

**Minutes of the meeting of South Hinksey Parish Council  
held at South Hinksey Village Hall on Monday 3<sup>rd</sup> June 2019**

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

**Other attendees:** Christine Madsen.

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**Time commenced: 7.30pm**

**19/38. Apologies**

Cllr Emily Smith (VoWHDC).

**19/39. Declarations of interest**

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

**19/40. Public questions, comments or representations**

None.

**19/41. Minutes of the last meeting**

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

The Council **agreed** to change the order of the agenda to deal next with a possible co-option.

**19/48. Vacancies**

Christine Madsen introduced herself. She said she has lived in the village in three different houses. She said her professional background is in libraries and that she is now in consultancy. She had expressed interest in joining the Council a few years ago but was not then eligible. She now has British citizenship.

She said she loved the fact it was easy to walk from the village into the City yet it was surrounded by countryside.

She said one of her interests was in the development of a Neighbourhood Plan as she would like everyone to be involved in considering the future of the village.

The Council **voted unanimously** to co-opt her and she then signed a Declaration of Acceptance of Office.

**Actions for Clerk: ask CM if she will agree to abide by the Council's Code of Conduct; send CM a Register of Interests form to complete; ask CM if she wishes to take up the option of a Basic Allowance.**

**19/42. Matters arising – Annual Council Meeting 2019**

**18/224e) Bagley Croft, Hinksey Hill** – The Clerk reported that VoWHDC had approved this application subject to conditions.

Signed: 

Date: 1/7/19

**18/271a) Westwood Country Hotel, Hinksey Hill** – The Clerk reported that it appears VoWHDC has not yet taken a decision on this application.

**18/271b) Land at Betty Lane, Hinksey Hill** – BJ said VoWHDC's Planning Committee felt in the absence of any technical objections the applicant could have successfully challenged any refusal. LG had addressed the Committee as had Paul Simmons, a neighbour.

**18/272 Use of the Village Hall by the Council** – Peter Rawcliffe had replied on behalf of the Village Hall Committee refusing any further discussion with the Council regarding the increase from £250 in 2018-19 to £363 or more in 2020-21 for use of the Village Hall by the Council.

The Clerk informed the Council that it has been paying £250 since 2014-15.

The Vice-Chair suggested the most appropriate arrangement would be to continue making a single annual payment not tightly linked to an hourly rate; the amount of this payment could be linked to inflation.

The Chairman suggested investigating uprating the proposed 2019-20 charge of £275 in line with inflation.

CC suggested that the Council ask to be allowed to nominate a Trustee.

**Action: Clerk to write to the Village Hall Committee but CC to review the text before the message is sent**

**19/21 Bank mandate** – CM informed the Council that she is not already an HSBC customer.

**19/29 Payment to BHIB Ltd** – The Chairman and CC initialled a copy of the invoice at the Annual Parish Meeting.

**19/32a) 33 Manor Road** – The Clerk wrote to VoWHDC as agreed.

**19/32b) Bagley Edge, Badger Lane** – The Clerk informed VoWHDC the Council had no objection to this application.

**19/33c) Dorking House, Badger Lane** – The Clerk informed VoWHDC the Council had no objection to this application.

#### **19/43. Finance – payments and receipts**

##### **Payments**

The Clerk had received an invoice from Maggie Rawcliffe for the hire of the Village Hall for four Council Meetings: April, May, June and July.

But the Clerk reported he had also received a message from Peter Rawcliffe saying the Council should disregard the invoice if it preferred to pay £275 in arrears for hire of the Village Hall for 11 monthly meetings in 2019-20.

The Council **instructed** the Clerk to arrange for a payment of £275 to be put on the agenda of the next meeting and therefore **agreed** to disregard the invoice already received. **Action: Clerk**

There were therefore no payments.

##### **Receipts**

None.

Signed: Pat Jos.

Date: 1/7/19.

**19/44. County Councillor's report**

BJ said the next Local Transport Plan (LTP5) was likely to include something income-generating such as congestion charging.

BJ said OxonCC's Minerals and Waste Local Plan was about to go out to consultation. He was happy to be able to inform the Council that he understood South Hinksey would no longer be in the area of search. He estimated it might be about 18 months before the plan was complete and it would be in force until 2031.

