

**Minutes of the meeting of South Hinksey Parish Council  
held at South Hinksey Village Hall on Monday 7<sup>th</sup> January 2019**

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

**Other attendees:** Matt Wells.

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**Time commenced: 7.30pm**

**18/191. Apologies**

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

**18/192. Declarations of interest**

None.

**18/193. Public questions, comments or representations**

Matt Wells addressed the Council in relation to item 18/199a).

**18/194. Minutes of the December 2018 meeting**

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

**18/195. Matters arising – December 2018 meeting**

**Transparency code for smaller authorities.** The Clerk said he intended to try to purchase a piece of equipment from Currys PC World before the next meeting.

**Action: Clerk**

**18/98 Trees of Remembrance project.** The Clerk had contacted OxonCC and was informed saplings are still available of four types of tree including rowan, for which the Council had expressed a preference. He had therefore reserved one for the Council which could be collected, by arrangement, from Reception at County Hall. The Council **advised** the Clerk that it would still like a second sapling so the Clerk said he would contact OxonCC to reserve a silver birch. **Action: Clerk**

**18/107 Salt bags.** The Clerk said he believed OxonCC has delivered the salt.

**18/146a) Planning – 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].** The Clerk reported that VoWHDC has not yet made a decision on this application.

**18/146b) Planning – 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].** VoWHDC has approved this application but attached certain conditions.

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



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

4/2/19

Members said they had received that afternoon a message from the applicant complaining about the comments the Clerk had submitted on the Council's behalf. The Clerk, however, said he had not read the message. The Council **agreed** that in view of the content of the message the Clerk as Proper Officer should read it. **Action: Clerk**

**18/146c) Planning – Dorking House, Badger Lane: use of annex as separate dwelling [P18/V2225/LDE].** VoWHDC has approved this application.

**18/146d) Planning – Prior Barn, Isis Court: new porch to existing converted barn [P18/V2647/HH].** VoWHDC has approved this application.

**18/146e) Planning – 11 Manor Road: planning application amendment amending the red line proposed curtilage [P18/V2263/FUL].** VoWHDC has approved this application but attached certain conditions.

**18/164 List of councillors** – The laminated notices have not yet been put up on the noticeboards.

**18/173 Planning training** – The Clerk has written to DH saying the Council is interested in planning training, but probably not until after the May 2019 elections when it expects to have at least two new members.

**18/174a) Planning – 37 Manor Road [General Elliott]: change of use from a mixed use A4 (Drinking Establishment) and C3 (Dwelling house) use to a wholly residential (C3 Dwelling house) use [P18/V2744/FUL].** The Clerk had passed on to VoWHDC information provided by a parishioner disputing Vale Brewery's claims about lack of interest in the property.

The Clerk said he had been unsure whether it had also been the Council's intention that he should assure VoWHDC of the community's continued support for retaining the pub. The Council **advised** that he should do so. **Action: Clerk**

**18/174b) Planning – Land at Betty Lane, Hinksey Hill: redevelopment and conversion of stables to dwelling house [P18/V2809/FUL].** The Clerk had written to VoWHDC on the Council's behalf objecting to the application on the basis that the dwelling proposed was out of character with the surrounding area.

**18/188 Training** – The Clerk has booked a place on the South East Regional Training Seminar of the Society of Local Council Clerks in Maidenhead on 13<sup>th</sup> March 2019.

#### **18/196. Finance – payments and receipts**

##### **Payments**

Payee	Reason	Amount	Power to act
SLCC Enterprises Ltd	Arnold-Baker 11 <sup>th</sup> ed plus p&p	£108.79	s112 LGA 1972
Geoffrey Ferres	Clerk pay and expenses Q3	£824.89	s112 LGA 1972
HMRC	PAYE Income Tax deducted Q3	£516.40	s112 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.

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

Date: 4/2/19

### Receipts

Payer	Reason	Amount
HSBC	Deposit account interest	£3.16
Rural Payments Agency	Forestry Commission grant 2018-19	£274.15

The Clerk informed the Council that the bank interest was the highest quarterly interest paid in the past ten years and five times what was paid for the same quarter two years ago. He also told the Council the Forestry Commission grant was at its highest level for eight years, reflecting the exchange rate between the £ and the €.

