

**Minutes of the annual meeting of South Hinksey Parish Council  
held at South Hinksey Village Hall  
on Monday 20<sup>th</sup> May 2019**

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**Present:** Christine Chater, Michael Cochrane (Chairman), Linda Goodhead, Pat Jones  
Cllr Bob Johnston (OxonCC), Cllr Emily Smith (VoWHDC),  
Geoffrey Ferres (Clerk)

**Other attendees:** None.

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**Time commenced: 7.30pm**

**19/1. Election of Chairman and Vice-Chair for 2019-20**

MC was elected Chairman for 2018-19 unanimously.  
Then, PJ was elected Vice-Chair for 2018-19 unanimously.

**19/2. Declarations of Acceptance of Office**

The Chairman and Vice-Chair signed Declarations of Acceptance of Office.

**19/3. Apologies**

Maria Banks, Cllr Debby Hallett (VoWHDC).

**19/4. Vacancies**

PJ proposed Catherine Powell and it was **agreed** she should be invited to the next meeting. **Action: Clerk**  
It was also agreed that the Council would seek another member from the Village.

**19/5. Declarations of interest**

All members declared an interest in relation to the Oxford Flood Alleviation Scheme and the Oxford to Cambridge Expressway.

**19/6. Public questions, comments or representations**

Maria Banks had let the Council know of her wish to raise concerns at tonight's meeting regarding the internet service offered by BT but was not in the end able to attend, so the Council **instructed** the Clerk to put that item on the agenda of the next meeting. **Action: Clerk**


**19/7. Minutes of the April 2019 meeting**

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

**19/8. End year bank reconciliation 2018-19**

LG presented the end of year bank reconciliation and the Council **approved** it.

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The Vice-Chair proposed that the Clerk draw up a list of the potential cost of projects to which the Council had made a commitment, an indicative capital programme, and the Council **agreed**. **Action: Clerk**

#### **19/9. Annual Review of the Council's System of Internal Controls**

LG had met with the Clerk and her report would be ready for the Council's next meeting.

#### **19/10. Annual Governance Questionnaire**

The Chairman presented his responses to the Internal Auditor's Annual Governance Questionnaire and the Council **noted** it.

The Vice-Chair expressed concern about the Council's non-observance of the deadlines in the Transparency code for small authorities.

#### **19/11. Standing Orders**

The Clerk advised the Council that the National Association of Local Councils (NALC) had recently recommended some amendments to its national model standing orders and, in his opinion, it would be advisable for the Council to consider them.

The Council **re-adopted** its existing Standing Orders without amendment on an interim basis and **instructed** the Clerk to bring before the Council the amendments recommended by NALC no later than its July meeting. **Action: Clerk**

#### **19/12. Financial Regulations**

The Council **re-adopted** unanimously its existing Financial Regulations without amendment.

#### **19/13. Code of Conduct**

The Council **re-adopted** unanimously its existing Code of Conduct without amendment.

The Chairman expressed his wish to see the 2012 copy on the website replaced by a more recently signed version. **Action: Clerk**

#### **19/14. Allowances**

The Council discussed the recommendations of VoWHDC's Independent Remuneration Panel regarding the level of a Basic Allowance for parish councillors and **agreed** the Council should introduce such an allowance to ensure no one was put off from becoming a councillor for financial reasons.

All members present said that when the Clerk contacted them for payment details, they would be likely to decline the allowance. **Action: Clerk**

#### **19/15. Privacy Notice and Data Protection Policy**

The Council **re-adopted** unanimously its existing Privacy Notice and Data Protection Policy without amendment.

#### **19/16. Guide to Information and Schedule of Fees**

The Council **re-adopted** unanimously its existing Guide to Information and Schedule of Fees without amendment.

