

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

Monday 3rd October 2016

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

Other attendees: Janet Cochrane

Time commenced: 7.30pm

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

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

2. Apologies

Cllr Bob Johnston (OxonCC), Cllr Emily Smith (VoWHDC).

3. Declarations of interest

None.

4. Public questions, comments or representations

None.

5. Minutes of September 2016 meeting

The Council **resolved** to agree the minutes of the September 2016 meeting. MF signed them.

6. Matters arising

VoWHDC planning changes. The Clerk had invited VoWHDC's Emily Hamerton to attend this meeting but she was unable to do so. She had, however, offered to attend the next meeting.

VoWHDC Autumn Town and Parish Forum. LLF and MR said they were still willing and able to attend the event as the Council's representatives.

Nomination of the General Elliott as an asset of community value. The Clerk read out a letter he had received that afternoon from VoWHDC informing the Council that VoWHDC had decided that the General Elliott does constitute land of community value and has entered it on the list of assets of community value for five years.

7. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
Maggie Rawcliffe	Expenses	£26.92	s15 LGA 1972

Signed: 

Date: 14 Nov 16

Payee	Reason	Amount	Power to act
BGG Garden and Tree Care	August grass cutting	£448.04	s96 HA 1980
Peter Rawcliffe	Wildflower meadow expenses	£52.95	s214 LGA 1972
BDO	2015-16 external audit	£120.00	s7 LAAA 2014
Geoffrey Ferres	Expenses	£45.90	s112 LGA 1972

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

Receipts

Payer	Reason	Amount
VoWHDC	Precept – 2 nd installment	£3,875.00

8. County Councillor's report

BJ had sent his apologies and a brief written report updating the Council regarding grass cutting, a unitary council for Oxfordshire and the village's problems with HGVs.

9. Planning applications

Southcombe Barn, Southcombe Farm: Extension to existing barn to form a farm office and staff facilities on the footprint of the previously demolished office [P16/V2398/AG] [Deadline 13th October 2016]. The Council **resolved** to instruct the Clerk to inform VoWHDC that it had no strong views on this proposal. **Action: Clerk to submit the Council's response to VoWHDC.**

10. Correspondence

The Clerk had received the external auditor's report which will need to be placed on the agenda of the next meeting. He had produced copies of the Notice of Conclusion of Audit to be displayed on the noticeboards in the village and on Hinksey Hill, and would arrange for all the relevant papers to be displayed as soon as reasonably possible on the village website. MF asked that the papers be circulated at the same time to the Council. **Action: Clerk to circulate the External Auditor's report.**

11. District Councillors' report

DH and ES had kindly circulated a written report.

LLF was concerned about proposals for housing development north of Abingdon as these could have major impact on Hinksey Hill and the A34 Hinksey Interchange. She offered to attend future meetings about these proposals on the Council's behalf.

CC asked this be included on the agenda as a standing item. **Action: Clerk to include housing development north of Abingdon as a standing item on future Council agendas.**

12. Standing Orders

The Clerk had circulated an amended version of the current Standing Orders based on MF's reformatting.

The Clerk pointed out there were several places where the Standing Orders did not match the Council's current practice – for example, only informing the Chairman of planning applications rather than informing the whole Council (standing order 74) and not having to decide the budget for the following year before the end of March whereas VoWHDC required to be informed of the precept early in January (standing order 56).

The Council resolved that the Clerk should bring back to the next meeting a set of Standing Orders that reflected the Council's actual way of working.

Signed: 

Date: 18 Nov 16

13. Community Governance Review

CC had contacted VoWHDC's Steven Corrigan. The Clerk said he had read the advice CC had received but did not agree with it. He understood that if the Council were merely increased in size from five to six there was no reason why a by-election could not be held – at the Council's expense – rather than waiting for the next full elections due in 2019. CC said she would contact Steven Corrigan again, requesting he meet her and the Clerk.

14. Transparency code for smaller authorities

The Council expressed its gratitude for David Rawcliffe's unpaid work on the village website which enabled the Council to meet all the requirements of the "Transparency code for smaller authorities".

The Clerk said he had not yet submitted an application for a grant for the purchase of a computer to the Oxfordshire Association of Local Councils as he had wanted to wait to see if the Council re-joined OALC at this meeting, which would enable the Council to benefit from OALC's advice.

The Clerk said councils are encouraged to go beyond the requirements of the Code, for example by publishing payments over £100 on a website as they are made but the Council **resolved** not to take this step at the present time.

15. Heavy Goods Vehicles in South Hinksey village

In view of the fact St Catherine's College is on Manor Road, OX1 in the City and there has been confusion by delivery drivers for the college arriving at Manor Road, OX1 in South Hinksey, the Clerk had written to the Master of St Catherine's College to seek the college's co-operation.

No member of the Council was aware of any further incident since the last meeting.

LLF felt the sign on the A34 was now partially obscured by vegetation and that the wording could make it clearer that the South Hinksey exit led nowhere else. **Action: Clerk to write to Highways England.**

16. Community safety

The Council recognised that the parish is a low crime area but members were naturally worried by the recent assault which was now a matter for the police and the courts.

