

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

**Monday 5<sup>th</sup> September 2016**

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**Present:** Sarah Balaam, Christine Chater, Matthew Frohn, Liz LeFevre, Maggie Rawcliffe  
Geoffrey Ferres (Clerk), Cllr Bob Johnston (OxonCC), Cllr Emily Smith (VoWHDC)

**Other attendees:** Janet Cochrane, Hon Michael Cochrane

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**Time commenced: 7.30pm**

**1. Election of Chairman and Vice-Chairman for 2016-17**

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

**2. Apologies**

Cllr Debby Hallett (VoWHDC).

**3. Declarations of interest**

None.

**4. Public questions, comments or representations**

None.

**5. Minutes of July 2016 meeting**

The Council **resolved** to agree the minutes of the July 2016 meeting. SB signed them.

**6. Matters arising**

**VoWHDC Summer Town and Parish Forum.** CC had forwarded the planning presentation from VoWHDC's Summer Town and Parish Forum to the rest of the Council. The Clerk had attended a training session in Abingdon on 26<sup>th</sup> July. He admitted he had not included an item on VoWHDC's planning changes on the agenda of this meeting due to the length of the agenda but would include such an item on the agenda of the next meeting. It was suggested the Clerk should invite VoWHDC's Emily Hamerton. If she were not available, ES said she and her fellow VoWHDC councillors would be happy to help explain the changes. **Action: Clerk to include a 15-minute item on the agenda of the next meeting and invite VoWHDC's Emily Hamerton.**

**Staff training.** The Clerk had attended a regional roadshow organised by the Society of Local Council Clerks on 17<sup>th</sup> August.

**Beehives.** The Clerk had informed Hilary Briffett that the Council still wished any arrangement to be based on a simple licence and she had now submitted one to him. **Action: Clerk to bring the draft licence to the next meeting for consideration and, if approved, signing.**

**Local Council Administration.** The Clerk ordered and has received a copy of the new, 10th edition of "Arnold-Baker on Local Council Administration" from the Society of Local Council Clerks.

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Date: 3 OCT 2016

## 7. Finance – payments and receipts

### Payments

Payee	Reason	Amount	Power to act
SLCC Enterprises Ltd	Copy of Local Council Administration	£76.60	s112 LGA 1972
SLCC Enterprises Ltd	Clerk training, 17 <sup>th</sup> August	£82.80	s112 LGA 1972
BGG Garden and Tree Care	July grass cutting	£448.04	s96 HA 1980
Geoffrey Ferres	Pay April to September	£873.60	s112 LGA 1972
HMRC	PAYE Income Tax deducted	£582.00	s112 LGA 1972

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

### Receipts

Payer	Reason	Amount
Midcounties Co-op Ltd - Funerals	Transfer of exclusive right of burial	£20.00

## 8. County Councillor's report

BJ said he had two matters to report.

Firstly, he said OxonCC has admitted it made a mistake regarding the cutting of roadside verges this year. BJ said as cow parsley and hogweed were the two main problems and both tend to reach their maximum height around the end of May, OxonCC would arrange to have the verges cut earlier next year and would publish a schedule so people could work out when their local verges would be cut.

Secondly, he said it was now accepted by all parties that a single-county unitary authority was the most efficient form of governance for the county but Oxford City Council has nonetheless refused to support a request for the Government to make this change which, BJ believed, would therefore be imposed by the Government.

BJ left the meeting.

## 9. Planning applications

None.

## 10. Correspondence

**VoWHDC Autumn Town and Parish Forum.** The Clerk reported that VoWHDC has arranged its Autumn Town and Parish Forum for 6-9pm on Thursday 10<sup>th</sup> November in Wantage. LLF and MR expressed interest in attending the event as the Council's representatives.

## 11. District Councillors' report

DH and ES had kindly circulated a three-page written report. DH and ES had asked councils to display a poster on their noticeboards, and LLF said she had placed a copy on both noticeboards in the parish.

## 12. Community Governance Review

The Clerk had sent the letter drafted by CC to David Buckle, Chief Executive of VoWHDC, as suggested by DH. He had replied to say the request would be referred to the next meeting of VoWHDC's Community Governance and Electoral Issues Committee, the date for which had not yet been set.