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

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### **19/17. Burial Ground Rules and Regulations**

The Clerk reminded the Council that it had previously expressed its intention to consider the adoption of Oxford City Council's rule that on the death of a deedholder without a surviving partner, the Exclusive Right of Burial would by default pass to the eldest surviving child. The Clerk was also concerned that the Council might need to update the figures for the cost of the digging of graves.

The Council **re-adopted** its existing Burial Ground Rules and Regulations without amendment on an interim basis and **instructed** the Clerk to bring before the Council no later than its July meeting a version of the Burial Ground Rules and Regulations for its consideration containing the relevant amendments. **Action: Clerk**

### **19/18. Records Management and Retention Policy**

The Council **re-adopted** unanimously its existing Records Management and Retention Policy without amendment.

### **19/19. Complaints Procedure**

The Council **re-adopted** unanimously its existing Complaints Procedure without amendment.

### **19/20. Grant Award Policy and Procedures**

The Council **re-adopted** unanimously its existing Grants Award Policy and Procedures without amendment. The Council **instructed** the Clerk annually to update the figure given in the policy indicating the limit on the amount that could be spent in the coming financial year under section 137 of the Local Government Act.

### **19/21. Bank mandate**

The Council **agreed** all members should be signatories including anyone co-opted at its next meeting.

### **19/22. Annual subscriptions**

- a) The Council **agreed unanimously** to renew its annual subscription to the Oxfordshire Association of Local Councils
- b) The Council **agreed unanimously** not to re-affiliate to the Oxford Green Belt Network

### **19/23. Election of representatives**

- a) Planning Champion  
The Council **agreed** not to appoint a Planning Champion
- b) Community Action Group representative  
The Council **agreed** unanimously to re-elect LG.
- c) Parish Transport Representative  
The Council **agreed** not to appoint a Parish Transport Representative
- d) Botley Traffic Advisory Committee representative  
The Council **agreed** unanimously to re-elect LG.

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#### 19/24. Election of Committees

- a) The Council **agreed** to establish a Woodland Committee, which would be an advisory committee. The Council **appointed** CC and Maggie Rawcliffe as members of the committee.
- b) The Council **agreed** to establish a Flood Alleviation Committee, which would be an executive committee and which should as its first act draft a set of terms of reference for approval by the Council. The Council **instructed** the Clerk to ask Matthew Frohn if he would be willing to be a member of the committee. **Action Clerk**

The Council then held three votes to determine its policy regarding the Oxford Flood Alleviation Scheme:

- The Council **agreed** unanimously that a flood alleviation scheme of some kind is necessary
- The Council **agreed** by 3 votes to 1 that it broadly supports the existing Oxford Flood Alleviation Scheme which is awaiting planning permission
- The Council **agreed** unanimously that it is opposed to the current plans for constructing the Oxford Flood Alleviation Scheme insofar as they affect the parish.

#### 19/25. Risk Assessment

The Clerk said he believed the Council should add to its Risk Assessment the new legal requirement to be compliant with the Website Accessibility Regulations by September 2020. He had already contacted David Rawcliffe who had told him that Wordpress is not compliant with the relevant international standard.

The Vice-Chair said the risk to be added could encompass her concerns about compliance with the Transparency code for small authorities.

The Council **re-adopted** its existing Risk Assessment without amendment on an interim basis and **instructed** the Clerk to bring before the Council a version with an additional risk relating to the website and with a deadline to resolve the issues by May 2020. **Action: Clerk**

#### 19/26. Register of assets

The Clerk and LB believed several of the items on the Asset Register no longer existed and would bring a new version in alternative formats to the next meeting.

**Action: Clerk**

#### 19/27. Insurance

The Vice-Chair was concerned that the Council's insurance appeared not to provide full cover in relation to data protection breaches unless the Council purchased an extension to the policy.

The Council **agreed** to renew the Council's insurance with BHIB but **instructed** the Clerk to investigate the Data Protection Extension and to purchase it, if appropriate, provided the cost did not exceed £70.

