

**Minutes of the meeting of South Hinksey Parish Council  
held at South Hinksey Village Hall  
on Monday 4<sup>th</sup> June 2018**

---

**Present:** Christine Chater, Michael Cochrane (Chairman), Matthew Frohn (Vice-Chairman), Linda Goodhead  
Cllr Bob Johnston (OxonCC), Geoffrey Ferres (Clerk).

**Other attendees:** Sam Riley (Forestry Commission).

---

**Time commenced: 7.30pm**

**18/29. Apologies**

Cllr Debby Hallett (VoWHDC), Cllr Emily Smith (VoWHDC).

**18/30. Declarations of interest**

None.

**18/31. Public questions, comments or representations**

None.

**18/32. Minutes of the May 2018 meeting**

The Council **resolved** to agree the minutes of the May 2018 meeting. The Chairman then signed each page.

**18/33. Matters arising – May 2018 meeting**

**Transparency code for smaller authorities.** The Clerk has had further communication with a company known to him and to the Chairman and is still awaiting a quotation.

**50mph limit on A34.** The Clerk has not yet received a response from Layla Moran MP regarding the A34.

**St Laurence's churchyard.** ES has spoken to VoWHDC's Head of Legal Services officers about this matter.

**Flood Alleviation Scheme.** The Vice-Chairman had obtained from the Clerk the contact details of the person responsible for arrangements with landowners about the archaeological investigations connected with the Flood Alleviation Scheme.

**18/34. Finance – payments and receipts**

**Payments**

None.

**Receipts**

Payer	Reason	Amount
Chorus Law	Transfer of EROB re Alliott	£25.00
Midcounties Co-op	Headstone for Duma	£125.00

Signed: Michael Cochrane

Date: 2/7/18

### 18/35. County Councillor's report

BJ reported there would be consultation on the design of the additional Lodge Hill slip roads early in the autumn and they were supposed to be open in 2020.

BJ said Sunningwell Parish Council is seeking to commission a baseline traffic study in conjunction with the parish councils for Radley and Wootton. He suggested the Council seriously consider whether it wished to be involved.

BJ said he had been invited to a briefing on 12<sup>th</sup> June in Didcot on the Oxford to Cambridge Expressway with no indication of what it was intended to cover.

BJ also reported on the agreement between OxonCC and Cherwell District Council to enter into an arrangement for sharing of officers to replace Cherwell's agreement with South Northamptonshire which seemed likely to be scuppered by the moves to reorganise local government in Northamptonshire.

### 18/36. District Councillors' report

DH and ES had kindly circulated a written report.

### 18/37. Planning applications

- a) **Golden Acres, Hinksey Hill: formation of habitable rooms in roof space with rear dormers [P18/V1127/LDP] [Not for public consultation].**

The Council agreed it had no concerns about this application.

- b) **North of the A420 Botley Road to south of the A423 ring road: flood alleviation scheme to reduce flood risk in Oxford [P18/V1179/CM] [Consultation deadline 14<sup>th</sup> June 2018].**

The Council agreed it had three concerns about the way in which the work might be organised. The Council believed there was a need for:

- a direct route from the village to Oxford to be maintained at all times, even if the Devil's Backbone was closed temporarily
- suitable start and finish times to be set for the movement of lorries carrying spoil to the A34 at South Hinksey
- regular meetings to be held between the Council and the Project Manager, initially weekly and later probably fortnightly.

- c) **8 St Lawrence Road: raised first floor roof, extended front dormer and new roof to conservatory/garden room [P18/V0834/HH] [Consultation deadline 2<sup>nd</sup> May 2018].** The Clerk sent a response from the Council, as agreed.

### 18/38. Correspondence

- a) **Maggie Rawcliffe's resignation.** The Council was saddened to receive the resignation of Maggie Rawcliffe, a member of the Council since 1999, while understanding her reasons. The Council **unanimously passed** a vote of thanks to her for her outstanding service to the parish.

Maggie Rawcliffe had sent the Council a very helpful handover note covering all the work she had been doing on the Council's behalf. LG said she was prepared to continue to attend the Neighbourhood Action Group, on which Maggie had been the Council's main representative, and was prepared also to attend the Botley Traffic Advisory Committee.

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

Date: 2/7/18

The Clerk had already informed VoWHDC of Maggie Rawcliffe's resignation and put up the notice of vacancy on the parish noticeboard, which gives a deadline for 10 electors to petition VoWHDC to organise a by-election.

