

**Minutes of the meeting of South Hinksey Parish Council
held at South Hinksey Village Hall on Monday 4th February 2019**

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, Cheerag Shirodaria.

Time commenced: 7.30pm

18/216. Apologies

Cllr Debby Hallett (VoWHDC).

18/217. Declarations of interest

The Chairman had consulted VoWHDC and had been advised all members should declare an interest in relation to the Oxford Flood Alleviation Scheme. All members can therefore take part in discussion and vote.

18/218. Public questions, comments or representations

Cheerag Shirodaria attended in connection with items 18/224a) and b).

18/219. Minutes of the January 2019 meeting

The Council **resolved** to agree the minutes of the January 2019 meeting. The Chairman then signed each page.

18/220. Matters arising – January 2019 meeting

Transparency code for smaller authorities. Since the last meeting, the Clerk has purchased a laptop, scanner and Microsoft Office software for the Council. The Clerk brought the Council's new laptop to the meeting.

18/98 Trees of Remembrance project. The Clerk has not yet contacted OxonCC to request a second sapling, preferably a silver birch. **Action: Clerk**

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 but the target decision date shown on its website is 15th March 2019. Members were advised they should not be surprised if this target date were not achieved.

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]. The Clerk had read the message from the applicant complaining about the comments he had submitted on the Council's behalf and proposed to send the applicant a brief acknowledgement. The Chairman offered to assist the Clerk with the wording of the response. **Action: Clerk**

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Date: _____

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18/146c) Planning – Dorking House, Badger Lane: use of annex as separate dwelling [P18/V2225/LDE]. The Clerk was advised to write to VoWHDC to press for confirmation that action would be taken to obtain any Council Tax that may have been evaded and to address any other issues where the law may have been breached, such as electoral registration. **Action: Clerk**

18/164 List of councillors – The notices have now been put up on the noticeboards.

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 written to VoWHDC to assure them of the community's continued support for retaining the pub but VoWHDC had taken independent expert advice and concluded the pub was no longer commercially viable, therefore it had approved the application. BJ advised the Council to contact VoWHDC regarding the matter of Community Infrastructure Levy (CIL). The Clerk was also asked to circulate VoWHDC's CIL policy. **Action: Clerk**

18/174b) Planning – Land at Betty Lane, Hinksey Hill: redevelopment and conversion of stables to dwelling house [P18/V2809/FUL]. The Clerk reported that it appears VoWHDC has not yet taken a decision on this application although the target decision date shown on its website is 15th January 2019.

18/201 Finance – The Clerk had sent VoWHDC a demand for a precept of £14,350 for 2019-20. The Clerk has not yet written an explanation of the increase for circulation via Shinfo. **Action: Clerk**

18/211 Maintenance – Thames Water removed the graffiti from its property before the Clerk had even contacted them. Graffiti remains on the back of one road sign. The Clerk had asked Phil Saugmann's view as to whether it was appropriate for the Council to pay for its removal, and his opinion was that it was not.

18/221. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
Society of Local Council Clerks	Annual membership fee	£84.00	s143 LGA 1972
South Hinksey Village Hall	Hire of Hall 2018-19	£250.00	s133 LGA 1972
Geoffrey Ferres	Lenovo Ideapad 330S	£440.99	s111 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.

The Chairman and Vice-Chairman then signed the instruction for the Council's bank to transfer £10,000 from the Council's current account to its deposit account, as agreed at the last meeting.

Receipts

None.

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18/222. County Councillor's report

BJ said the papers for the next Council meeting had just been published and he had not yet collected his set. He said he understood OxonCC's 2019-20 Council Tax increase was likely to be 2.99%.

BJ said the uncertainty around the route of the Oxford to Cambridge Expressway was affecting the development of Oxfordshire Plan 2050.

18/223. District Councillors' report

DH and ES had kindly circulated a written report, which ES introduced. ES had just come from a VoWHDC Cabinet meeting. Although the Local Government Finance Settlement maintains the New Homes Bonus for 2019-20, its possible future abolition means VoWHDC still faces great financial uncertainty. ES reported she had addressed the VoWHDC Cabinet concerning Oxfordshire Plan 2050.