#### 19/28. Matters arising – April 2019 meeting

**18/271a Westwood Country Hotel, Hinksey Hill** – The Clerk wrote to VoWHDC reaffirming the Council's objection to this application.

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**18/271b Land at Betty Lane, Hinksey Hill** – The Clerk wrote to VoWHDC reaffirming the Council’s objection to this application. VoWHDC has now written to the Council informing it that this application will come before a meeting of Planning Committee on Wednesday 29<sup>th</sup> May at 6.30pm at Wantage Civic Hall.

ES said she had called in this application but was unable to attend the meeting, so would submit a statement to be read out at the meeting.

LG offered to attend the meeting and speak on the Council’s behalf but this was the same evening as the next Oxford to Cambridge Expressway meeting called by North Hinksey Parish Council. ES suggested LG ask for the item to be taken early in view of the clash of meetings. **Action: LG**

**18/278 former pub car park, Manor Road** - The Clerk wrote to the owners to ask if they would accept a peppercorn rent as the Council does not wish to use the land for anything, merely to maintain it.

**19/29. Finance – payments and receipts**

**Payments**

Payee	Reason	Amount	Power to act
BBOWT	2019 woodland management	£275.85	s10 OSA 1906
Community Heartbeat Trust (Solutions) Ltd	Replacement defibrillator battery	£211.20	s234 PHA 1936
South Hinksey Village Hall	Hire for Annual Parish Meeting	£26.00	s133 LGA 1972
Oxon Assn of Local Councils	Subscription 2019-20	£138.97	s143 LGA 1972
BHIB Ltd	Insurance 2019-20	£280.03	s140 LGA 1972
Roy Barrett & Sons Ltd	Repair of church tap	£78.00	s214 LGA 1972

The Council **resolved** to approve all the payments although the Clerk was unable to provide a copy of BHIB’s invoice. The Council **instructed** the Clerk to bring a copy of the invoice to be initialled by the Chairman and CC at the Annual Parish Meeting.

**Action: Clerk**

**Receipts**

Payer	Reason	Amount
Reeves Memorials	Additional inscription re Phillipson	£120.00
OxonCC	Grass cutting 2019	£522.53

**19/30. County Councillor’s report**

BJ reported that Highways England is questioning OxonCC’s Lodge Hill modelling, which may lead to a delay.

BJ said OxonCC has agreed on the Chair’s casting vote to commission a feasibility study into the re-opening of the Didcot to Winchester railway line.

BJ said the change of control in South Oxfordshire may put the Growth Deal in jeopardy.

**19/31. District Councillors’ report**

The Council congratulated ES and DH on their election as Leader and Deputy Leader of the Council. BJ said he would be chairing VoWHDC’s Planning Committee.

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**19/32. Planning applications**

- a) **33 Manor Road: installation of timber-framed garden room [P19/V0845/HH] [Consultation deadline: Saturday 4th May 2019].**

The Council **instructed** the Clerk to write to VoWHDC indicating that the Council has no objection to the appearance of the proposed structure but believes VoWHDC needs to be certain its construction does not reduce the capacity of the flood plain and thus affect the flood risk to the village of South Hinksey. **Action: Clerk**

- b) **Bagley Edge, Badger Lane: provision of two-storey extension to north-eastern elevation following removal of existing single-storey extensions to the north-west and north-east elevations [P19/V0701/HH] [Consultation deadline: Sunday 12th May 2019].**

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

- c) **Dorking House, Badger Lane: Certificate of Lawful Use – revision of P17/V0176/LDP to alter the proposed garage's orientation on site [P19/V0956/LDP] [Not subject to public consultation].**

CC declared an interest in relation to this application as a neighbour. The Council **agreed** to instruct the Clerk to inform VoWHDC it had no objection to this application. **Action: Clerk**

**19/33. Correspondence**

None.

**19/34. Burial Ground Matters**

The Clerk reported that the church's tap was finally repaired on 25<sup>th</sup> April and there were two separate leaks.

