

**Minutes of the meeting of South Hinksey Parish Council
held at South Hinksey Village Hall on Monday 2nd July 2018**

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

Other attendees: Maggie Rawcliffe.

Time commenced: 7.33pm

18/63. Apologies

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

18/64. Declarations of Interest

None.

18/65. Public questions, comments or representations

None.

18/66. Minutes of the June 2018 meeting

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

18/67. Minutes of the 27th June 2018 extraordinary meeting

The Council **resolved** to agree the minutes of the 27th June 2018 extraordinary meeting and **authorised** the Chairman to sign each page as soon as the Clerk provides him with a clean copy.

18/68. Matters arising -- June 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 received a response from Layla Moran MP regarding the A34 which he was **instructed** to forward to all members of the Council.

Action: Clerk

St Laurence's churchyard. The Clerk has heard nothing further from VoWHDC.

VoWHDC Summer Town and Parish Forum, Wantage, 5th July. The Clerk has informed the Vice-Chairman and LG that VoWHDC has cancelled the event.

Oxford Green Belt Network. The Clerk contacted OGBN for more information about its recent activities but has not received a reply.

Records Management and Retention Policy. The Oxfordshire History Centre has told the Clerk that it is prepared to accept the Council's old minutes whether or not they have consecutive page numbers.

Signed: _____



Date: _____

28/8/18

The Clerk reported he is meeting Maggie Rawcliffe at the Village Hall on Friday 6th July and understands she will be handing over some of the Council's old minutes which he would hope to deposit at the Oxfordshire History Centre.

18/69. Matters arising – 27th June 2018 extraordinary meeting

None.

18/70. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
Geoffrey Ferrer	Clerk pay and expenses Q1	£848.03	s112 LGA 1972
HMRC	PAYE Income Tax deducted Q1	£516.40	s112 LGA 1972

The Council **resolved unanimously** to approve both payments, and the Chairman and Vice-Chairman signed them.

Receipts

Payer	Reason	Amount
OxonCC	Grass cutting 2018-19	£497.53

18/71. County Councillor's report

BJ reported that Highways England has now said cost is an important factor in the choice of route for the Oxford to Cambridge Expressway.

BJ was pleased to report that OxonCC has found additional money for pothole repairs and the work will now be done to a higher standard.

BJ drew the Council's attention to OxonCC's arrangement for parish FixMyStreet superusers who can make direct contact with OxonCC's contractors Skanska to arrange pothole repairs. He suggested the Council should consider whether it wished to take advantage of the arrangement. He said the OxonCC officer to contact is Paul Fermer.

BJ commented on the irony that Cherwell District Council, which had been opposed to the idea of an Oxfordshire unitary authority, was now to merge its administration with OxonCC.

BJ reported there is now to be a new push for the Government to approve an Oxfordshire unitary authority despite continued opposition to the proposal from certain councils.

18/72. District Councillors' report

DH and ES had kindly circulated a written report.

18/73. Planning applications

- a) **Charnwood, Hinksey Hill: proposed single storey side extension to dwelling [P18/V1392/LDP] [Not subject to public consultation].**

The Council **agreed** it had no concerns about this application.

Signed: _____

Date: 28/8/17

b) North Hinksey Parish Neighbourhood Plan 2031: final public consultation [Consultation deadline: 31st July 2018].

None of the members of the Council had been able to find the time to study this plan before the meeting.

c) The Westwood Hotel, Hinksey Hill: consultation on proposal to demolish the hotel and construct a 60-bedroom care home

The Chairman and LG had both attended a recent consultation event at the hotel regarding a proposal to demolish the hotel and build a 60-bedroom care home with 29 parking spaces. No planning application has yet been submitted.

d) 8 St Lawrence Road: raised first floor roof, extended front dormer and new roof to conservatory/garden room [P18/V0834/HH] [Consultation closed 2nd May 2018]. VoWHDC has granted planning permission subject to conditions.

18/74. Correspondence

None.

18/75. Vacancy

The Clerk has received one expression of interest from a parishioner who had contacted the Chairman after finding it impossible to contact the Clerk using the email address in the vacancy message circulated via Shinfo.

The Clerk apologised for a mistake in the Shinfo message.

The Council discussed whether it could properly co-opt at this meeting the excellent candidate of whom it was aware and **agreed** that a proper process must be followed.

The Council therefore **instructed** the Clerk to:

- Send a further message via Shinfo which would ensure any other possible candidate could contact him
- Thank the existing candidate for her application and invite her to the next meeting. **Action: Clerk**

After Maggie Rawcliffe joined the meeting for the woodland item, a presentation was made to her on the Council's behalf by CC to thank her for her outstanding service to the parish.

18/76. Heavy Goods Vehicles and Coaches in the village

In view of two recent incidents which indicate the new traffic island will not eliminate the longstanding problem of HGVs and coaches entering the village by mistake, the Council agreed to make a decision at its next meeting as to what to do next.