The Vice-Chair asked a question about the Botley Road corridor and BJ mentioned the challenge of replacing the current bridge that carries the railway over the Botley Road.

**19/45. District Councillors' report**

DH and ES had kindly circulated a written report.

**19/46. Planning applications**

- a) **St Michael's, Hinksey Hill: Demolition of existing dwelling, construction of a replacement dwelling and associated works [P19/V1155/FUL] [Consultation deadline: Wednesday 19<sup>th</sup> June 2019].**

The Council discussed the application and **agreed** there was no traffic issue. The Council **agreed** to instruct the Clerk to inform VoWHDC it had no objection to this application but to comment that it noted the applicant was stating that the existing dwelling was to be demolished and so was proposing only a replacement, not an additional, dwelling. **Action: Clerk**

- b) **The Copse, Hinksey Hill: Demolition of existing bungalow and construction of a four-bedroom dwelling [P19/V1197/O] [Consultation deadline: Friday 21<sup>st</sup> June 2019].**

The Council discussed the application and came to the conclusion that it was not appropriate to replace a bungalow with a four-bedroom house: the proposed dwelling would have no separate access to Hinksey Hill; the proposed dwelling on the site would represent overdevelopment of the site as it would be too close to existing dwellings.

The Council believed any replacement of the existing planning permission for an extension to the existing development should be subject to the same conditions: that the new building should be ancillary to the existing dwelling and subject to the condition that it not be let or sold separately.

The Council **agreed** to instruct the Clerk to object to the application for the reasons above. **Action: Clerk**

**19/47. Correspondence**

The Clerk said the Council had been contacted by OxonCC's Keith Stenning as follows: "Oxfordshire County Council has a legal duty to coordinate road works across the county, including those undertaken by utility companies. As part of this duty we can designate certain streets as 'traffic-sensitive', which means on these roads we can better regulate the flow of traffic by managing when works happen. For example, no road works in the centre of Henley-on-Thames during the Regatta.

Signed: Pat Jones

Date: 1/7/19

Our last full review of the county's traffic-sensitive streets was undertaken over 10 years ago and this now needs to be updated to ensure that the designations we have set are fit for purpose and effective."

The Council **instructed** the Clerk to examine the proposals with a view to recommending that Hinksey Hill and the far end of Manor Road be designated as Traffic Sensitive Streets. **Action: Clerk**

#### **19/49. Annual Review of System of Internal Controls**

Following his meeting with LG, the Clerk had circulated copies of the Asset Register in both the format used for many years and a new format developed to meet LG's suggestions for improvement. The Council **agreed** LG's new format was preferable. The Clerk had also asked the Council for its guidance as to whether the values of assets should be rounded to the nearest pound because he had discovered that currently some were and some weren't. The Council **agreed** all values should be rounded.

The Vice-Chair was concerned as to what people were to make of the large number of items where nothing was recorded in the "Replacement value" column. The Clerk said these were items where replacement was included in the standard cover offered by the Council's insurance. The Vice-Chair suggested this should be what was stated. **Action: Clerk**

#### **19/50. Problems with BT internet and landlines**

Maria Banks had given notice of her intention to address the Council regarding problems with BT services in the village but was unwell and had sent her apologies.

#### **19/51. Hinksey Hill speed limit**

Nothing to report.

#### **19/52. Flood Alleviation Scheme**

The Vice-Chair had been in correspondence with Joanne Emerson Wines, the Environment Agency (EA)'s Project Director for the scheme. In her first message on 16<sup>th</sup> May Joanne Emerson Wines had written:

##### **a) Update to rail sidings**

Our Contractor, VBA, continues to liaise with Network Rail and their network operators DB Schenker to investigate potential alternative routes for material movements to and from site. There are still a number of uncertainties that we will need to investigate to enable this to be a valid option. VBA have a site meeting planned with DB Schenker, where they will review future operational programmes.

##### **b) Request to employ an active traffic management system**

Our contractor is continuing to develop the Construction Traffic Management Plan (CTMP). This will only be completed following the planning application decision and any subsequent conditions applied by OxonCC. The proposed more detailed CTMP will be further consulted upon with OxonCC and agreed prior to any construction work starting. Our contractor will review the Botley Westway Traffic Management System as you've suggested, to see if there are any elements that can be used for the development of the detailed CTMP.