### 18/197. County Councillor's report

BJ informed the Council that a briefing would happen soon regarding OxonCC's 2019-20 budget – he anticipated a Council Tax increase of 3.1% - and he reminded the Council of the consultation currently taking place on a Council Tax increase for the Thames Valley Police equivalent to £24 per year for a Band D property. He said he understood the neighbouring parishes of Kennington, Radley and Sunningwell would all be increasing their precept for 2019-20.

BJ said it was a matter of concern that there appeared to be no proper framework for monitoring the effectiveness of OxonCC's new partnership with Cherwell District Council nor the performance of OxonCC's new Chief Executive, who is nearing the end of her probationary period.

### 18/198. District Councillors' report

DH and ES had kindly circulated a brief written report.

### 18/199. Planning applications

**a) North of the A420 Botley Road to south of the A423 ring road: flood alleviation scheme to reduce flood risk in Oxford (further environmental information and amendments to planning application P18/V1179/CM) [P18/V3102/CM] [Target decision date: 8<sup>th</sup> January 2019].**

PJ had circulated a draft response for the Council's consideration. She said the number of documents on OxonCC's planning portal relating to the application had increased from 209 to 420. She reported she had chased the Environment Agency's Richard Harding for a response regarding the Council's concerns and felt she had only received obfuscation.

PJ reported that the EA has now appointed a contractor using a Framework Agreement rather than a full competitive tender.

PJ said the deadline for sending comments to OxonCC was later than the deadline for sending them to VoWHDC. She recommended that the Council simply state its concerns, rather than submit comments on particular documents.

In the course of a lengthy discussion, members commented on PJ's draft response, which all agreed was excellent, but also expressed opinions as to whether the Oxford Flood Alleviation Scheme is in fact necessary, a matter not directly raised in PJ's draft, without the Council taking a view on the matter.

The Chairman also questioned whether any members had an interest to declare in relation to the application.

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

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

4/2/19

The Vice-Chairman said he had not yet had the time to make comments on PJ's draft but undertook to do so before the end of the day. **Action: Vice-Chairman**

The Council:

- **resolved** to leave the final response to be agreed by the members of the Flood Alleviation Sub-Committee and the Chairman said he would in fact leave it to the Vice-Chairman and PJ to come to an agreement
- **agreed** that its response should be sent direct to all members of the committee considering the application and to Cabinet members of all three Councils – VoWHDC, OxonCC and Oxford City Council
- **instructed** the Clerk to send the final response to the Botley Transport Advisory Committee via its Secretary, the Clerk of North Hinksey Parish Council
- **agreed** that a public meeting of some kind would be of benefit to parishioners – but the Clerk warned the Council that the dates and times for such a meeting might be severely restricted due to the large number of bookings attracted by the Village Hall.

The Council discussed whether to issue a press release and, if so, when but in the end **resolved** to delegate this too to the Flood Alleviation Sub-Committee.

#### **18/200. Correspondence**

None.

#### **18/201. Finance**

The Council **noted** the end December 2018 monitoring report and bank reconciliation presented by the Clerk as Responsible Finance Officer.

The Council **voted unanimously** to transfer £10,000 from its current account to its deposit account and **unanimously approved** four amendments to its 2018-19 budget:

- Increasing the figures for grass cutting and maintenance from £3,700 to £4,500, for subscriptions and conferences from £180 to £200 and for office and supplies from £180 to £350
- Adding a figure of £2,600 for traffic calming.

The Council **unanimously approved** an amended budget for 2019-20 including a provision of £200 for looking after the hedge in the burial ground to be delegated from the Clerk to Peter Rawcliffe and **resolved** to demand a precept for 2019-20 of £14,350.

The Council **instructed** the Clerk to write an explanation of the increase for circulation via Shinfo.

Members were aware that the Clerk's paper meant to show the cost of increasing his hours from 35 to 40 per month had given some parishioners the false impression that the Council might be considering doubling his hours from 20 to 40 per month.

#### **18/202. Oxford to Cambridge Expressway**

The Council was advised that this project has seven Gateways and the next one relates to the route. It was understood that in the autumn a list of routes would be published that meet the Minister's criteria.

