

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

Monday 8th May 2017

Present: Christine Chater, Michael Cochrane (Chair), Liz LeFevre, Maggie Rawcliffe,
Cllr Bob Johnston (OxonCC), Cllr Emily Smith (VoWHDC) Geoffrey Ferres (Clerk)

Other attendees: Janet Cochrane, Father Benjamin Drury, Peter Rawcliffe

Time commenced: 7.30pm

1. Election of Chairman and Vice-Chairman for 2017-18

The Clerk asked for nominations for Chairman and Vice-Chairman for 2017-18. LLF nominated MC as Chairman and MR seconded the nomination. MC was elected Chairman unanimously. LLF nominated MF as Vice-Chairman and CC seconded the nomination. MF was elected Vice-Chairman unanimously.

2. Declarations of Acceptance of Office

MC signed the Declaration of Acceptance of Office.

3. Apologies

Matthew Frohn and Cllr Debby Hallett (VoWHDC).

4. Declarations of interest

MC declared an interest in relation to item 24 as it was a planning application in respect of his own home.

5. Public questions, comments or representations

PR informed the Council he wished to make arrangements for a teaching day for scythe users at the wildflower meadow and for the wildflower meadow to be cut using scythes later in the summer. The Clerk advised the Council that when it agreed the maintenance specification for 2017 it had been on the basis that the wildflower meadow would be scythed by volunteers. PR was assured he could go ahead with these arrangements.

6. Minutes of April 2017 meeting

The Council **resolved** to agree the minutes of the April 2017 meeting. MC signed them.

7. Minutes of 21st April 2017 extraordinary meeting

The Council **resolved** to agree the minutes of the 21st April 2017 extraordinary meeting. MC signed them.

8. Annual Governance Statement 2016-17

The Clerk said the Council was still waiting for the Internal Auditor's report. He therefore advised that the item be taken at the next meeting and the Council **agreed**.

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Date: 5.6.17 _____

9. Accounting Statements 2016-17

The Clerk said the Council was still waiting for the Internal Auditor's report. He therefore advised that the item be taken at the next meeting and the Council **agreed**.

10. Standing Orders

The Council **re-adopted** its existing Standing Orders without amendment. MC and the Clerk signed them.

11. Financial Regulations

The Council **re-adopted** its existing Financial Regulations without amendment. MC and the Clerk signed them.

12. Scheme of Publication

The Clerk explained that the Council was obliged under the Freedom of Information Act to have a Scheme of Publication approved by the Information Commissioner's Office (ICO) and that the only Scheme of Publication the ICO would accept was its own Model Scheme of Publication without any amendment whatsoever. The Clerk therefore advised the Council that it had little choice but to adopt the ICO's Model Scheme of Publication. The Council **agreed** to adopt the ICO's Model Scheme of Publication.

The Clerk informed the Council that, once it had adopted the ICO's Model Scheme of Publication, it would need at a future meeting to approve a Guide to Information and a Schedule of Fees. **Action: Clerk to draft a Guide to Information and Schedule of Fees and to put them before the Council at a future meeting.**

13. Code of Conduct

The Council **re-adopted** its existing Code of Conduct without amendment. MC and the Clerk signed it.

14. Burial Ground Rules and Regulations

The Council **re-adopted** its existing Burial Ground Rules and Regulations without amendment. MC and the Clerk signed them.

15. Complaints Procedure

The Council **re-adopted** its existing Complaints Procedure without amendment. MC and the Clerk signed it.

16. Grant Award Policy and Procedures

The Council **re-adopted** its existing Grants Award Policy and Procedures without amendment. MC and the Clerk signed them.

17. Annual subscriptions

The Council **agreed unanimously** to renew its annual subscriptions to the Oxfordshire Association of Local Councils and the Oxford Green Belt Network.

18. Insurance

Members all said they had not had proper opportunity to study the proposal from Aon circulated earlier in the day by the Clerk. CC said there was much to be said for continuity. BJ suggested the Council delegate the decision to the Clerk and the Council **unanimously agreed** subject to the following conditions: the Clerk should ensure there was no increase in the cost of the Council's insurance; the Council's existing insurer should be given the

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opportunity to match the cheapest quotation; and the Clerk should explain to the Council the principal difference(s) between the new and the existing cover.

The Chairman said he wished the Clerk to be empowered to secure the best deal for the Council in time for insurance to be in place when the existing cover ran out on 31st May and the Council therefore **unanimously agreed** an exception to Financial Regulation 6.5 that normally requires cheques to be signed at Council meetings.

19. Matters arising – April meeting

School transport. BJ said he had made representations but understood the officer in question was not moved. It was **agreed** that the Council would give such support as MF requested which might include writing to OxonCC's Chief Executive Peter Clark.