LG and CC have met OxonCC's Lee Turner who is of the opinion the pole with the defective light belongs to Highways England but there is an agreement that OxonCC will maintain it. He is aware the light is broken. He has already alerted the 'technical guys' to mend it and will chase it up. He has seen some evidence is collected from the HGV drivers who end up in the village as to why they took that route. He says we need to understand how the problem is arising to take further measures

BJ offered to take a look on his way home at the street lamp on the small island belonging to OxonCC which needs its light replaced but for which both OxonCC and Highways England have been denying responsibility.

Signed: _____



Date: _____

28/8/18

18/77. Woodland

CC wrote to the Forestry Commission's Sam Riley setting out the commitments he had given and confirming the commitments the Council had made. She has arranged a meeting on 9th July with him and with Andy Gunn from the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT).

The Council discussed the principles of any possible agreement with BBOWT to take over management of the woodland. It was felt the Council should:

- Retain ownership
- Agree to pass on the annual grant from the Forestry Commission
- Continue to insure the woodland.

Actions carried forward from the last meeting: Clerk to

- **Purchase £100 tree guards and straps to be used on the most damaged trees**
- **Ask if a volunteer would be willing to cut the rides once later in the year**
- **Arrange a visit to the woodland with the Chairman and LG.**

18/78. School transport

OxonCC rearranged the meeting on Friday 15th June at the Clerk's request between OxonCC Transport Hub representatives and the Vice-Chairman and Polly Blay to discuss spare seats, waiting lists and the draft Memorandum of Understanding (MoU).

The Vice-Chairman reported that it was overall a positive meeting: OxonCC had expressed two main concerns – the risk of precedent and the risk that people perceived that pupils were getting 'free' transport that had been paid for by OxonCC or by other parents. The Vice-Chairman felt both these concerns could be addressed by amendments to the draft MoU.

The Vice-Chairman said he has also amended the draft MoU to state that pupils had to be South Hinksey residents – because he thought that was an earlier concern of OxonCC's Roy Leach.

The Vice-Chairman said he had sent a note of the meeting and a redraft of the MoU to OxonCC but was still awaiting their response.

18/79. Grass cutting agreement

The Clerk said he had delayed contacting Kennington Parish Council due to the possibility the Westwood Hotel may be demolished. The Chairman said the Clerk should go ahead.

Actions carried forward from the last meeting: Clerk to

- **Raise with OxonCC the Council's 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**
- **Approach Kennington Parish Council to enquire whether it would consider delegating the maintenance of these verges to this Council.**

Signed: _____



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18/80. Hinksey Hill speed limit

CC is meeting OxonCC's Lee Turner tomorrow. BJ said he would consider favourably an application from the Council for up to £1,000 assistance with the cost of introducing a 30mph speed limit.

The Council discussed how it might respond if OxonCC offered to support a 30mph limit for most but not all of Hinksey Hill. LG and CC believed from a previous meeting with OxonCC that the Council might be asked to pay for putting up "gates" as well as changing the existing Vehicle Activated Sign and changing the road markings.

Action: Clerk to investigate the national rules for 30mph speed limits

18/81. General Elliott

Nothing to report.

18/82. Burial ground

Father James Wilkinson has informed the Clerk that he missed the June 2018 deadline for the grant application to VoWHDC, which will mean any works will be delayed until summer 2019.

The Clerk has approved an application for a memorial to a parishioner who was buried last year.

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 the last meeting: Clerk to prepare a separate account of receipts and payments relating to the burial ground.

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.

18/83. Housing development north of Abingdon

Nothing to report.

18/84. Footbridge over the railway

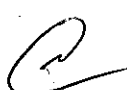
Nothing to report.

18/85. Maintenance issues

Damaged 30mph sign. The Clerk reported that after months of trying to get OxonCC to repair the damaged 30mph sign at the junction of Manor Road and Parker Road, OxonCC had finally informed him on 14th June that it would replace the damaged 30mph sign with a non-illuminated speed limit one on a parallel post and that the old signpost stub would be disconnected and removed as part of a batch of similar works.

He was then informed on 27th June via FixMyStreet that someone had visited the site, assessed the problem and decided it doesn't meet OxonCC's current intervention criteria so it would not arrange a repair.

Signed: _____



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OxonCC FixMyStreet superuser arrangement. The Council agreed that it was in principle interested in the arrangement.

18/86. Traffic issues

It was **agreed** the Clerk should approach Sunningwell Parish Council, so the Council could learn more about the proposal to commission a baseline traffic study in conjunction with the parish councils for Radley and Wootton with a view to deciding whether this Council wished to participate.

18/87. Any other business

The Clerk said he understood only two members of the Council were able to attend the next meeting if the date remained Monday 3rd September. After discussion, it was **agreed** to hold the next meeting instead on Tuesday 28th August and to hold it in the Village Hall, if available, and, if not, at The Westwood Hotel.

18/88. Feedback from members of the public

None.

Time concluded: 10.05pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next ordinary Parish Council meeting: Tuesday 28th August 2018 at 7.30pm at The Westwood Hotel

Signed: _____



Date: _____

28/8/18