

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

Monday 6th November 2017

Present: Christine Chater, Michael Cochrane (Chairman), Matthew Frohn, Liz Le Fevre, Maggie Rawcliffe
Geoffrey Ferres (Clerk)

Other attendees: Carol Colclough, Laura Colclough.

Time commenced: 7.30pm

1. Apologies

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

2. Declarations of interest

MC said all members had an interest in relation to the Sunningwell proposal under item 13 but LLF was the only councillor affected as a resident of one of the 14 houses most affected.

3. Public questions, comments or representations

Carol Colclough asked for an update regarding the reinstatement of the hedge of native species. The Clerk said that at the end of September he had requested quotations from three organisations, as required by the Council's financial regulations.

He had received two quotations, one not only far lower than the other but much more satisfactory from the Council's point of view, so he had accepted that lower quotation as the one providing better value for money. He had asked the contractor last week for an update and they had informed him that they "hope to have the hedge planted towards the end of November/ beginning of December".

4. Minutes of October 2017 meeting

The Council **resolved** to agree the minutes of the October 2017 meeting subject to a correction on page 2 where "NR" was amended to "MR". The Chairman then signed them.

5. Matters arising – October 2017 meeting

Transparency code for smaller authorities. The Clerk had circulated a draft application form for a grant for the purchase of a computer, a scanner and software. The Council **unanimously approved** the application. **Action:** Clerk to submit the application immediately to OALC to enable it to be considered by NALC this month.

Electrification of the Didcot to Oxford railway. The Clerk has drafted a letter and said he would send it to BJ for his comments before sending to the Minister. **Action:** Clerk to send draft letter to BJ before sending it to the Minister.

50mph limit on A34. BJ and ES both assured the Council that new MP Layla Moran was well briefed regarding the A34 but ES added that copies of previous correspondence between Nicola Blackwood MP and the Minister would be helpful. **Action carried forward from the last meeting:** Clerk to write to Layla Moran MP enclosing

Signed: Michael Cochrane

Date: 4.12.17

copies of any previous correspondence between the Minister and Nicola Blackwood MP that are held in the Council's records.

Accounting Statements 2016-17. The Clerk reported that no voter had sent questions to the External Auditor. He has written to the External Auditor regarding its insistence that there is a discrepancy of £1 between two of the figures but has yet to receive a reply.

Flood barrier. The Council has not yet received spare rods for the Geodesign EUR 101 Steel Barriers.

Pre-Planning application advice by the Environment Agency for the Oxford Flood Alleviation Scheme [P17/V1669/CM] and [P17/V1678/CM]. MR attended a presentation by Penny Burt and Richard Harding from Environment Agency (EA) to North Hinksey Parish Council on 19th October. She understands that the EA may seek to transport all the spoil from the Flood Alleviation Scheme across the Council's woodland to deposit in the field owned by Oxford City Council. After discussion, it was **agreed** to invite the EA to the next meeting and to inform Chilswell Path residents in advance of any session with a speaker from the EA. **Action: Clerk to contact the EA and the residents of Chilswell Path.**

Town and Parish Forum. The Clerk reported that he has registered MR for VoWHDC's Autumn Town and Parish Forum on Wednesday 8th November from 6pm to 9pm at The Beacon in Wantage.

Resilience Workshops. MF said he still hopes to attend an OxonCC Resilience Workshops for Communities has from 6pm to 8pm on Monday 20th November at Milton Park. **Action: Clerk to register MF for the workshop.**

School minibus. The Clerk had been contacted by the parent whose son had initially been told there was no space for him on the minibus to North Hinksey Primary School. MF explained that OxonCC argues that children can walk safely from the village to New Hinksey Primary School, but the village is not in the school's catchment area, but that of North Hinksey Primary School. It was agreed this matter needed to be discussed when BJ was present to offer his advice, hopefully at the next meeting. MF offered to discuss the minibus with Polly Blay. **Action: MF to ask Polly Blay for further information about the minibus.**

Fly-tipping. The items that had been dumped on the Village side of the bridge over the A34 had been removed. Since then items had also been dumped beside the road to the Garden Centre.