The Council **agreed** that if the vacancy were to be filled by co-option, it would be appropriate to co-opt someone from the village, if a suitable candidate put themselves forward.

- b) VoWHDC Summer Town and Parish Forum, Wantage, 5<sup>th</sup> July.** LG and the Vice-Chairman both said they would be willing to attend.

#### **18/39. Burial Ground Rules and Regulations**

The Council **approved** the Burial Ground Rules and Regulations tabled by the Clerk incorporating an amendment to include Oxford City Council's £20 fee for removal of spoil into the Schedule of Fees.

#### **18/40. Records Management and Retention Policy**

The Council **approved** the Records Management and Retention Policy tabled by the Clerk incorporating the amendments agreed at the annual meeting.

The Clerk mentioned that he was expecting to have to write consecutive page numbers on the Council's old minutes which had in some past years only been numbered meeting by meeting.

The Clerk said he wanted to deposit the old minutes in the Oxfordshire History Centre, especially those which have been kept at the Village Hall.

The Council expressed the view the Clerk should not waste his time writing consecutive page numbers on the old minutes but first establish if the Oxfordshire History Centre will accept them as they are.

#### **18/41. Grant Award Policy and Procedures**

The Council **approved** the Grant Award Policy and Procedures tabled by the Clerk incorporating the amendment agreed at the annual meeting.

#### **18/42. Annual subscriptions**

The Clerk has contacted OGBN for more information about its recent activities.

#### **18/43. Woodland**

The Forestry Commission's Sam Riley addressed the meeting. Sam explained that he has been the Woodland Officer covering Oxfordshire for the past three years. He thanked the Council for inviting him to the meeting and for the opportunity to brief the Council on the situation at Chilswell Copse.

Firstly, he confirmed that aside from the issues mentioned below, he is satisfied with the state of the woodland as it currently stands. Setting aside any questions over stocking densities, a woodland currently occupies the site, this fact cannot be disputed. However, if the Council were to do some remedial planting in the future to increase the stocking density, it would have his full support and the benefit of his advice.

Secondly, in regards to the English Woodland Grant Scheme contract for Chilswell Copse, he said he can update the terms of the contract to reflect the replacement of Ash with an alternate species mixture due to the impact of Ash Dieback. This can be

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



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

2/7/18

done with a minimum of fuss, provided that there is someone who can electronically sign it off on behalf of the Parish Council.

Thirdly, in regards to Ash Dieback, he could categorically confirm it is present at Chilswell Copse and has infected the majority of Ash trees on site. Naturally, either he or someone else will need to do a thorough inspection to confirm the exact number of infected trees. If the Council would like a written confirmation of the presence of Ash Dieback, it will need to send a sample of one of the Ash Trees to the Forestry Commission's Forest Research Centre or submit a Tree Alert.

He would also remind the Council that, based on the current research available, there is a small percentage ( $\pm 10\%$ ) that will be resilient in some way to Ash Dieback and it is possible some of these resilient trees are present at Chilswell Copse. He would therefore advise the Council not to prematurely fell any Ash tree that has not been monitored for several years to determine if any are indeed resilient. These resilient trees should then be retained to help safeguard the species for the future. Fourthly, if the Council does decide to remove the Ash trees from Chilswell Copse that clearly will not recover from Ash Dieback, there is a grant under Countryside Stewardship (CS) which will cover the cost of restocking the site with an alternate species mixture. This grant covers the cost of the trees themselves, tree guards and fencing amongst other capital items.

Assuming that the Council wishes to restock the site with native species only, there is a cap on the grant of £2,750 per Ha. Whilst this grant is primarily funded by the EU, this grant will be in place until 2022 when the Transition Period ends, therefore there is plenty of time to take advantage of it. If the Council has any particular questions about the process of applying for this grant, he suggested it get in touch. Fifthly, in terms of the species with which the Council may wish to restock the site, he could not offer a one-size-fits-all answer since the species the Council chooses will depend on its aspirations, site conditions including soil type, Soil Moisture Regime, Soil Nutrient Regime, exposure, topography, as well as biodiversity implications. A study written by Forest Research has a very helpful table showing which species most mimic Ash in terms of the biodiversity they support.

He had also consulted the Forestry Commission's Ecological Site Classification system to predict how climate change may affect the site in the future and the results are promising as it seems few species will be unsustainable in the future assuming temperatures rise as predicted. Therefore, it is up to the Council to decide which species are best for the site. Species that should be considered include Pedunculate Oak and Hawthorn. As far as he was concerned, he would expect to see a mixture of no less than five species proposed, should the Council decide to apply for the CS grant.