CC asked ES several questions about the possibility of a Park and Ride at the A34 Lodge Hill interchange. ES said VoWHDC's Local Plan sets aside land for a Park and Ride at Lodge Hill but it does not appear likely it will be built within the next ten years, if at all.

18/224. Planning applications

- a) **Thickets, Hinksey Hill: single-storey rear extension with glazed sliding doors to rear and side elevations [P19/V0021/PDH] [Not subject to public consultation].**
- b) **Thickets, Hinksey Hill: full planning permission for demolition and construction of a replacement dwelling [P18/V3111/FUL] [Consultation deadline: Monday 11th February 2019].**

The Council discussed both applications together. The Chairman said he had spoken to the architect and advised him that there appeared to be some information missing. The architect had informed him that the applicant would prefer to demolish the existing house and build a replacement but, if refused permission, would use permitted development rights to extend the existing house. Cheerag Shirodaria addressed the Council. He explained that he is a next-door neighbour of the property, which is currently derelict.

The Council **agreed** to instruct the Clerk to write to VoWHDC as follows: The Council objects to the siting of this proposed property across the narrowest section of the plot. This makes poor use of the site and as a consequence the development butts unnecessarily close to the adjoining property and causes overlooking issues. **Action: Clerk**

- c) **11 Manor Road: discharge of condition 4 (surface water drainage) on P18/V2263/FUL (conversion of existing outbuilding to residential accommodation with integral garage) [P19/V0166/DIS] [Not subject to public consultation].**

The Council **agreed** that it had no comment to make on this matter.

- d) **St Michaels, Hinksey Hill: ground and first floor extensions [P19/V0154/LDP] [Not subject to public consultation].**

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

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Date: 14.3.19

- e) **Bagley Croft, Hinksey Hill: extension to roof, other alterations and provision of additional apartment within roof [P19/V0265/FUL] [Consultation deadline: to be confirmed].**

The Council **agreed** to instruct the Clerk to write to VoWHDC saying architectural features should be retained, and that, in the Council's opinion, the building should be listed. **Action: Clerk**

18/225. Correspondence

VoWHDC has written to the Clerk regarding the arrangements for the elections on Thursday 2nd May. The Clerk offered to bring copies of the nomination papers to the next meeting. **Action: Clerk**

18/226. Hinksey Hill speed limit

CC has been chasing OxonCC's Lee Turner regarding the proposed Traffic Regulation Order and OxonCC's Finance officers regarding the proposed loan to enable the Council to spread the cost of the work over a number of years.

18/227. Flood Alleviation Scheme

The Clerk had submitted the response agreed by the Flood Alleviation Sub-Committee via OxonCC's planning portal, which he admitted he had found a little difficult as a first-time user.

PJ had sent the Council's response to Cabinet members of all three Councils – VoWHDC, OxonCC and Oxford City Council.

A well-attended parish meeting had taken place in the Village Hall on 18th January to discuss the Oxford Flood Alleviation Scheme. The Chairman praised the Vice-Chairman and PJ for their organisation of the meeting, their presentations to the meeting and their handling of questions. The Vice-Chairman took the minutes in the Clerk's absence. PJ said she would send a copy of the minutes to the Environment Agency (EA). **Action: PJ**

Before the parish meeting, PJ had been contacted by the EA's Joanne Emberson Wines, who said she had recently taken over as Project Director for the Oxford Flood Alleviation Scheme. PJ and the Vice-Chairman had met her along with Richard Harding the day before the parish meeting.

At that meeting the EA had made a concession regarding communications: it had offered weekly meetings with the Council. But the EA did not ~~budge on the diversion~~ of the Devil's Backbone. Joanne Emberson Wines said there were things that were with the contractor and not in her hands.

PJ said a sense of proportion was required: the fate of the Oxford Flood Alleviation Scheme is not in the Council's hands. Whether the scheme goes ahead or not will not be determined by the Council's reservations about the way the EA proposes to deal with the removal of the spoil.

PJ said that the EA had suggested holding a drop-in session in the Village Hall but it was **agreed** this would serve no useful purpose at this stage.

18/228. Annual Parish Meeting

ES said other local parishes make more effort to attract parishioners to attend their Annual Parish Meeting: for example, Sunningwell Parish Council provides wine and

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snacks and North Hinksey usually highlights a major issue and arranges a question time.