Signed: Pat Lee

Date: 1/7/09

**c) Access and compound at South Hinksey**

Outside of the planning application process we continue to review the feasibility of using field 3. Access would remain via field 1, as Highways England will not grant a second access on to the A34.

In acknowledgement of your request for a buffer zone to the north of South Hinksey village we discussed the issue with OxonCC planners in the context of our planning application. We are happy to provide a buffer zone along the northern boundary of the village as shown on the attached indicative plan. We will discuss with OxonCC planners to agree how best this can be incorporated into the planning application or required by condition on any planning permission granted.

Our contractor is preparing a separate plan to set out a proposed buffer which will be submitted either as part of the planning application, or as a requirement to discharge a condition.

**d) Meeting with our contractors**

We have provisionally arranged a date for a meeting at South Hinksey Village Hall for the community, the evening of 10 June, which we hope will be suitable for you.

The Vice-Chair had responded immediately, asking four questions and advising the EA that the Council expects to lobby the Planning Authority for a 100m buffer zone measured from the closest garden and for this zone to be free from all activities associated with this project.

When the EA's Joanne Emberson Wines had replied on 28<sup>th</sup> May she had made clear how limited the EA's proposed buffer zone would be. She had responded regarding an access-point at the mini-roundabout.

"We have found a number of issues that mean access at this location is not a feasible option for our Contractor to pursue. These include:

- Safety concerns for our construction vehicles and other road users due to the curve on the approach from the overbridge.
- Increased environmental impact due to additional trees and hedge that would have to be removed to create a new access.
- Greater temporary works to create a ramped access and egress due to the difference in ground levels between the roundabout and the field.
- Increased interruption in landowner and utility provider access at this location due to the creation of a ramp."

The Vice-Chair said it was very important that parishioners attend the EA's meeting on 10<sup>th</sup> June and let the EA know if they were satisfied with its proposals.

**19/53. Woodland**

The Clerk said that he had received a call early in the afternoon from an SSEN contractor about trimming trees allegedly interfering with overhead wires at the burial ground. He had rushed to the burial ground to meet the contractor, conscious of the fact there are no overhead wires at the burial ground.

The contractor had turned out to be concerned about trees in the churchyard but the Clerk had taken the chance to ask the contractor if they would also be visiting the woodland where it had been noted at the last site meeting that trees were already close to overhead wires on the eastern side of the woodland.

It was therefore likely that the contractors would decide action is needed, unless Berkshire Buckinghamshire and Oxfordshire Wildlife Trust has already dealt with the problem.

Signed: Pat Lee

Date: 1/7/19

CC said unfortunately there has been mowing at the woodland by a well-intentioned volunteer in spite of the Council's wishes.

The Clerk has yet to arrange a mutually convenient date for regular future site meetings. **Action: Clerk**

**19/54. Former pub car park, Manor Road**

The Clerk had received a message from a parishioner saying they had been looking at the prospect for putting a prefab office 'shed' on someone's garden or land and that it had occurred to them to enquire regarding the empty land just next to the old General Elliot pub.

BJ suggested the parishioner seek a pre-planning consultation with VoWHDC.

The Vice-Chair said the land was in a particularly poor state at the moment and she would be willing to ring Goldace to speak to them about it.

**Actions for Clerk: send the Vice-Chair contact details for Goldace; respond to the parishioner**

**19/55. Grass cutting**

Nothing to report regarding the new agreement with OxonCC.

The Clerk said he had yet to take up with the Council's contractors the issue raised by a parishioner at the Annual Parish Meeting about the verge on the western side of Parker Road. **Action: Clerk**

**19/56. Oxford to Cambridge Expressway**

The Vice-Chair reported on the 29<sup>th</sup> May meeting called by North Hinksey Parish Council. The group had agreed a name. David Kay of North Hinksey Parish Council will chair the group and Colin Thomas of Sunningwell Parishioners Against Damage to the Environment (SPADE) will be vice-chair. The group might create its own website. There was talk of arranging a walk from Cumnor to Sunningwell along the possible route of the Expressway.