17. Campaigns

Footbridge over the railway. Nothing to report.

Flood barrier. The work was now under way.

18. Burial ground

Draft regulations. CC, MF, MR and the Clerk had met on 26th September to go through MF's draft regulations. MF had circulated a revised set of draft regulations and it was **agreed** that CC, MF, MR and the Clerk should meet again to discuss these. **Action: MF to conduct a Doodle poll to find a date for this discussion to take place.**

Disposal of cut grass following scything. BGG had provided Peter Rawcliffe with an estimate of £160 (plus VAT) for removing the 28 piles of grass left following the scything and raking in the wildflower meadow. The Clerk had instructed BGG to go ahead in light of Financial Regulations 3.1 and 11.1 (iv).

Austrian scythe. Peter Rawcliffe has asked the Council to consider the purchase of an Austrian scythe. CC felt the Council should not take on direct responsibility for the scything and raking of the wildflower meadow. MF suggested and the Council **agreed** that a grant be offered for the purchase of a scythe by a person or organisation. SB said she would expect to see several prices for the cost of the scythe. **Action: Clerk to reply to Peter Rawcliffe.**

Signed:



Date:

14 Nov 16

Safety of headstones. The Clerk reported concern had recently been expressed to him by two different individuals about leaning headstones in the burial ground and he proposed to invite quotes from appropriately qualified companies to carry out checks on the safety of all the headstones in the burial ground as are generally required to be undertaken at least every five years.

Gustafson grave. MR expressed concern that there was still a mound of earth on Sean Gustafson's grave.
Action: Clerk to contact the owner of the plot and invite them to level the grave.

Hedge. The Clerk said he would be contacting the Council's maintenance contractors regarding 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.

19. Path across churchyard and burial ground

The Clerk said he would contact Father James Wilkinson to find out if he has obtained a faculty from the diocese which would make it possible to submit an application to VoWHDC's Capital Community Grants Scheme before the closing date for round three for 2016-17 which is 4th November. **Action: Clerk to contact Father James Wilkinson.**

20. Traffic issues

The Clerk had circulated a paper on residents' parking schemes and weight restrictions which the Council discussed but on which it was **agreed** to take no action while it was unclear how effective OxonCC's new signs would be.

The survey on reduced speed limits drafted earlier in the year by SB had been circulated via Shinfo. The Clerk apologised for having forgotten to bring paper copies to the meeting for CC and LLF to distribute to parishioners in the Hinksey Hill area who do not receive Shinfo. SB reported that there was a clear majority among early responses to the survey for reduced speed limits both in the village and on Hinksey Hill.

Action carried forward from last meeting: Clerk to write to the Secretary of State asking for a 50mph restriction south of the Hinksey Hill interchange on both carriageways of the A34.

The Council **resolved** to complain to Highways England about lorries blocking the pavement next to the lay by on the A34 by parking on it. **Action: Clerk to write to Highways England.**

21. Maintenance issues

Ditch along John Piers Lane. The Clerk had written to the Chief Executive of Oxford City Council asking the City Council as landowner to clear the ditch.

Betty Lane stile. LLF had consulted the five residents of Betty Lane and all three who had responded had said they would prefer a metal kissing gate. **Action: LLF to obtain two further quotes.**

Surveillance camera. LLF reported there was a notice in Betty Lane stating that there was a hidden surveillance camera but she did not know why it had been placed there.

Stile. MR reported the stile at the end of Manor Road was in need of repair. **Action: Clerk to contact Nick Frierson, the farmer.**

22. Transport issues

Transport representatives. The Clerk had written to Community First Oxfordshire regarding the Town/Parish Transport Representative meetings. He had been informed the minutes of the most recent meeting were not yet available and the next meeting was due to take place in late February 2017.

Signed: 

Date: 14 Nov 16

23. Chilswell Copse

Hilary Briffett had put before the Council a simple licence which she had obtained from the British Beekeepers Association. CC thought the draft licence was incomplete and left ambiguities, She believed the Council should obtain a quote from a solicitor for drafting a proper licence. After discussion, CC offered to contact a solicitor.

Action: CC to obtain a quote from a solicitor.

24. Oxfordshire Association of Local Councils

The Council **resolved** to re-join the Oxfordshire Association of Local Councils which would also give the Council membership of the National Association of Local Councils and access to its model Standing Orders and Financial Regulations, required to meet the recommendations of the Internal Auditor.

25. Any other business

SB submitted her resignation from the Council with immediate effect and was thanked for her years of service. The Clerk said he would produce and publish a Notice of Vacancy which would mean that either 10 electors could petition VoWHDC to hold a by-election at the parish's expense or the Council could co-opt someone to fill the vacancy at its next meeting.

26. Feedback from members of the public

None.

Time concluded: 9.38pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 14th November 2016 at 7.30pm
in South Hinksey Village Hall

Signed: _____



Date: _____

14 Nov 16