

**Minutes of the meeting of South Hinksey Parish Council
held at South Hinksey Village Hall on Monday 5th November 2018**

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

Other attendees: Carol Colclough, Laura Colclough, Steven Colclough, Simon Cowell, Gus Howkins and one other.

Time commenced: 7.30pm

18/138. Apologies

Cllr Emily Smith (VoWHDC).

18/139. Declarations of interest

None.

18/140. Public questions, comments or representations

Carol Colclough, Laura Colclough, Steven Colclough and Simon Cowell attended in connection with item 146b. Gus Howkins and one other person attended in connection with item 156.

18/141. Minutes of the October 2018 meeting

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

18/142. Matters arising – October 2018 meeting

Transparency code for smaller authorities. The Clerk said he was tomorrow going to Currys PC World again to attempt to purchase a piece of equipment – this time for a different council. If successful tomorrow, he could try again to purchase equipment there for this council.

18/97c) Planning – St Michaels, Hinksey Hill: first floor extension and associated works [P18/V2010/HH]. VoWHDC has granted planning permission.

18/97d) Planning – 9 Manor Road: new single-storey extension to existing dining room [P18/V2074/HH]. VoWHDC has granted planning permission.

18/98 Trees of Remembrance project. The sapling and commemorative plaque are available for collection and OxonCC is offering councils a second sapling (but not a second commemorative plaque).

The Council discussed the best options among the trees available and **agreed** its choice would be a rowan and its second choice would be a silver birch.

The Council **agreed** if only one tree were available, it would be planted in the burial ground but, if a second tree were available, it would be planted (without a plaque) in the community woodland.

Signed: _____



Date: _____

3/12/18

an ex-serviceman

PJ said she would contact a former soldier who lives in the village about arrangements for planting the tree. BJ said he would be very happy to assist in the planting. It was accepted that the sapling would need to be planted within one week of collection. **Action: PJ**

18/107 Salt bags and bins. OxonCC has not yet delivered the salt or replaced the missing salt bin that is supposed to be at the junction of Betty Lane and Hinksey Hill.

18/123a) Planning – 11 Manor Road: conversion of existing outbuilding to residential accommodation with integral garage [P18/V2263/FUL]. The Clerk informed VoWHDC the Council had no objection to this application.

18/123c) Planning – 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]. The Clerk had arranged for the statement Carol Colclough handed to the Council at the last meeting to be published on the website and PJ had investigated the planning history relating to this property.

parish

18/143. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
Oxford Direct Services	Digging Phillipson grave	£320.00	s214 LGA 1972
Geoffrey Ferres	Clerk expenses Q2	£34.86	s112 LGA 1972
Ian Buckland	Wildflower meadow – flail cut	£25.00	s214 LGA 1972

The Council **resolved unanimously** to approve all three payments. The Chairman and Vice-Chairman signed the three cheques and initialled the supporting paperwork.

Receipts

Payer	Reason	Amount
Woodley	Howkins memorial balance	£5.00
Banbury Memorials	Wilkins memorial additional inscription	£25.00

18/144. County Councillor's report

BJ informed the Council he has attended two further briefings on the Oxford to Cambridge Expressway and he was due to attend another before the Highways England events for parish councils.

BJ reported an Oxfordshire Energy Strategy is being approved.

BJ said he would leave the meeting before the Council discussed planning applications, but he had been informed OxonCC is minded to object to the proposal to build a care home on the Westwood Hotel site due to the inadequate bus service.

A robust travel plan would be required before OxonCC could support the development.

18/145. District Councillors' report

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

Signed: 

Date: 3/12/18

PJ said she had wanted to attend the meeting with the Transport Minister on 18th October but had been told that was impossible. DH said she had missed the meeting because she was unwell.

The Clerk asked if it was yet clear whether there would be a second round of VoWHDC Capital Community Grants in 2018-19 and DH said this would not be decided until VoWHDC knew the Local Government Settlement.

18/146. Planning applications

- a) **Westwood Country Hotel, Hinksey Hill: outline planning permission for the redevelopment of the existing hotel site to provide a 60-bed care home (Class C2) and associated facilities [P18/V2482/O] [Consultation deadline: Wednesday 7th November 2018].**

There was a lengthy discussion in which all members took part. Concerns were raised about traffic, parking, and the bulk of the proposed building.

The Chairman questioned whether there was need for another care home but PJ said she understood there was a waiting list for the Oxford Beaumont Care Home at Boars Hill.

The Council **unanimously agreed** to instruct the Clerk to write to VoWHDC objecting to this application on traffic and transport grounds.