Transparency code for smaller authorities. The Clerk reported that May would be the first month in 2017-18 when the Oxfordshire Association of Local Councils would be able to accept an application for a grant for the purchase of a computer and software. **Action: Clerk to apply for a grant for the purchase of a computer and software.**

Community Resilience Presentations. The Clerk has not yet checked the Council's existing insurance but would look into the question as part of the checks on next year's insurance. **Action: Clerk to check the Council's proposed insurance in respect of "Good Samaritan" activities.**

Electrification of the Didcot to Oxford railway. The Clerk has still not written to the relevant Minister. **Action carried forward: Clerk to draft a letter to Paul Maynard MP, Parliamentary Under-Secretary of State for Transport.**

50mph limit on A34. The Clerk apologised that he had not yet taken forward this issue. **Action carried forward: Clerk to write to Nicola Blackwood MP.**

Charity music festival. The Clerk has not yet contacted VoWHDC to ask why the Council had not been informed of the granting of the licence. **Action carried forward: Clerk to ask VoWHDC why the Council had not been informed of the granting of the licence.**

Parish council email address. LLF had offered to produce notices for the noticeboards following the annual meeting giving contact details for the Council. **Action: LLF to produce notices giving contact details for the Council.**

Lawful development certificates. MF had offered at the March meeting to check his notes to see if a VoWHDC officer had advised the Council that conditions could be attached to the granting of certificates of lawful development. **Action carried forward: MF to see if he could establish if the Council had been advised by VoWHDC that conditions can be imposed.**

Heavy Goods Vehicles in South Hinksey village. Due to the requirements of purdah, it was decided not to chase OxonCC for a commitment to funding for the dividing island until after the General Election.

Forestry Commission grant 2017-18. The Clerk has signed and sent off the claim form.

Community Governance Review. DH had contacted VoWHDC's Steven Corrigan who had informed her that the VoWHDC's consultation officer is currently analysing the consultation responses for all the community governance review items – VoWHDC received a good overall response. Once he has these, he would consult committee members on a committee date.

VoWHDC's Steven Corrigan had informed DH that, although VoWHDC is behind schedule, it had built in sufficient slack to ensure the governance reviews would be completed within the 12-month statutory timeframe, in other words by December 2017. Once the committee has agreed a proposal VoWHDC would undertake further

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consultation and bring the results back to committee for a final decision. Any changes would be implemented for the 2019 elections.

Internal Audit. The Clerk had sent off the materials requested by the Internal Auditor in relation to 2016-17.

Digging of graves. The Clerk had not yet sought advice regarding possible recharging of VAT in relation to digging of graves. **Action carried forward: Clerk to seek advice regarding VAT in relation to the digging of graves.**

Request from non-parishioner to purchase a plot. The Clerk had not yet written back to the non-parishioner. **Action carried forward: Clerk to write to the non-parishioner declining the request to purchase a plot.**

Burial ground forms. MF had arranged to meet the Clerk on 3rd May to look over new draft forms but the Clerk was embarrassed to report he had not put the arrangement in his Calendar and failed to remember the meeting. **Action: MF and the Clerk to arrange another meeting to ensure relevant forms were ready in time.**

Burial ground hedge. The hedge has not been reinstated and the Clerk reported that the Trust for Oxfordshire's Environment 2 has contacted him to request evidence of its progress.

Flood barrier. There had been a test deployment of part of the temporary flood barrier on 13th April. MC reported he felt the critical vulnerability was loss of the bolts which were supposed to be kept with each section of barrier and he therefore recommended that the Council purchase a bag of spare bolts. BJ advised a financial decision of this needed to be on the agenda of the next meeting. **Action: Clerk to include the possible purchase of spare bolts on the agenda of the next meeting.**

Path across churchyard and burial ground. Father James Wilkinson had contacted the Clerk to inform him that VoWHDC considered the path would require planning permission. BJ agreed the path would need planning permission. MR reported that the Village Hall Management Committee may make a grant towards the path. BJ suggested it might be helpful from the point of VAT if the Council were to project manage the whole path.