The Clerk also reported that he had spoken to the memorial mason responsible for the headstone which had been installed in the burial ground that seemed to be three inches higher than agreed. The mason had said he would take a look for himself, then respond.

- a) **Memorial inspection**

The Council **agreed** to commission a memorial inspection from Oxford Direct Services Ltd, accepting that no alternative quotation was likely to be available as no alternative provider had been identified by the Clerk. **Action: Clerk**

- b) **Picnic**

The Clerk had tabled a report and advised the Council that its insurers would cover the event only if it were organised by Peter Rawcliffe as agent of the Council and provided the Council had taken appropriate measures regarding the safety of memorials and that it held a risk assessment in respect of the event. CC said the event could therefore only take place following the pending memorial inspection and on the basis outlined by the Council's insurers.

The Council **instructed** the Clerk to ask Peter Rawcliffe to submit plans for the event to the next meeting. **Action: Clerk**

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**c) Sale of plot to non-parishioner**

The Chairman said he had spoken before the meeting to the person who wished to be allowed to bury his father in the burial ground and had suggested to him that he ask the undertakers to handle the matter.

**d) Garden waste bin**

The Clerk informed the Council that the garden waste bin which had been kept for many years at the burial ground had disappeared, He contacted Biffa and was told the company had not removed it.

The Clerk said he was not in a position to ask VoWHDC to replace the bin because neither the Council nor St Laurence's has ever paid for it. The cost of a garden waste bin would be £43 for one year.

The Council therefore **agreed** to order a garden waste bin from VoWHDC. The Chairman and CC signed the direct debit instruction, which is the only method of payment VoWHDC will accept. **Action: Clerk**

**19/35. Defibrillator**

The Clerk reported that he had ordered and installed a replacement battery. The Council **approved** a report from the Clerk setting out the further purchases he will need to make in the next couple of months to keep the defibrillator in working order.

**19/36. Feedback from members of the public**

None.

**19/37. Working practices**

The Chairman made a statement on future working practices. He said he had discussed with the Clerk the introduction of the following changes designed to streamline the workings of the Council:

- To improve members' awareness of the availability of the Clerk, an online calendar had been created where members could see what commitments the Clerk might have, for example in relation to his two other part-time jobs. BJ said a Google Calendar was in his experience an excellent way of enabling members to keep track of commitments.
- To enable members to be sure of when they could contact the Clerk and expect an immediate reply, the Clerk would generally be available in future at home from 8.30-11.30am on Fridays. This arrangement would start immediately. **Action: Clerk**
- To facilitate the Clerk's performance of his duties, the Council should meet the expense of mobile data – the Chairman suggested a couple of GBs. The Clerk said the Council had paid 20% of his predecessor's mobile phone and internet bills. CC said she had been unaware of this. The Council **instructed** the Clerk to bring details of the cost of mobile data to a future meeting for approval. **Action: Clerk**
- To enable the Council to respond to planning applications where the deadline for a response fell before its next ordinary meeting, the Council should delegate to the Clerk the authority to respond on its behalf, guided by members' email

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



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responses to an application. Where necessary, an Extraordinary Meeting of the Council could, of course, be called by the Chairman or any two members. The Clerk should circulate a draft response before submitting one on the Council's behalf without the benefit of a formal decision at a Council meeting. BJ said such an arrangement could only be introduced by a formal decision at the Council's next meeting.

- To ensure the Clerk was fully equipped to perform his duties, a training plan would be drafted for the next meeting and the Chairman believed planning training should be a priority so the Clerk could offer the Council well-informed advice as to its options in relation to planning applications. The Council was reminded that DH has offered to arrange planning training for the whole Council. BJ suggested data protection training might also be a priority. **Action: Clerk**

**Time concluded: 10.27pm**

**MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING**

Date of the next Parish Council meeting: Monday 3<sup>rd</sup> June 2019 at 7.30pm  
in South Hinksey Village Hall

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



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

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