The Council **resolved** unanimously to seek an increase in its size from five councillors to six, preferably by dividing the parish into two wards each of which would elect three councillors, ensuring a balance between the

Signed: 

Date: 30 Oct 2016

Village and Hinksey Hill. **Action: Clerk to send a copy of the minute to VoWHDC's Steven Corrigan and copy his message to CC and ES.**

MR and the Clerk had attended a meeting with representatives of Kennington Parish Council which had a vacancy at the time. They had been told the procedure was actually that the Parish Clerk displays a notice saying an election will be held only if at least 10 electors petition VoWHDC. If not, the Council co-opts to the vacancy. ES suggested the Council should consider asking VoWHDC if it could agree an immediate increase in size so as to create a vacancy, with the warding of the parish to take effect at the next election. CC said she would follow up the Council's request by contacting VoWHDC's Steven Corrigan. **Action: CC to contact Steven Corrigan.**

### 13. Nomination of the General Elliott as an asset of community value

The Clerk reported that VoWHDC had received on 8<sup>th</sup> August a nomination from the Oxford branch of the Campaign for Real Ale to list the General Elliott pub as an asset of community value under section 88 of the Localism Act 2011. VoWHDC had written to the Council on 16<sup>th</sup> August and had to make a decision within eight weeks of receiving the nomination.

The Council discussed the matter at length, noting that although a lot of villagers may support this not all residents would welcome the reopening of the General Elliott as a pub. The Council discussed the implications of such a designation and no member understood what impact this may have in the future.

The Council welcomed ES's offer to speak to VoWHDC's Andrew Down about the nomination.

### 14. Finance Report

The Clerk had circulated a bank reconciliation to the end of July 2016 and a proposed revised budget for 2016-17. SB was concerned the Clerk's notes on the budget might mislead the reader into thinking VoWHDC's Queen's birthday grant had been over £2,500 rather than just £146 because the Clerk had not mentioned the Trust for Oxfordshire's Environment's £2,400 grant for the removal and replacement of the trees in the burial ground. The Clerk apologised for any misunderstanding he may have caused and will add this to the footnotes of the budget on next publication.

### 15. Standing Orders

The Clerk and MF had both circulated versions of the Council's Standing Orders. MF's version thoroughly reformatted them whereas the Clerk's main concern had been to draw the Council's attention to a number of passages which required amendment. The principal decision for the Council was how to address the issue regarding the threshold for tendering contracts that had been raised by the Internal Auditor.

The Council **resolved** to amend the Standing Orders to reduce the threshold to £20,000, in line with the current Financial Regulations.

MF recommended the Council cease to use bold type as the way of indicating which parts of the Standing Orders could not be suspended. SB suggested that protections could be indicated by footnotes.

**Action: Clerk to bring back to the next meeting an amended version for approval based on MF's reformatting.**

### 16. Transparency code for smaller authorities

The Clerk had arranged for a list of all payments over £100 made in the previous financial year to be published on the village website.

CC had circulated information about Government grants to assist with the cost of meeting the requirements of the "Transparency code for smaller authorities". The Clerk had then obtained a copy of the application form and guidance notes from the Oxfordshire Association of Local Councils.

The Clerk had contacted David Rawcliffe about the Council's need to have its agenda, papers and draft minutes published on a website within different deadlines and David had told him he would be happy to see to it. David had published the draft minutes of the last meeting and the agenda and papers for this one all by the dates required under the code. SB said it was clear the Council did not need to create a separate website at present.

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The Council **resolved** to seek a grant for the purchase of a computer for sole use by the Clerk for Council business. **Action: Clerk to complete an application for a grant.**

#### 17. Heavy Goods Vehicles in South Hinksey village

New signs have now been put up by OxonCC.

SB reported she had stopped an HGV in Manor Road on 25<sup>th</sup> August and asked the driver had he seen the signs and, if so, why had he ignored them. The driver had replied that he had seen the signs and had contacted his company who had told him to proceed as Manor Road was the only way to get to St Catherine's College. She had informed the driver he had the wrong Manor Road and the driver had damaged his vehicle and struck a wall in his attempts to turn around his vehicle.

The Council **resolved** to seek the college's co-operation in ensuring those looking for the college were advised there is more than one Manor Road in OX1. **Action: Clerk to write to St Catherine's College.**

#### 18. Campaigns

**South Hinksey to North Hinksey footpath.** Nothing to report.

**Footbridge over the railway.** Nothing to report.

**Flood barrier.** SB said she has heard work may start in a fortnight's time.

#### 19. Burial ground

PR had provided risk assessments for the scything and raking. The Clerk had contacted the Council's insurers in relation to the scything event.

The Clerk had met the Council's maintenance contractors on 13<sup>th</sup> July to discuss the replacement of the hedge they had completely cut down that had been planted in February with the help of a grant from the Trust for Oxfordshire's Environment.

