

**Minutes of the meeting of South Hinksey Parish Council
held at the Westwood Hotel on Tuesday 28th August 2018**

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

Other attendees: Dudley Goodhead, Elizabeth Phillipson, Simon Phillipson.

Time commenced: 7.30pm

18/89. Apologies

Cllr Debby Hallett (VoWHDC).

18/90. Declarations of Interest

None.

18/91. Public questions, comments or representations

Mr and Mrs Phillipson attended the meeting in connection with item 18/109.

18/92. Minutes of the July 2018 meeting

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

18/93. Matters arising – July 2018 meeting

Minutes of the 27th June 2018 extraordinary meeting. The Chairman has signed the minutes.

Transparency code for smaller authorities. The Chairman has tried again to obtain a quotation from a company known to him and to the Clerk.

50mph limit on A34. The Clerk has forwarded the response received from Layla Moran MP to all members of the Council. In her response the MP said, "If there are any specific measures the Parish Council and local residents would like me to suggest to Highways England, please let me know." The Council **agreed** that it would take up this offer.

St Laurence's churchyard. The Clerk was informed on 19th July by email that VoWHDC "has accepted maintenance responsibility for the above closed churchyard in accordance with s215 LGA 1972."

Records Management and Retention Policy. The Clerk met Maggie Rawcliffe at the Village Hall on 6th July, who brought a wheelbarrow full of old Council papers. On 11th July the Clerk deposited with the Oxfordshire History Centre eight minute books covering 1894-1981 and 1992-2013.

After further examination of the papers, the Clerk went again to the Oxfordshire History Centre on 20th July and deposited further papers including a minute book for 1981-1987 and the Council's receipts and payments book for 1916-1937

Signed: Michael Cochrane

Date: 1 Oct '18

18/94. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
David Rawcliffe	Renewal of parish domain names	£95.88	s142 LGA 1972
Oxford City Council	Digging of two graves	£820.00	s214 LGA 1972

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

Receipts

Payer	Reason	Amount
Cotton	Plot and interment (Thompson)	£497.53
Reeves Memorial	Additional inscription (Allsworth)	£125.00
Tonks	Digging of grave (Thompson)	£690.00
D L Hancock	Interment and digging of grave (Wilkins)	£570.00

18/95. County Councillor's report

BJ reported that OxonCC has agreed to what he described as "prudential borrowing", something he said he has advocated for some years without success hitherto. OxonCC will borrow money to be used for repairing roads and replacing old-fashioned lights with cheaper LED lights.

CC asked if this could mean additional funding for Children's Centres, but BJ said it only applied to capital spending, not revenue spending.

BJ said he understood the route for the Oxford to Cambridge Expressway would be decided in the autumn. PJ asked for more information and BJ reminded the Council that there would only be consultation on the final route but not on which of the three corridors would be chosen.

18/96. District Councillors' report

DH and ES had kindly circulated a written report, which ES introduced.

ES reported that VoWHDC is exploring whether to take over on-street parking enforcement from the Thames Valley Police.

ES also reported that a Central Government review of local government funding could have serious implications for VoWHDC as the Council currently benefits significantly from the New Homes Bonus.

PJ asked about the Oxford to Cambridge Expressway and the workings of the Oxfordshire Growth Board. SE explained that the chair and the hosting of the Board rotate annually; currently South Oxfordshire District Council chairs and hosts the Board.

PJ asked ES to write to the Leader of VoWHDC about the Expressway and she agreed to do so.

ES asked if councillors would take posters to display on noticeboards for the next series of surgeries she would be conducting with DH.

Signed: Mind Cochrane

Date: 1 October 2018

18/97. Planning applications

- a) **Oxfordshire Minerals and Waste Local Plan: Part 2, Site Allocations (the Sites Plan) – Issues and Options Consultation [Consultation deadline: 3rd October 2018].**

The Council **decided** it needed to find out more and to return to the subject at its next meeting which would be just before the consultation deadline, in particular about:

- The proposed gravel extraction site in this parish
- The proposed waste site at Radley.