PJ suggested the Council look for a date after the elections. The following dates were suitable from the Council's point of view 9th, 13th, 14th, 16th, 20th, 22nd and 23rd May. **Action: Clerk to find out when the Village Hall might be available.**

The Council **agreed** to provide refreshments and further **agreed** that wine for the meeting should be purchased from the mock pub. Possible topics for the meeting might be the Oxford Flood Alleviation Scheme, if there were any news, or the 30mph limit.

18/229. Heavy Goods Vehicles and Coaches in the village

Members applauded ES for her success in persuading OxonCC to get the light working again on the mini-roundabout at the entrance to the village.

18/230. Woodland

The Clerk passed round a copy of a draft letter to Berkshire Buckinghamshire and Oxfordshire Wildlife Trust's Andy Gunn setting out the proposed basis of the arrangement. **Action: Clerk to send the letter**

The Clerk, the Chairman and LG have yet to agree a date to visit the woodland together and the Clerk has still to purchase £100 worth of tree guards and straps to be used on the most damaged trees. **Action: Clerk**

18/231. Grass cutting

OxonCC had informed the Clerk that the Council did not require its permission before cutting rural verges in the parish of Kennington and had sent the Clerk maps showing the grass verges in the "urban" (30mph) part of Kennington but not Kennington's "rural" 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 met CC on Wednesday 9th January at the top of Hinksey Hill to seek her guidance and had circulated an amended draft maintenance specification for 2019.

PJ asked if the Council could include the former pub car park in Manor Road in the maintenance specification. It was **agreed** that the Clerk should write to owners for permission and the Council would return to this matter at its next meeting

On the matter of the disposal of the wildflower meadow hay cut, the Council **agreed** after lengthy discussion to leave this delegated from the Clerk to Peter Rawcliffe as part of the management of the wildflower meadow. Members expressed the wish that the hay be removed soon after it was cut and **agreed** that the arrangement be reviewed at the end of the 2019 season.

18/232. Oxford to Cambridge Expressway

PJ reported that the Oxfordshire Growth Board has decided not to take a position on the Oxford to Cambridge Expressway. Of the Oxfordshire authorities, OxonCC and VoWHDC have yet to take a position on it although the Leader of OxonCC has made it clear he is in favour. Oxford City Council has voted against the proposal.

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18/233. 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 reported that an article in a special feature on cemeteries in a recent issue of the magazine of the Society of Local Council Clerks recommended the free registration scheme for burial authorities offered by the British Register of Accredited Memorial Masons (BRAMM) and suggested councils only allow masons to work in cemeteries if they were registered with BRAMM.

The Vice-Chairman asked what was the relationship between BRAMM and the National Association of Memorial Masons, the masons' professional body, and how many local masons are BRAMM-registered,

It was **agreed** to return to the matter at the next meeting.

The Clerk has yet to obtain two alternative quotations for a hardwood noticeboard to compare with the quotation from a company for a design favoured by the Chairman and himself. **Action: Clerk**

18/234. Housing development north of Abingdon

ES informed the Council that she suspected the development would be delayed.

18/235. Hinksey Lakes footbridge

The Clerk has still not 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**

18/236. Maintenance issues

CC had shown the Clerk the damage caused by a car that had left the road on Hinksey Hill, including to the chevrons warning drivers of the bend in the main road.

Members welcomed the removal of the graffiti by Thames Water but said they were aware of graffiti on the Neighbourhood Watch sign and the sign asking cyclists to give way to pedestrians on the Devil's Backbone.

The Clerk has yet to contact Oxford City Council and the relevant ward councillors about the rubbish on the Devil's Backbone on the City of Oxford side of the bridge, and SSEN about the fencing around the electricity sub-station near the village had left heavily buckled by joyriders. **Action: Clerk**

18/237. Traffic issues

None.

18/238. Staffing matters

The Council **agreed** the proposed amendments to the Clerk's contract to take account of the renumbering from April 2019 of the spinal column points in the Local Government Pay Scales and to make clear the Clerk can claim the nationally agreed mileage rate when using a bicycle.

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18/239. Feedback from members of the public

None.

Time concluded: 10.12pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next ordinary Parish Council meeting: Monday 4th March 2019 at 7.30pm
at South Hinksey Village Hall

Signed: _____



Date: _____

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