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Date: 4/2/19

**18/203. Hinksey Hill speed limit**

The Clerk had informed OxonCC's Lee Turner that the Council is willing to pay the £2,600 estimated cost of applying for a Traffic Regulation Order to reduce the speed limit on Hinksey Hill from 40mph to 30mph.

**18/204. Flood Alleviation Scheme**

The Council discussed the scheme at length under item 18/199a) above.

**18/205. Heavy Goods Vehicles and Coaches in the village**

Nothing to report.

**18/206. Woodland**

CC reported that Berkshire Buckinghamshire and Oxfordshire Wildlife Trust's Andy Gunn would like a letter from the Council setting out the proposed basis of the arrangement and had circulated a draft.

It was **agreed** that as CC's draft letter related to the calendar year 2019 whereas Forestry Commission grant relates to financial years, the exact amount of the proposed payment from the Council to BBOWT should not be given. **Action: Clerk**

The Clerk, the Chairman and LG have yet to agree a date to visit the woodland together. **Action: Clerk**

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

**18/207. Grass cutting**

The Clerk had contacted OxonCC asking if the Council needs OxonCC's permission before cutting rural verges in the parish of Kennington and whether OxonCC has a map it would be willing to share that shows Kennington's verges at the top of Hinksey Hill.

At the same time, the Clerk had reminded OxonCC it has still answered only one of the Council's three questions about the proposed new agreement, the one relating to the linear measurement of rural verges.

The Clerk had circulated a draft maintenance specification for 2019 but did not yet have a way of indicating to a contractor precisely which additional stretches of verge at the top of Hinksey Hill the Council wished to have cut. The Clerk had arranged to meet CC on Wednesday 9<sup>th</sup> January at the top of Hinksey Hill to seek her guidance. The Clerk said he would bring a final version of the draft specification to the next meeting. **Action: Clerk**

**18/208. Burial ground**

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 yet to obtain three quotations for a hardwood noticeboard. **Action: Clerk**

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



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

4/2/19

The Clerk had forwarded to Father Ben Drury information about Round Two of VoWHDC's Capital Grants scheme. The Chairman said he had spoken to Father Ben recently and understood the church was very unlikely to try to build the path across the burial ground in 2019-20.

**18/209. Housing development north of Abingdon**

Nothing to report.

**18/210. Hinksey Lakes footbridge**

The Clerk has not yet decided when to produce and make publicly available a summary of the accounts received of the impact of the closure on the lives of parishioners. **Action: Clerk**

**18/211. Maintenance issues**

The Clerk apologised for the fact he had not understood where the graffiti mentioned at the last meeting were to be found. PJ said they were on a box beside the A34. **Action: Clerk**

The Clerk admitted he was similarly unsure of the location of the rubbish mentioned at the last meeting on the Devil's Backbone on the City of Oxford side of the bridge. **Action: Clerk to contact Oxford City Council and the relevant ward councillors**

CC reported that a car had left the road on Hinksey Hill and done substantial damage, including to the chevrons warning drivers of the bend in the main road. The Clerk said he would look at the damage on Wednesday 9<sup>th</sup> January when he was meeting CC to look at the grass verges in the parish of Kennington.

PJ reported that joyriders had left the fencing heavily buckled around the electricity sub-station near the village. **Action: Clerk to contact SSEN**

The Clerk said he believed British Telecom had finally removed the disused phone box from Manor Road.

**18/212. Traffic issues**

LG attended the meeting of the Botley Traffic Advisory Committee on 5<sup>th</sup> December as the Council's new representative and reported to the committee the Council's concerns about the impact on the A34 of the lorries taking away the spoil from the Oxford Flood Alleviation Scheme.

LG reported no one at the meeting seemed to have been aware of the problem. She also reported that the meeting was quite brief, over in half of a morning.

**18/213. Annual Parish Meeting**

It was agreed to defer this item to the next meeting.

**18/214. Any other business**

None.

**18/215. Feedback from members of the public**

None.

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



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

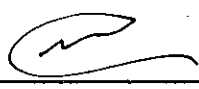
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**Time concluded: 10.00pm**

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next ordinary Parish Council meeting: Monday 4<sup>th</sup> February 2019 at  
7.30pm at South Hinksey Village Hall

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

Date: 4/2/19