6. Finance – payments and receipts

Payment

Payee	Reason	Amount	Power to act
SLCC Enterprises Ltd	Clerk training, 22 nd November	£82.80	s112 LGA 1972

The Council **resolved unanimously** to approve the payment.

Receipts

None.

7. County Councillor's report

BJ had kindly circulated a written report.

Signed: *Mike Cook*

Date: 4.12.17

8. District Councillors' report

DH and ES had kindly circulated a written report.

9. Planning applications

None.

10. Correspondence

Temporary Traffic Regulation Order T5193. The Clerk has been informed that a section of Hinksey Hill will be closed overnight from 9pm on two nights 8th and 9th January 2018, reopening at 5am the following morning, to enable Kier Highways to carry out street light replacement works.

HMRC – Changes to payment methods. The Clerk has been informed by HMRC that the pay at the Post Office service will be withdrawn from 15th December 2017. It appears the Clerk will be able to continue to pay HMRC by cheque by going into a branch of HSBC.

South Hinksey Echo. Nadeen Whitfield has written to the Clerk seeking articles for inclusion in the next issue of Echo. The Clerk undertook to write an article about the burial ground, including the unsafe headstones, the reinstatement of the hedge and the progress with building the new path. **Action: Clerk to write an article for Echo about the burial ground.**

11. Financial Report

The Council **approved** the recommendations contained in the report from the Clerk on preparing the Council's 2018-19 budget.

Action: Chairman, Vice-Chairman and Clerk to meet and produce recommendations regarding the budget and the 2018-19 precept for the next meeting.

12. Community Governance Review

Thanks to DH's intervention, the Chairman, CC and MR had met VoWHDC's Acting Chief Executive Mark Stone on 25th October. DH was also present, as were Adrian Duffield and Steven Corrigan from VoWHDC. However, nothing had been heard from Mark Stone since that meeting.

Linda Slater had informed residents of the two consultations via Shinfo: the one on warding this parish and increasing the number of councillors from five to six; the other on Sunningwell's proposal to take 14 houses from this parish.

The Clerk had encouraged residents via Shinfo to send their views on Sunningwell's proposal either to the Council or to VoWHDC and ask residents for their views as to how the Council should respond to Sunningwell's proposal, based on what seemed to be the three main options:


- Let Sunningwell have the 14 houses
- Defend our parish's existing boundaries
- Put forward an alternative.

The Clerk had emphasized to residents the process for considering the Sunningwell proposal was not of its choosing, nor would the final decision lie with the Council.

It was understood that many residents had sent comments to VoWHDC, and that these could be classified as either opposing any change in the parish's boundaries or calling for the whole of Hinksey Hill to be moved into Sunningwell, rather than just a part of it.

The Clerk had submitted responses to both consultations on the Council's behalf:

- Supporting the proposal to divide the parish into two wards separated by the A34
- Repeating the Council's criticisms of the process being used to consider Sunningwell's proposal and not expressing a view on its faults or merits.

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The date of the VoWHDC Committee meeting that would take the final decision on Sunningwell's proposals had been set for Monday 27th November which meant the Council had not needed to bring forward its next meeting to Monday 30th October.

There was a lengthy discussion as to what the Council should do next, in particular whether to continue to pursue the argument for transferring the Westwood Hotel into South Hinksey or to accept that this proposal would probably fall along with all of Sunningwell's proposals.

Actions: Chairman to contact Mark Stone; Chairman, CC and MR to attend the VoWHDC committee meeting on 27th November; Clerk to write in advance requesting permission for the Council to address the Committee on all three matters – the warding of this parish, the boundary with Sunningwell and the Westwood Hotel.

13. Heavy Goods Vehicles in South Hinksey village

The Clerk had circulated a draft application to OxonCC's Communities Fund for half the cost of the dividing island at the entrance to the village, the balance to be paid by the Council. The Council **approved** the draft application subject to the Clerk asking BJ for his advice and inserting the date at which the changes had been made to signs in the first, unsuccessful attempt to solve the problem. **Action: Clerk to submit the amended application by 31st December 2017.**

14. Hinksey Hill speed limit

LLF had circulated notes of her meeting with OxonCC's Lee Turner on 9th October.

