

**Minutes of the meeting of South Hinksey Parish Council
held at South Hinksey Village Hall on Monday 1st July 2019**

Present: Linda Goodhead, Patricia Jones (Vice-Chair), Christine Madsen
Cllr Bob Johnston (OxonCC), Geoffrey Ferres (Clerk).

Other attendees: None.

Time commenced: 7.30pm

19/71. Apologies

Christine Chater, Michael Cochrane (Chairman), Cllr Debby Hallett (VoWHDC), Cllr Emily Smith (VoWHDC).

19/72. Declarations of interest

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

19/73. Public questions, comments or representations

None.

19/74. Minutes of the last ordinary meeting

The Council **resolved** to agree the minutes of the June 2019 meeting. The Vice-Chair then signed each page.

19/75. Minutes of the Extraordinary Meeting held on 26th June 2019

The Council **resolved** to agree the minutes of the Extraordinary Meeting held on 26th June 2019 meeting. The Vice-Chair then signed each page.

19/76. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
S Hinksey Village Hall	Use of Hall 2019-20	£275.00	s133 LGA 1972
Geoffrey Ferres	Clerk pay and expenses Q1	£1,040.95	s112 LGA 1972
HMRC	PAYE Income Tax deducted Q1	£260.00	s112 LGA 1972

The Council **unanimously authorised** these payments and **delegated** to the Clerk, by way of exception to Financial Regulation 6.5, the making of arrangements to meet the Chairman and CC to secure their signatures on the three cheques as the only two signatories remaining on the existing mandate. **Action: Clerk**

Receipts

None.

19/77. County Councillor's report

BJ said response to the OxonCC's Minerals and Waste Local Plan had exceeded expectations and there would be a delay before its publication.

Signed: Mike Colman Date: 2 Sept 19

BJ reported OxonCC has adopted a Domestic Waste Strategy. The strategy addresses issues with food waste and students which result in lower production of electricity at the Ardley incinerator. BJ explained that all food waste bags are removed and burnt at the incinerator, whether plastic or compostable.

19/78. District Councillors' report

DH and ES had both sent their apologies.

19/79. Planning applications

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

19/33c) Dorking House, Badger Lane – VoWHDC has issued a Certificate of Lawful Development.

19/46a) St Michael's, Hinksey Hill [P19/V1155/FUL]. The Clerk had written to VoWHDC as agreed.

19/46b) The Copse, Hinksey Hill [P19/V1197/O]. The Clerk had written to VoWHDC as agreed.

Stone End, Badger Lane: replacement front porch [P19/V1291/HH]. The Clerk had written on the Council's behalf to inform VoWHDC that the Council had no objection to this application, after receiving comments from members.

19/80. Correspondence

The Clerk had received a message from VoWHDC's Steven Corrigan reminding Clerks that he should have received Register of Interests forms from all newly elected councillors. The Clerk had sent VoWHDC forms for the three elected councillors who had returned them to him and had now received a form from CM.

Action: Clerk to send Register of Interests form to LG

19/81. Annual Review of System of Internal Controls

The Clerk had produced an amended version of the new-style Asset Register recommended by LG. He had not, however, produced and circulated a report of the Annual Review of the Council's System of Internal Controls which LG had conducted with him on 26th April. The Vice-Chair said this item should therefore be tabled at the next meeting.

Actions for Clerk:

a) Arrange for new-style Asset Register to be published on website

b) Table Review of System of Internal Controls at next meeting

19/82. Burial Ground Rules and Regulations

The Clerk had tabled an amended set of Burial Ground Rules and Regulations. The Vice-Chair said the Appendix failed to make clear that Exclusive Rights of Burial could only be purchased by residents of the parish. **Action: Clerk to bring further amended version to next meeting**

The Council **agreed** to consider the issue of scattering of ashes at a future meeting.

Signed: _____



Date: _____

2 Sept 19

19/83. Grant Award Policy and Procedure

The Clerk had tabled an amended version of the Council's Grant Award Policy and Procedure which the Council **agreed** to approve, but the Council **instructed** the Clerk to bring a further amended version to another meeting within twelve months, updating the statutory limit on section 137 spending. **Action: Clerk**
CM believed a clear distinction needed to be made between the eligibility criteria, which must be met, and those provisions which were merely guidance for applicants.

19/84. Resolve funding application

The Council **agreed** not to offer a grant to Resolve. **Action: Clerk to reply**

19/85. Council priorities

The Clerk had sent BJ a copy of the Council's Action List, and had arranged for the Action List to be published on the website before the meeting in a simplified form. The Council considered the Action List. The Vice-Chair proposed and the Council **agreed** that the current Standing Orders be re-adopted without amendment for a further three months on an interim basis.

The Council **instructed** the Clerk to table at the next meeting the amendments recommended by the National Association of Local Councils. **Action: Clerk**

19/86. Hinksey Hill speed limit

LG reported that the 30mph speed limit was likely to be introduced in the autumn.

19/87. Flood Alleviation Scheme

The Vice-Chair reported on the packed meeting held in the Village Hall on 10th June which had been organised by the Environment Agency (EA). She said she would write to Joanne Emerson Wines, the EA's Project Director for the scheme, along lines agreed with the Chairman. **Action: Vice-Chair.**

The Vice-Chair had attended the June meeting of North Hinksey Parish Council to ask for its support in challenging the delivery plans for this scheme around traffic movement.

She reported that North Hinksey Parish Council was very supportive and had agreed to write to OxonCC, VoWHDC, the EA and Highways England expressing their concern about lorries joining the A34 in the way outlined in the planning application and the inevitable effects this will have on their local roads.

