted a letter to VoWHDC requesting that the parish be divided into two wards, each with three councillors, but if that were refused for the Council to be increased in any case in size from five councillors to six.

MC said he was interested in pursuing MF's suggestion at the previous meeting of participating in Council meetings for a period to see whether he might in future wish to become a Parish Councillor. All members welcomed MC's interest in the work of the Council.

CC explained that if the Council were increased in size, a vacancy would be advertised and there would be an election if there were more than one valid nomination. If the Council remained at its present size, an existing member would probably resign to create a vacancy so a new member could join the Council.

General Elliott. MR said she had spoken, but not written, to Vale Brewery inviting them to submit an item to Shinfo informing residents of the situation and encouraging them to report suspicious activity to the Brewery and, where appropriate, the police. To date, she believed no item had been submitted.

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VoWHDC Summer Town and Parish Forum. CC had attended the Forum as the Council's representative. She considered the changes to planning procedures should be explained at the next meeting, The Clerk said he was already aware of training sessions for parish clerks happening later in the month and had booked a place at one in Abingdon on 26th July. **Action: CC to forward the planning presentation to the rest of the Council.**

Mobile library service closure. The Clerk had written to Linda Slater asking if she would circulation information about the closure via Shinfo.

Staff training. The Clerk has submitted a booking for the regional roadshow organised by the Society of Local Council Clerks on Wednesday 17th August in Bracknell.

7. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
Elizabeth LeFevre	Queen's 90 th birthday barbecue expenses	£78.35	s145 LGA 1972
Nadeen Whitfield	Queen's 90 th street party expenses	£69.30	s145 LGA 1972
BGG Garden and Tree Care	June grass cutting	£448.04	s96 HA 1980
D J Cullen	Work re parish noticeboards	£574.00	s96 HA 1980
Auditing Solutions Ltd	Internal audit 2015-16	£276.00	s7 LAAA 2014
Geoffrey Ferres	Expenses April to July	£28.89	s112 LGA 1972

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

Receipts

None.

8. County Councillor's report

BJ had circulated a written report that updated the Council on three matters: Network Rail's Hinksey Flood Alleviation Scheme; OxonCC's Local Transport Plan (LTP4), that includes the proposal for a Park and Ride at Lodge Hill; the different options for Oxfordshire local government reorganisation.

9. Planning applications

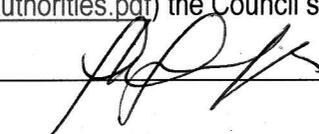
The Copse, Hinksey Hill. Three-storey side extension [P16/V1151/HH] [Deadline: 12 July 2016] The Council agreed that it had no objections to the application which was for the renewal of planning permission previously granted that had now expired. **Action: Clerk to respond to the consultation.**

10. Correspondence

April 2016 minutes. The Clerk had received further communications from a parishioner who had contacted the Monitoring Officer at VoWHDC to pursue her complaint about the minutes of the Council's April 2016 meeting. She had written to the Clerk on 22nd June to tell him that the Monitoring Officer had informed her that they are unable to get involved with issues relating to the accuracy of the meeting minutes and how these are circulated. After seeing the draft June minutes, she had written to the Clerk the following day expressing her view that the PC should make every effort to ensure the views and contributions of parishioners at PC meetings are reflected in the minutes.

The Clerk explained that under the provisions of the "Transparency code for smaller authorities" (which can be viewed here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf) the Council should publish its minutes in draft form within a month of each meeting as it

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had in fact done throughout 2015-16, which would give parishioners a chance to see the minutes of each meeting in draft before they are signed.

Members felt the Clerk should ensure he notes the key points made by parishioners in the minutes.

11. District Councillors' report

DH and ES had kindly circulated a four-page written report, including a whole page updating parishes regarding VoWHDC's Local Plan 2031 and an update regarding the West Way redevelopment.

In response to their comment about making their reports more widely available, it was suggested their reports might be publicised via Shinfo.

12. Heavy Goods Vehicles in South Hinksey village

MR had heard from OxonCC's Lee Turner following another HGV incident in St Lawrence Road at the start of the month. In one of his messages Lee Turner had said new signs "should be in place by the summer" whereas he had originally said work would start in April and be completed in May.

The Clerk reported he has arranged to meet BGG on Wednesday 13th to arrange for cleaning the existing signs and cutting back vegetation obscuring them.

13. Campaigns

South Hinksey to North Hinksey footpath. The Clerk has written to thank Mr Coburn for his reply.

Footbridge over the railway. Nothing to report.

Flood barrier. MR said up-to-date information could be found in the latest edition of Echo.

14. Her Majesty the Queen's 90th birthday

It was generally agreed that both events had been very successful.

The Clerk had written to the Council's insurers confirming the detail of his telephone conversation and offering to send them the risk assessment.

15. Burial ground

PR attended the meeting to put forward a proposal for volunteers to scythe the wildflower meadow. It was agreed that PR would act as the Council's agent in relation to this event. **Action: Clerk to contact the Council's insurers in relation to the scything event.**

SB advised that a risk assessment should be created for the raking as well as the scything.