Actions: LLF to contact OxonCC's Lee Turner regarding today's meeting with Anthony Kirkwood; Clerk to invite Lee Turner to attend a future Council Meeting.

15. European Union's General Data Protection Regulation

The Council **agreed** to appoint the Clerk as its Data Protection Officer and **instructed** him to bring a draft Privacy Notice to the next meeting, based on the model circulated by the Oxfordshire Association of Local Councils.

Actions: Clerk to draft Privacy Notice for approval at the next meeting; Clerk to ask David Rawcliffe to create email addresses for MF and MR.

16. Council records

The Council **approved** the draft records management and retention policy proposed by CC.

17. Burial ground

Proposed path across the burial ground and churchyard. VoWHDC has approved Father James Wilkinson's planning application. Father James was, however, unable to submit an application for a 2017-18 VoWHDC capital grant in time for Round 2 because the church's ownership of the churchyard was not registered with the Land Registry.

Headstone inspection. Three people have contacted the Clerk about headstones, none of which are ones the Council has been recommended to lay down on the grave.

Rose bushes. The Clerk reported that the rose bush has still not been removed from plot 87 and that Pearl Livett had drawn his attention to the fact that there is also a rose bush on another plot. The Clerk also reported he had recently been contacted in error by the Oxford Mail about alleged removal of flowers from a child's grave. After lengthy discussion, the Council **agreed** to instruct the Clerk to write to those responsible for both graves informing them the Council intends to move or remove the rose bushes after the end of January 2018, inviting them to request a delay if this date were inappropriate, asking them where they might wish the rose bush to be moved to, and warning them the Council cannot guarantee that the rose bushes will survive being moved.

Signed: Mark Collins

Date: 4-12-17

Actions: Clerk to write to those responsible for the two graves where rose bushes have been planted; Clerk to consult Oxford City Council's Cemeteries Team about how it handles such situations.

Purchase of Austrian scythe. The Clerk reported that Peter Rawcliffe has said he would not be willing to sign the letter agreed by the Council.

18. Community Woodland

The Council discussed MR's notes of a site visit with Andy Gunn, Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT)'s Wild Oxford Project Officer in light of the possibility that the Environment Agency (EA) may arrange for the spoil from the Flood Alleviation Scheme to be transported across the Community Woodland. If that were the case, it was felt that the Council's focus would be on short-term management within the terms of the Forestry Commission grant conditions pending the reinstatement of the Community Woodland by the EA. It was envisaged that the Clerk would need to inform the Forestry Commission if the EA were to go ahead with transporting the spoil across the Community Woodland.

Action: CC and MR to meet BBOWT's Andy Gunn.

19. Housing development north of Abingdon

Nothing to report.

20. Campaigns

Footbridge over the railway. Nothing to report.

21. Traffic issues

None.

22. Maintenance issues

Chris Le Fevre, South Hinksey's Parish Path Warden, had contacted Nick Frearson about the condition of the stile for the footpath going from Pin Farm to the Devil's Backbone path, who was reported to have said he thought the stile is ok and does not need any work.

The Clerk said he had examined the stile, which is held together with blue twine.

Action: Clerk to write to Nick Frearson about the need for the stile to be repaired.

23. Dates of meetings for 2018

The Council discussed possible dates of meetings in 2018 circulated by the Clerk. It was noted that Monday 8th January would not be a suitable date due to the temporary closure of Hinksey Hill.

The Council discussed the possibility of holding some of its meetings at the Westwood Hotel for the convenience of Hinksey Hill residents. CC offered to contact the hotel to establish the cost of hiring an appropriate room.

Action: CC to contact Westwood Hotel.

It was agreed that possible dates for the January 2018 meeting might be Thursday 11th January at the Westwood Hotel or Monday 15th January at the Village Hall.

24. Any other business

LLF informed the Council that she expected to submit her resignation to the Chairman before the next meeting as she will be moving away from the parish next month. The Chairman said the whole Council was extremely grateful for everything LLF had done for the Council and for the parish.

Signed: Min Cochrane

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25. Feedback from members of the public

None.

Time concluded: 10.22pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 4th December 2017 at 7.30pm
in South Hinksey Village Hall

Signed: 

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