- b) **Manor Barn, St Lawrence Road: development of outbuilding previously approved under planning approval P14/V1176/FUL into ancillary accommodation, a studio, a garden workshop room & storage area [P18/V2565/HH] [Consultation deadline: Friday 9th November 2018].**

There was a lengthy discussion in which all members took part. Carol Colclough, Steven Colclough and Simon Cowell all addressed the Council:

- Carol Colclough said she had the right to carry on a business from her home; it does not require planning permission. The rooms in the outbuilding will be residential.
- Simon Cowell said he was a neighbour and had come along to hear the discussion. He had no objections to the application.
- Steven Colclough said the outbuilding was not a separate dwelling but ancillary to the main dwelling.

The Clerk said he believed the changes had all been discussed by the Council at its August meeting where the Council had decided it had no objection to them (Minute ref 97b). To reverse that decision within six months required a process to be followed laid out in Standing Order 16. No such special resolution had been submitted so he advised the Council it could not object to the application.

PJ said she believed the Clerk was wrong.

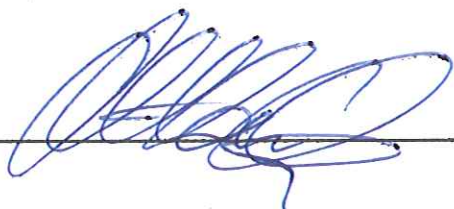
The Chairman said he was satisfied, having studied the two applications very carefully, that the new application did contain a material change: an increase in the number of parking spaces. As Chairman, he was satisfied that the Council could object to the new application, if it wished to do so.

PJ said an additional dwelling without a garden or patio was inappropriate and the outbuilding was not in a location suitable for commercial use.

The Vice-Chairman said he was comfortable if the outbuilding were for residential use but not if it were for commercial use.

LG said it seemed there was an intention to conduct two businesses from one address.

Signed: _____



Date: _____

8/12/18

CC said she would go along with the majority opinion.

The Chairman said he felt there had been progressive development of the site: from a barn to a three-bedroom use, from a three-bedroom house into a five-bedroom use and from a five-bedroom house into three separate dwellings. He felt this was overuse of the site.

The Council **agreed** by 4 votes to 1 to instruct the Clerk to object to the application. The Council **agreed unanimously** that it was opposed to commercial use of the outbuilding.

PJ had established that the Council was wrong to have said in its comment on a previous application that Carol Colclough had previously been refused planning permission. PJ and the Chairman both apologised to Carol Colclough.

The Council agreed to instruct the Clerk to include a correction of its earlier mistake in its comments on the new application. **Action: Clerk**

- c) **Dorking House, Badger Lane: use of annex as separate dwelling [P18/V2225/LDE] [Public consultation not required: deadline for comments – Friday 16th November].**

CC said she did not doubt that the annex ^{may have} had been used as a separate dwelling for ten years, but she believed the Council had previously requested VoWHDC to take enforcement action in relation to use of the annex as a separate dwelling.

DH felt she also remembered something of the sort.

The Council **instructed** the Clerk to check the Council's records.

- d) **Prior Barn, Isis Court: new porch to existing converted barn [P18/V2647/HH] [Consultation deadline: 19th November 2018].**

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

- e) **11 Manor Road: planning application amendment amending the red line proposed curtilage [P18/V2263/FUL]**

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

18/147. Correspondence

None.

18/148. Finance

The Council **approved** a paper presented by the Clerk about preparing the 2019-20 budget. **Action: Clerk to arrange a meeting with the Chairman and the Vice-Chairman**

18/149. Grant application

The Council considered an application for a grant from Oxfordshire South and Vale Citizens Advice.

Councillors praised the work of Citizens Advice and acknowledged that some parishioners may use the Oxford service rather than the South and Vale service.

The Council **unanimously agreed** to give a grant and then **agreed unanimously** that the grant should be of £100.

Signed: _____



Date: _____

3/12/18

18/150. Oxford to Cambridge Expressway

The Clerk has registered PJ and LG to attend a Highways England event for representatives of parish councils at West Oxford Community Centre on Friday 23rd November.

The Clerk wrote to the Clerk of North Hinksey Parish Council and received responses from the Clerk and the Chairman. The Chairman of North Hinksey Parish Council has invited this Council and other neighbouring councils to send one or two representatives to its meeting at 8pm on Thursday 29th November to discuss the Oxford to Cambridge Expressway.

The Council **agreed** that PJ and LG should also attend that meeting on its behalf. PJ has used Shinfo to seek parishioners' views on the proposed Expressway. She said she had already received four or five responses by email, only two of which were opposed to it in principle.

PJ has asked DH and ES for air quality monitoring data for North Hinksey Primary School. She reminded the Council that Botley is an Air Quality Management Area and the Government has duties to reduce pollution from vehicles.