Maintenance. Oxford City Council, the new contractors, had carried out site visits with CC, MR and the Clerk on 12th April but a further site visit had been needed with Peter Rawcliffe on 2nd May before the figure of eight was cut in the wildflower meadow. LLF has reported that a few areas of grass verge on Hinksey Hill have been missed. It was generally felt a few teething problems were to be expected when there was a change of contractors. **Action: Clerk to take up reported problems with Oxford City Council.**

The Clerk was concerned the Council did not have a template for a maintenance contract. BJ suggested the Clerk contact Kennington's new clerk. **Action: Clerk to contact the Clerk of Kennington Parish Council.**

Devil's Backbone. The Clerk had gone to inspect the footbridge over the Seacourt Stream and had not seen evidence of a continuing fault to report. MC and PR both felt the footbridge was slippery and still required attention. **Action: Clerk to report fault via FixMyStreet.**

Training. The Clerk had booked a place on a Society of Local Council Clerks one-day course on Cemetery Legal Compliance on 11th May but he said he had not yet booked a place for the Chairman on an Oxfordshire Association of Local Councils course in July on Chairmanship. **Action carried forward: Clerk to book a place for the Chairman on an OALC course in July on Chairmanship**

20. Matters arising – 21st April extraordinary meeting

LLF had circulated a report of the meeting she and CC had with OxonCC's Anthony Kirkwood and Chris Hulme on 26th April in the course of which she had handed over the Council's representations regarding the draft Sunningwell Traffic Regulation Order.

LLF had subsequently been informed that an objection had been received and a Cabinet Member decision would be taken on 29th June at the earliest.

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LLF had been informed by Hampshire and Thames Valley Police that their Camera Safety van catches five drivers ^{regularly} over the speed limit each time it visits Hinksey Hill but only checks traffic travelling down the hill as there was no safe place from which to check uphill traffic. LLF reported that two Police Community Support Officers had been on Hinksey Hill today and had made use of the entrance to MC's home. MC said he had made clear the police were welcome to use the entrance to his house whenever they wished. LLF said that Sunningwell's data showed 301 people had been caught speeding in 2014 and 179 in 2015. There had been 11 accidents with seven casualties but no accidents on Boars Hill.

police

Corscombe House, Hinksey Hill: Detached side garage with gym above [P17/V0899/HH] The Clerk had informed VoWHDC that the Council has no objection.

21. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
M D R Stopard	Expenses	£11.30	s15 LGA 1972
SLCC Enterprises	Cemetery Legal Compliance training course	£174.00	s112 LGA 1972
Oxfordshire Assn of Local Councils	2017-18 subscription	£133.07	s143 LGA 1972
Oxford Green Belt Network	2017-18 subscription	£15.00	s143 LGA 1972

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

Receipts

Payer	Reason	Amount
VoWHDC	CT transitional grant + half precept	£4,307.00

22. County Councillor's report

BJ attended the meeting following his re-election on 4th May. He anticipated that there would be a new Conservative and Independent Alliance formed to run OxonCC in time for the annual meeting on 16th May. He reported that following the elections the whole membership of the Pensions Committee had gone and two prominent members of the old Cabinet had lost their seats, including the Transport portfolio holder so there will be definitely be a different Cabinet member taking the decision on the Sunningwell TRO. BJ also reported that ES is now County Councillor for the Abingdon North division.

23. District Councillors' report

ES gave a verbal report. She said DH was away on holiday. She said she wanted to bring two things to the Council's attention: VoWHDC's new Statement of Community Involvement; and an extra-large collection of garden waste in the week beginning Monday 15th May.

24. Planning applications

MC left the room and the Council **unanimously elected** MR to take the chair for this item.

Limekiln House, Hinksey Hill: Installation of a domestic PV solar electrical generation system in the adjoining field [P17/V0186/FUL] The Council resolved that it had no objection to the application. LLF offered to contact the residents of Stone End, the one house from which it was thought the solar panels might be visible.
Actions: Clerk to respond to the consultation; LLF to contact the residents of Stone End.

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25. Correspondence

MC returned to the room and resumed the chair.

The Clerk reported that he had received a letter from OxonCC asking the Council to sign a Section 101 agreement relating to the grass cutting arrangement. The Council **agreed** it was not urgent to respond to the letter. CC offered to read the draft agreement and the Council **accepted** her offer. **Action: CC to read the draft agreement.**

26. Any other business

LLF was concerned about the state of hedges on Hinksey Hill that obstruct passage. ES suggested contacting VoWHDC's Parks Department and OxonCC's Highways Department. Reference was made to a letter about a similar problem sent by the Clerk in December 2014 titled "Overhanging vegetation on Hinksey Hill".

MR wanted the Council to make a decision on the future of the archives she holds which take up a large amount of space at her home. CC said she would be interested in examining the material. **Action: MR to bring the material to the next meeting.**

The Clerk was reminded to include on the agenda of the next meeting: the possible purchase of an Austrian scythe and of spare bolts for the temporary flood barrier; MR's draft woodland management plan; the archives held by MR; CC's draft statement on the Green Belt; and the issue of the Clerk's future hours of work. **Action: Clerk to include all these items on the agenda of the next meeting.**

27. Feedback from members of the public

None.

Time concluded: 9.32pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 5th June 2017 at 7.30pm
in South Hinksey Village Hall

Signed:  _____

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