- b) **Manor Barn St Lawrence Road: permission to vary condition no.2 of planning approval P14/V1176/FUL to a design suitable for uses other than originally approved [P18/V1939/FUL] [Consultation deadline: 7th September 2018].**

The Council discussed this application at length. It was stated that an application for commercial use of the site had previously been rejected by VoWHDC, following objections from OxonCC and this Council regarding overuse of the site and issues to do with ingress and egress.

The Council **agreed** not to object to the application but to instruct the Clerk to write to VoWHDC objecting to any change of use and questioning whether such a change of use had already taken place without planning consent. **Action: Clerk**

- c) **St Michaels, Hinksey Hill: first floor extension and associated works [P18/V2010/HH] [Consultation deadline: 13th September 2018].**

The Council **agreed** to instruct the Clerk to inform VoWHDC it had no objection to this application. **Action: Clerk**

- d) **9 Manor Road: new single-storey extension to existing dining room [P18/V2074/HH] [Consultation deadline: 18th September 2018].**

PJ stated at the outset that this was an application from a neighbour, so she took no part in this decision.

The Council **agreed** to instruct the Clerk to inform VoWHDC it had no objection to this application. **Action: Clerk**

18/98. Correspondence

Trees of Remembrance project. OxonCC has written to all town and parish councils urging them to plant Remembrance Trees as part of the commemoration of the centenary of the Armistice that ended World War One.

The Council **agreed** it would accept OxonCC's offer of a sapling and commemorative plaque. Planting it at the woodland close to the bench commemorating Clive Briffett was suggested and it was proposed the planting could be publicised via Shinfo. **Action: Clerk**

18/99. Vacancy

The Clerk had sent a further message via Shinfo to ensure any other possible candidate could contact him.

The Council **unanimously elected** Patricia Jones to fill the vacancy caused by the resignation of Maggie Rawcliffe. Patricia Jones then signed a declaration of acceptance of office.

Signed: Mimi Cochran

Date: 1 Oct 2018

18/100. Finance – bank mandate

The Council **agreed** to add LG to the mandate along with the Chairman, the Vice-Chairman and CC.

The Council also **agreed** to add the Clerk to the mandate to deal with the bank's refusal to communicate with him about the Council's accounts, but to leave unamended the Council's Financial Regulations prohibiting him from approving payments.

The Clerk asked if one of the current signatories would be willing to contact the bank about the change to the mandate. CC offered to do so.

18/101. Hinksey Lakes footbridge

The footbridge has been closed since Monday 13th August when a lorry struck it. The Council **agreed** that if Network Rail failed to re-open the footbridge by the end of the week the Clerk should approach the local MP.

The Council also **agreed** that the Clerk should make another request via Shinfo for parishioners to provide information about how the footbridge closure had affected them. **Action: Clerk**

18/102. Heavy Goods Vehicles and Coaches in the village

PJ said she had personally witnessed on four occasions HGVs turning around after seeing the signs on the new dividing island, so it seemed clear that the construction of the island is making a difference even if it has not eliminated the nuisance.

It is understood that the small island at the entrance to the village remains in darkness at night because the street lamp has not yet been repaired.

18/103. Woodland

The Clerk has still to ^{worth of}

- 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.

Action: Clerk

18/104. School transport

The Council **agreed unanimously** to instruct the Chairman and Vice-Chairman to sign the Memorandum of Understanding with OxonCC negotiated by the Vice-Chairman, and they then signed two copies.

18/105. Grass cutting agreement

The Clerk has raised with OxonCC the Council's three concerns and has written to the Clerk of Kennington Parish Council to enquire whether that Council would consider delegating the maintenance of the footpaths and verges connecting Hinksey Hill to the Westwood Hotel to this Council.