In addition, she reported that North Hinksey Parish Council will ask for rail to be used for the movement of spoil and had said if there were any other way it could help it would be ready and willing to consider other actions. In particular it talked about joint publicity of the difficulties the use of lorries would cause.

19/88. Woodland

The Clerk had been contacted by the SSEN contractor about trees that were close to overhead wires on the eastern side of the woodland. Maggie Rawcliffe had chanced to meet the contractor at the woodland. She and Berkshire Buckinghamshire and Oxfordshire Wildlife Trust's Andy Gunn had advised the Clerk on the assurances to be sought before agreeing to the work.

Signed: _____



Date: _____

2 Sept 19

The Clerk has chased BBOWT's Andy Gunn for a mutually convenient date for regular future site meetings. **Action: Clerk to arrange next quarterly site meeting**

19/89. Former pub car park, Manor Road

The Clerk had received a message from Mr Idris Zahoor of Goldace Developments Ltd saying: "I was of the opinion the Parish Council may want to utilise the land as before hence my suggestion of a nominal rent. Since that is not the case, I would be happy to simply give you permission to maintain the land at the Council's own cost without the need to incur unnecessary costs by producing and entering into a licence agreement."

The Council **instructed** the Clerk to arrange for its maintenance contractors to tidy up the piece of land and keep it tidy. **Action: Clerk**

The Clerk had yet to write again to the parishioner who had expressed interest in putting a prefab office on the former General Elliot car park. **Action: Clerk**

19/90. Grass cutting

Nothing to report regarding the new agreement with OxonCC.

19/91. Oxford to Cambridge Expressway

The next meeting of the North and West Parishes Expressway Group (NAWPEG) will be held in July; the Vice-Chair and LG will both aim to attend. **Action: Vice-Chair and LG**

19/92. Burial ground

a) Picnic

The Clerk had commissioned a memorial inspection from Oxford Direct Services Ltd which indicated almost one in ten of the memorials needed attention. The Clerk said that the Council's insurers would expect all memorials to be made safe before the Council could approve a picnic.

To the Clerk's surprise, a few of the memorials now recommended for laying down had not been considered unsafe at the last inspection in 2017 so the owners needed to be notified and given an opportunity to make them safe.

No date had yet been fixed for a site meeting with Peter Rawcliffe, the Vice-Chair and CM. **Action: Clerk to arrange for memorials to be made safe before any picnic can take place**

b) Garden waste bin

VoWHDC eventually contacted the Clerk to say there should not be any bins at all at the burial ground and all the ones there now will be removed by Biffa at its earliest convenience.

VoWHDC said a burial ground is a commercial premises and it only offers a household refuse service. But places of worship are entitled to the household service and VoWHDC said it had wrongly thought the existing bins were connected with St Laurence's Church.

Contact Church. **Action: Clerk**

The Council **instructed** the Clerk to arrange an appropriate commercial waste service. **Action: Clerk**

Signed: _____



Date: _____

2 Sept '19

c) 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. **Action: Clerk to contact Oxford Direct Services Ltd**

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

d) Wildflower meadow

The Vice-Chair said she was concerned about the long grass and the nettles at the wildflower meadow. The Council **instructed** the Clerk to table a discussion of the wildflower meadow at the October meeting and to inform Peter Rawcliffe.

Action: Clerk

19/93. Maintenance issues

The Clerk said he had only recently become aware that, not one, but two gates belonging to SSEN had been damaged by the stolen vehicle. He has asked Phil Saugmann to let him know the exact date when the gates were damaged as SSEN had told him it would not progress the Council's complaint without this information.

The Clerk reported that the replacement sign ordered for the City end of the Devil's Backbone asking cyclists to give way to pedestrians has not yet been fitted.

The Clerk had not put the subject of a litter pick on the agenda of the meeting as CC was away.

The Vice-Chair had sent the Clerk photographs of the bank on Manor Road but it appeared that OxonCC had dealt with the problem before the Clerk had submitted a complaint.

19/94. Traffic issues

The Clerk said he had been too busy with the audit to examine OxonCC's Traffic Sensitive Streets proposals and recommend that Hinksey Hill and the far end of Manor Road be designated as Traffic Sensitive Streets.

He had later read the proposals and found that Hinksey Hill was one of a small number of stretches of road in the parish that OxonCC had already designated and intended to designate again.

After reading the criteria, he had felt it would have been difficult to gain designation of Manor Road as most of the criteria related to high volumes of traffic.

The Council **agreed** that the Vice-Chair and CM could speak to residents about parking issues in the village. **Action: Vice-Chair and CM**

19/95. Feedback from members of the public

None.

19/96. Reserved business: staffing matters

The Clerk had tabled an amended version of the Contract of Employment and the Council **approved** it.

Signed: _____



Date: _____

2 Sept 19

The Council **agreed** in principle to make the change to monthly payment of salary by standing order that had been suggested by the Internal Auditor to avoid unnecessary payment of Employer's and Employee's National Insurance Contributions.

The Council **instructed** the Clerk to bring to the next meeting a clarification of how, if at all, this change might affect his entitlement to a state retirement pension.

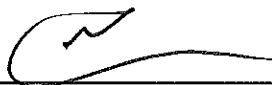
The Council **approved** the training plan tabled by the Clerk but **instructed** the Clerk to investigate website training. It was suggested the Clerk contact the North Hinksey Clerk. **Action: Clerk**

Time concluded: 9.28pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 2nd September 2019 at 7.30pm at South Hinksey Village Hall

Signed: _____



Date: _____

2 Sep 19