Lastly, in regards to a query about planting trees underneath overhead powerlines, he said there is no standard advice that the National Grid provides. One must email the National Grid and ask for bespoke advice. Standard practice is to not plant directly underneath the powerlines and to leave a certain wayleave either side.

The Chairman proposed, and the Council **unanimously agreed**, that the Clerk should purchase £100 tree guards and straps to be used on the most damaged trees. **Action: Clerk**

BJ said he might consider favourably an application from the Council for financial assistance with the cost of tree guards and he said he would be interested in attending a possible site meeting with the Forestry Commission and the Berkshire Buckinghamshire and Oxfordshire Wildlife Trust.

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

Date: 2/7/18

The Clerk reported that now that the rides were not being cut monthly, the grass was very long and may be putting off walkers. Sam Riley said the Council was required to mow the rides at least annually. It was **agreed** the Clerk should ask if a volunteer would be willing to cut the rides once later in the year.

The Chairman and LG both said they would be interested in visiting the woodland to get more familiar with the issues and suggested they might seek a date when the Clerk could accompany them. **Action: Clerk**

The Chairman wondered if there were any potential for woodland burials or for the planting of trees in memory of loved ones.

CC offered to write to Sam Riley setting out the commitments he had given and confirming the commitments the Council had made. **Action: CC**

The Clerk had informed BBOWT's Andy Gunn that Sam Riley was attending the meeting and had invited him to attend.

The Clerk reported that the Rural Payments Agency has apologised for suggesting that the Council had "obstructed or refused entry to" the woodland and has amended the report which contained that claim.

#### **18/44. School transport**

The Clerk forwarded Roy Leach's message to the Vice-Chairman, who contacted Polly Blay.

The Clerk was contacted by OxonCC and had arranged a one-hour meeting at 1.30pm on Friday 15<sup>th</sup> June between OxonCC Transport Hub representatives and the Vice-Chairman, Maggie Rawcliffe and Polly Blay to discuss spare seats, waiting lists and the draft Memorandum of Understanding. Maggie Rawcliffe would no longer be attending the meeting.

The Vice-Chairman said the date agreed was now unfortunately no longer convenient for Polly Blay and the Clerk was asked to find out if OxonCC could move the meeting to the morning. **Action: Clerk**

#### **18/45. Grass cutting agreement**

CC has studied the proposed agreement and has three concerns: the disparity between the two parties in respect of notice periods; the impracticality of the disputes procedure; the measurement of the verges to be cut in linear terms rather than in area.

In view of continuing dissatisfaction among parishioners with the state of the verges at the top of Hinksey Hill outside the parish boundary, it was **agreed** the Clerk should approach Kennington Parish Council to enquire whether it would consider delegating the maintenance of these verges to this Council. **Action: Clerk**

#### **18/46. Hinksey Hill speed limit**

Nothing to report.

#### **18/47. General Elliott**

Nothing to report.

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



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

2/7/18

Minute book of page 12

**18/48. Data protection**

Nothing to report.

**18/49. Burial ground**

The Clerk has replied to the parishioner who had asked to purchase two adjacent plots in the burial ground.

The Clerk has yet to prepare a separate account of receipts and payments relating to the burial ground. **Action: Clerk**

The Clerk is still looking into the circumstances in which a headstone had recently been placed in the burial ground which appears to be three inches higher than the maximum height permitted in the Council's rules.

**Action carried forward from a previous meeting: Clerk to obtain quotes for a hardwood noticeboard capable of displaying three or four sheets of A4 to be installed at the burial ground.**

**18/50. Housing development north of Abingdon**

Nothing to report.

**18/51. Footbridge over the railway**

Nothing to report.

**18/52. Maintenance issues**

**Pavement in Manor Road.** Maggie Rawcliffe has informed the Clerk she is waiting for an OxonCC Highways Officer to contact her to advise about this.

**18/53. Traffic issues**

None.

**18/54. Any other business**

None.

**18/55. Feedback from members of the public**

None.

**18/56. Reserved business: staffing matters**

The Council thanked the Clerk for his paper but, after careful consideration of both his useful paper as well as the issues that the Council expects to face in the coming months, it was **unanimously agreed** to leave the Clerk's hours unchanged at 35 per month for a further year and to review his hours again in a year.

**Time concluded: 10.34pm**

**MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING**

Date of the next ordinary Parish Council meeting: Monday 2<sup>nd</sup> July 2018 at 7.30pm  
in South Hinksey Village Hall

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



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

2/7/18