She has responded saying the request will be put on the agenda of that Council's next meeting, which is on Thursday 13th September.

Signed: Maria Cochran

Date: 1 Oct 2018

18/106. Hinksey Hill speed limit

CC reported that she has been informed OxonCC will support a reduction in the speed limit on Hinksey Hill to 30mph. OxonCC's Lee Turner will produce a scheme in time for the Council's next meeting.

The Chairman said the whole Council was grateful to CC for her work to achieve this result.

18/107. Salt bags and bins

The Council **agreed** to instruct the Clerk to:

- Request a delivery of small bags for the winter from OxonCC
- Ask OxonCC to replace the missing salt bin that is supposed to be at the junction of Betty Lane and Hinksey Hill.

Action: Clerk

18/108. General Elliott

Nothing to report.

18/109. Burial ground

The Council considered at great length and with great care an appeal from Mr Simon Phillipson. Mr Phillipson addressed the Council and was kind enough to leave the Council with a copy of the statement he had made, a copy of which is available on the website with the other papers of the meeting.

In connection with this matter the Council **resolved unanimously** that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they were instructed to withdraw.

In discussion the Council took into consideration:

- the contribution Mrs Phillipson had made to the community during her 44 years in the village
- the logic of the offer the Council had made to allow the ashes of Mrs Phillipson's son Mark to be buried for a fee of £1,350 and for the fee for her interment to be waived if the two interments took place at the same time
- the Council's Burial Ground Rules and Regulations; and
- the duty of the Council to have sufficient income to keep the burial ground in a fit condition.

The Council eventually **agreed** to instruct the Clerk to write to Mr Phillipson:

- Thanking him for attending the meeting and leaving the text of his statement
- Expressing once again their condolences and warm appreciation for the contribution his mother made to the South Hinksey community
- Reaffirming the offer already made to him.

The Council **instructed** the Clerk to circulate to the whole Council a draft of the letter to Mr Phillipson before sending it. **Action: Clerk**

The Clerk had prepared and had circulated a separate account of receipts and payments relating to the burial ground. The Council **instructed** the Clerk to add to the payments included in the burial ground accounts those relating to the wildflower meadow and to the time he spends on burial ground matters. **Action: Clerk**

The Clerk has finally located the application for a 2'6" headstone recently placed in the burial ground which is actually three inches higher and therefore exceeds the

Signed: Maund Cochran

Date: 1 Oct 2018

maximum height permitted in the Council's rules. He will contact Oxford City Council's Laura Harlock for advice about how to handle the problem. **Action: Clerk**

The Clerk has drawn the attention of Father James Wilkinson to the second and final round in 2018-19 for capital grant applications to VoWHDC, which is open between 11th September and 22nd October.

The Clerk has obtained a quote of £749.79 plus VAT for a hardwood noticeboard capable of displaying four sheets of A4 to be installed at the burial ground and advised the Council of the choices that need to be made.

The Clerk asked if one of the members of the Council would advise him on the detail of exactly what design the Council should order and the Chairman offered to do so.

18/110. Housing development north of Abingdon

ES advised the Council that the current planning application is likely to be refused due to infrastructure issues.

18/111. Maintenance issues

Damaged 30mph sign. The Clerk reported that the old 30mph signpost stub has been disconnected and removed.

OxonCC FixMyStreet superuser arrangement. The Clerk has written to OxonCC's Paul Fermer seeking more information about in the arrangement.

18/112. Traffic issues

The Clerk has written to the Clerk of Sunningwell Parish Council to ask for information about any proposal to commission a baseline traffic study in conjunction with other parish councils.

18/113. Any other business

None.

18/114. Feedback from members of the public

None.

Time concluded: 10.28pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next ordinary Parish Council meeting: Monday 1st October 2018 at 7.30pm at South Hinksey Village Hall

Signed: Mark Cochran

Date: 1 Oct 2018