The Vice-Chair said there was a lot of information available on the website of the No Expressway Alliance.

**19/57. Burial ground**

**a) Picnic**

The Clerk has commissioned a memorial inspection from Oxford Direct Services Ltd. The Council **agreed** that before the picnic could be approved there would need to be a site meeting with Peter Rawcliffe, the Vice-Chair and CM.

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

CM said she believes the funeral in question is going ahead and the non-parishioner's remains will be buried in a re-opened grave in the churchyard.

**c) Garden waste bin**

Peter Rawcliffe had reported the brown garden waste bin missing from the burial ground on 8<sup>th</sup> May. Biffa, VoWHDC's contractors, assured the Clerk they had not removed it. The Clerk had been unable to request a replacement because VoWHDC only supplies brown garden waste bins to those who pay an annual charge and the Council has never paid one.

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

*Peter Rawcliffe*

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

*1/7/19*

It was therefore a mystery to the Clerk how the brown bin – or, indeed, any of the other bins – ever came to be placed at the burial ground and emptied regularly. Nonetheless, he recommended the Council arrange for a brown garden waste bin to be acquired.

The Council **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**

**d) Progress on other issues**

The Clerk is waiting to hear from 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 Clerk has yet to be given a date for the inspection of the trees commissioned from Oxford Direct Services Ltd.

The Clerk has still to obtain two other quotations for a noticeboard. **Action: Clerk**

**19/58. Housing development north of Abingdon**

The Council agreed this need no longer be a standing item. **Action: Clerk**

**19/59. Hinksey Lakes footbridge**

The Council agreed this need no longer be a standing item. **Action: Clerk**

**19/60. Maintenance issues**

The Clerk has complained to SSEN about the damaged gate and the rubble but the company had refused to take the matter further unless he gave them the exact date when the gate was damaged.

The Clerk has ordered a replacement sign for the City end of the Devil's Backbone asking cyclists to give way to pedestrians at a cost of £95 plus VAT after he was advised the writing will most likely come off the old sign with the removal chemicals and not just the spray paint.

The new sign will have a protective film over the top of the writing so any future chemical graffiti removal would not affect the writing underneath.

The Clerk has still to contact Oxford City Council's Tim Sadler about the rubbish beside the Devil's Backbone on the City of Oxford side of the bridge over the Seacourt Stream. **Action: Clerk**

The Council **agreed** to put the subject of a litter pick on the agenda of the next ordinary meeting. **Action: Clerk**

The Clerk has replaced the defibrillator battery.

The Vice-Chair was concerned about the state of a bank in Manor Road belonging to OxonCC. The Council **agreed** to instruct the Clerk to complain to OxonCC. **Action: Clerk**

The Clerk said he would almost certainly need to be able to send OxonCC photos of the bank. The Vice-Chair agreed to send the Clerk photos. **Action: Vice-Chair**

**19/61. Traffic issues**

None.

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

*Pat Lee*

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

*1/7/19*

**19/62. Council priorities**

The Council discussed whether and in what form to make the Action List publicly available. CC had anxieties as to where this might lead. BJ said Kennington has used a similar system for many years without encountering problems. BJ said other councils had an Action List, not a Matters Arising item. **Actions for Clerk: send BJ a copy of the Council's Action List; publish the Action List before future meetings in a simplified form.**

The Council **agreed** that Matters Arising should no longer be an item on the agenda of Council Meetings. **Action: Clerk**

The Vice-Chair proposed that rather than the meeting agree the detail of priorities that the Chairman and Clerk agree the priorities, then circulate the Action List.

**Action: Chairman and Clerk**

**19/63. Feedback from members of the public**

None.

**19/64. Reserved business: staffing matters**

The Council proceeded to discuss the Clerk's monthly hours, there being no need to pass a resolution asking members of the public to leave as there were none present. The Clerk had circulated details of his hours worked each month since November 2015 and a calculation showing how many hours he should actually work each year if he were to take his contractual paid leave.

The Council **agreed** to continue to ask the Clerk to work 35 hours per month, rather than the 20 hours for which he was originally employed, and to review the matter again at its November 2019 meeting.

**Time concluded: 10pm**

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 1<sup>st</sup> July 2019 at 7.30pm at South Hinksey Village Hall

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



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