Following the Council's decision at the last meeting that a period of residence in the parish that ended more than 50 years ago could not on its own be considered a strong connection with the parish for the purpose of approving an application for a burial plot, LLF had received an abusive telephone call and had asked to have her personal telephone number removed from the website and the signs on the noticeboards.

The Clerk informed the Council that the maintenance contractors had completely cut down the new hedge of native species planted in February with the help of a grant from the Trust for Oxfordshire's Environment. The contractors accepted responsibility for their mistake and he had arranged to meet them on Wednesday 13th to discuss the replacement of the hedge.

CC had circulated the draft of a revised set of rules as to who might be allowed to purchase plots. She recommended that a special discussion be arranged in August to reach agreement on burial ground issues.

Action: Clerk to circulate a Doodle poll for the dates 8th, 15th and 22nd August.

16. Internal Audit Report

The Clerk had circulated the report and drew attention to the nine recommendations it contained. The Council **agreed** to amend the Annual Governance Statement, originally approved at the May meeting, and the Accounting

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Statements 2015/16, approved at the last meeting, in line with the internal auditor's recommendations. MR then initialled the amendments as chairman of the meeting.

The Clerk explained that an important requirement of the "Transparency code for smaller authorities" was that the Council should publish annually on a website before 1st July a list of all payments over £100 made in the previous financial year. **Action: Clerk to publish a list of the Council's payments over £100 in 2015-16 on the website as soon as possible.**

The Clerk advised that in future a review of the Risk Register and of the burial ground fees should form part of the agenda at the meeting considering the budget for the following year. Some of the other recommendations should be addressed at the next meeting.

The Council discussed the internal auditor's recommendations regarding compliance with the "Transparency code for smaller authorities" in relation to publishing its agenda and papers on a website at least three clear days before each meeting.

CC had brought back from VoWHDC's recent Town and Parish Forum information about Government grants to assist with the cost of meeting the requirements of the "Transparency code for smaller authorities" and she recommended that the Council should apply. **Action: CC to circulate information about the grants available.**

17. Grant application

The Clerk had contacted Father James Wilkinson who had said the Council's inability to contribute more than £2,900 towards the cost of the proposed path would probably mean it could not go ahead in 2016-17. Father James had also advised the Clerk that it was no longer clear that the cheapest quote would represent best value. CC had been fortunate to meet VoWHDC's Carol Cummings at the recent Town and Parish Forum and she had encouraged the Council to apply to VoWHDC's Capital Community Grants Scheme, as ES had suggested.

Action: Clerk to speak to Father James Wilkinson about the possibility of the Council taking the lead on an application to VoWHDC.

18. Track beside A34 between South Hinksey and Botley

CC had reported the state of the track to Highways England and its contractor Kier had cut back the overgrown vegetation on 20th June.

19. Beehives

The Clerk said he had contacted North Hinksey Parish Council and received a reply from the Councillor who chairs its Allotments Committee but the Council had not been able to offer any useful advice, and the Clerk had been told by Hilary Briffett that the Oxfordshire Beekeepers Association had been unable to offer any either. CC reiterated her view that HB should ask a solicitor to draft a simple licence.

The Clerk was asked if he felt able to draft such a licence and he said he did not feel confident he could do so.

Action: Clerk to inform Hilary Briffett that the Council still wished any arrangement to be based on a simple licence.

20. Traffic issues

CC reported that equipment had recently been placed in three locations on Hinksey Hill – by whom it was not clear, nor was it clear what was being measured. **Action: CC to ask OxonCC if the equipment was theirs.**

After discussion, the Council **agreed** it would aim to conduct the survey on reduced speed limits in September.

The Clerk apologised for having neglected to circulate the paper on residents' parking schemes and weight restrictions. It was **agreed** this should be circulated for the next meeting.

21. Maintenance issues

Ditch along John Piers Lane. The Clerk had found that when responsibilities were studied several years by SB, she had come to the conclusion the ditch was probably the responsibility of Oxford City Council as owners of the

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adjacent field, but it is possible the ditch is the responsibility of OxonCC because the lane, narrow as it is, is a Byway Open to All Traffic. **Action: Clerk to establish which of the two Councils is responsible.**

Betty Lane stile. LLF reported that she had been told even part-funding by OxonCC was out of the question. **Action: LLF to get estimates.**

22. Local Council Administration

The Council **agreed** to purchase of a copy of the new, 10th edition of "Arnold-Baker on Local Council Administration" available from the Society of Local Council Clerks to replace its copy of the 7th, 2007 edition. **Action: Clerk to purchase the book from the Society of Local Council Clerks.**

23. Any other business

None.

24. Feedback from members of the public

None.

25. Reserved business: staffing matters

The Council resolved that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw,

Time concluded: 9.55pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 5th September 2016 at 7.30pm
in South Hinksey Village Hall

Signed: _____



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