A special discussion had taken place on 15<sup>th</sup> August on burial ground issues. Subsequently CC had contacted Oxford City Council and obtained copies of their documents, the Clerk had met and discussed burial ground management with his counterpart from Old Marston and had visited Witney Town Hall to meet three staff involved in running its cemeteries.

MF had drawn up and circulated a set of draft regulations. It was **agreed** CC, MF, MR and the Clerk would meet to go through MF's proposals with the aim of bringing a final set to the next meeting for approval.

#### 20. Path across churchyard and burial ground

The Clerk had begun drafting an application to VoWHDC's Capital Community Grants Scheme, as ES had originally suggested, but the application cannot be submitted until Father James Wilkinson has obtained a faculty from the diocese. The Clerk has spoken to Father James Wilkinson who had told him a faculty should be obtained in time for an application to round three for 2016-17 which opened today and closes on 4<sup>th</sup> November for decisions by 27<sup>th</sup> January 2017. The Clerk reported that a grant has to be spent within 18 months of being made. ES kindly offered to help with the drafting of the application, although this would mean she would not have a vote on it.

#### 21. Track beside A34 between South Hinksey and Botley

Council members noted that vegetation had now been cut back and there was nothing further to report. The Council **resolved** this should no longer be a standing item on the agenda.

#### 22. Traffic issues

The Clerk said he had not included a discussion on residents' parking schemes and weight restrictions on the agenda of the meeting due to its length. **Action: Clerk to circulate the paper in time for a discussion at the next meeting.**

Signed: \_\_\_\_\_

Date: 3 Oct 2016

SB said she would recirculate the survey on reduced speed limits which is due to go out this month. **Action: SB to recirculate the survey she had drafted earlier in the year.**

MR drew the Council's attention to the recent spate of serious accidents on the A34. It was **agreed** to write to the Secretary of State asking for a 50mph restriction south of the Hinksey Hill interchange on both carriageways. **Action: Clerk to write to the Secretary of State.**

### 23. Maintenance issues

**Hinksey Hill trench.** LLF reported this had finally been repaired, seven years after Mr Collins had first complained to OxonCC about it.

**Ditch along John Piers Lane.** The Clerk had not contacted OxonCC or Oxford City Council about the ditch since the last meeting. It was discussed that the Land Registry may know. **Action carried forward from last meeting: Clerk to try to establish which of the two Councils is responsible.**

**Betty Lane stile.** LLF had obtained estimates from a firm recommended by OxonCC for a metal kissing gate, a wooden gate that could be opened for bicycles and a replacement wooden stile. The replacement stile was the most expensive and, in members' opinion, the one likely to last for the shortest time. **Action: LLF to consult the residents of Betty Lane.**

### 24. Transport issues

**Transport representatives.** Community First Oxfordshire had written to the Parish Clerk on 3<sup>rd</sup> August regarding OxonCC's decision no longer to administer the Town/Parish Transport Representative meetings and asking whether the Council had a Transport Representative and if it wished to see the meetings continue. The Council **resolved** to ask the Clerk to obtain minutes of the meetings so members could judge whether they would be of interest to the Council. **Action: Clerk to try to obtain minutes of recent meetings.**

**35A bus.** The Clerk reported that Oxford Bus Company had written to him on 22<sup>nd</sup> August regarding arrangements for the 35A bus to take children between the village and Matthew Arnold School. The company said that because of safety concerns it was their intention not to serve either the northbound or southbound A34 bus stops. Instead it had decided that one bus would turn off the A34 to pick-up and set-down at the roundabout at the top of village – the morning bus would cross the bridge to the roundabout, pick-up and turn before returning over the bridge to re-join the northbound carriageway. No physical bus stop would be erected on the roundabout but the company judged this to be the safest point for all concerned. The Council discussed the new arrangements and members understood parents and children were happy with them.

### 25. Pensions auto-enrolment

The Clerk reported that he had submitted the Council's declaration of compliance to The Pensions Regulator on 24<sup>th</sup> August, one week before the final deadline.

### 26. Any other business

MR informed the Council that there will be a meeting tomorrow with the Police and the local Police Community Support Officer at 1.30pm in the Village Hall about the recent Lake Street assault. SB said that, according to press releases, a young man aged 17 has been charged and the alleged assault had taken place about 8am. **Action: Clerk to include an item on the agenda of the next meeting.**

### 27. Feedback from members of the public

None.

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Date: 30 Oct 2016

**28. 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: 10.19pm**

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 3<sup>rd</sup> October 2016 at 7.30pm  
in South Hinksey Village Hall

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

30 Oct 2016