The Chairman said he supported the Expressway in principle while wishing to reduce its impact on the parish. He believed the A34 needs major surgery.

The Vice-Chairman said it was vital to separate local traffic and through traffic both of which currently use the A34 through the parish.

The Council **agreed** that LG and PJ should present the Council with a paper following these meetings.

18/151. Hinksey Hill speed limit

CC had contacted Lorna Baxter, OxonCC's Director of Finance.

The Council **agreed unanimously** to seek implementation of what OxonCC's Mark Francis has put forward as the "full" scheme and to ask OxonCC to allow the Council £15,000 over five years on best terms to pay for it. **Action: CC**

18/152. Flood Alleviation Scheme

PJ presented a paper, which had been circulated in advance. She said the size of the work area is bigger than the village.

The Vice-Chairman suggested the Council should focus on two or three issues and that it should offer solutions, not just express concerns.

The Council **agreed** to establish a sub-committee consisting of the Chairman, the Vice-Chairman and PJ.

Action: Clerk to forward to PJ contact details for the Environment Agency's Richard Harding

18/153. Heavy Goods Vehicles and Coaches in the village


The small island at the entrance to the village remains in darkness at night because the street lamp has still not been repaired.

18/154. Woodland

CC said there is a site visit forthcoming with Berkshire Buckinghamshire and Oxfordshire Wildlife Trust and Maggie Rawcliffe.

The Clerk has written to the Chairman and LG to try to find a date for them all to visit the woodland together.

Signed: _____



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The Clerk has still to purchase £100 worth of tree guards and straps to be used on the most damaged trees. **Action: Clerk**

18/155. Grass cutting

OxonCC has still answered only one of the Council's three questions, the one relating to the linear measurement of rural verges.

The Clerk said he intended to put before the next meeting a draft maintenance specification for 2020 including the relevant sections of verge in Kennington. **Action: Clerk**

18/156. Burial ground

Gus Howkins addressed the Council in support of his application for a headstone on his father's grave. The Clerk said the grave has been put in order and Gus Howkins assured the Council it would be kept neat and tidy in future. The Council **approved** the application for the headstone. **Action: Clerk to inform the masons**

The Chairman expressed the view that the church would not take any further action regarding the path until a new vicar has been appointed.

The Clerk has still to contact Oxford City Council's Laura Harlock for advice about how to handle the problem of a headstone recently placed in the burial ground which is three inches higher than approved and which therefore exceeds the maximum height permitted in the Council's rules. **Action: Clerk**

The Clerk has sent the Chairman a link to the website of a company that supplies hardwood noticeboards to parish councils and asked for his advice on the detail of the design.

18/157. Housing development north of Abingdon

Nothing to report.

18/158. Hinksey Lakes footbridge

The Council **agreed** to defer to a future meeting a request from a parishioner to be given access to the accounts received by the Clerk of the impact of the closure on the lives of parishioners for use in connection with a different purpose, making the case for a ramp to be provided to make use of the footbridge easier.

18/159. General Elliott

The Clerk has written to the Managing Director of the Vale Brewery.

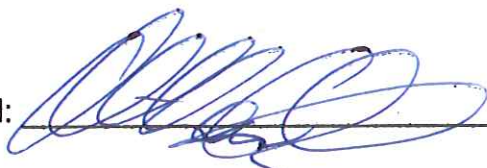
18/160. Maintenance issues

OxonCC FixMyStreet superuser arrangement. The Clerk forwarded the message from OxonCC's Paul Fermer to the Vice-Chairman.

18/161. Traffic issues

Concern was expressed that traffic has become so used to using Hinksey Hill as the diversionary route when the A34 is closed that it has become an established rat run.

Signed: _____



Date: _____

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18/162. Local Council Administration

The Council **approved** the purchase of a copy of the new, 11th edition of "Arnold-Baker on Local Council Administration" available from the Society of Local Council Clerks for £103.99. **Action: Clerk**

18/163. Dates of meetings for 2019

The Council discussed the paper tabled by the Clerk. The Council **agreed** it would meet on the first Monday of every month in 2018 apart from:

- May, when the Annual Council Meeting would take place on the second Monday
- August, when the Council would not meet at all.

The Council **instructed** the Clerk to check that the Village Hall is available on all eleven dates. **Action: Clerk**

18/164. Any other business

The Council agreed there was a need to produce an up-to-date list of councillors and their email addresses for the noticeboards. PJ said she has a laminator.

18/165. Feedback from members of the public


None.

Time concluded: 10.43pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next ordinary Parish Council meeting: Monday 3rd December 2018 at
7.30pm at South Hinksey Village Hall

Signed: _____



Date: _____

8/12/18