

**Minutes of the meeting of South Hinksey Parish Council
held at South Hinksey Village Hall on Monday 2nd September 2019**

Present: Christine Chater, Michael Cochrane (Chairman), Linda Goodhead, Patricia Jones (Vice-Chair), Christine Madsen
Geoffrey Ferres (Clerk).

Other attendees: Catherine Powell.

Time commenced: 7.31pm

19/97. Apologies

Cllr Bob Johnston (OxonCC), Cllr Debby Hallett (VoWHDC), Cllr Emily Smith (VoWHDC).

19/98. Declarations of interest

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

19/99. Public questions, comments or representations

None.

19/100. Minutes of the last ordinary meeting

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

19/101. Finance – payments and receipts

Payments

Payee	Reason	Amount	Power to act
James Watts Gardening	Trimming of nettles next to tap	£13.00	s214 LGA 1972
Oxford Direct Services	Tree inspection – burial ground	£300.00	s214 LGA 1972

The Council **resolved unanimously** to approve both payments. The Chairman and CC signed the two payments and initialled the supporting paperwork.

Receipts

None.

19/102. County Councillor's report

BJ had sent his apologies and a brief written report which the Clerk had circulated.

19/103. District Councillors' report

DH and ES had both sent their apologies.

Signed: _____



Date: _____

7 Oct 2019

19/104. Planning applications

- a) **Bagley Croft Lodge, Hinksey Hill: Construction of a single-storey pool building and pool [P19/V2027/HH] [Consultation deadline: 20th September 2019].**

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

- b) **Peppercorn Cottage, 13 Manor Road: Certificate of Lawful Use for conversion of attached store/ workshop to TV/games/music room with addition of a porch [P19/V2051/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**

c) Updates

- **18/271a) Westwood Country Hotel, Hinksey Hill [P18/V2482/O]** – The Clerk reported that it appears VoWHDC has not yet taken a decision on this application.
- **19/46a) St Michael's, Hinksey Hill [P19/V1155/FUL]** – The Clerk reported that VoWHDC had approved this application subject to conditions.
- **19/46b) The Copse, Hinksey Hill [P19/V1197/O]** – The Clerk reported that this application had been withdrawn.
- **19/79 Stone End, Badger Lane: replacement front porch [P19/V1291/HH]** – The Clerk reported that VoWHDC had approved this application.

19/105. Correspondence

- a) VoWHDC's Waste Team has written to the Council saying it intends to spend three days on a Deep Clean in the parish, 28-30 October 2019
The Council **agreed** to instruct the Clerk to ask VoWHDC's Waste Team to tackle Hinksey Hill, the Devil's Backbone and Betty Lane. **Action: Clerk**
- b) OxonCC's Paul Wilson has sent the Council the usual pro forma about Winter Salt and Salt Bins
The Council **agreed** to instruct the Clerk to inform OxonCC it did not require any additional salt or salt bins, and to act on OxonCC's request to let them know which salt bins need refilling. **Action: All**
- c) VoWHDC's Steven Corrigan has written to the Council inviting it to respond to a polling district and polling places review
The Council **agreed** to instruct the Clerk to inform VoWHDC it is content to have both parish wards use the Village Hall as their polling station. **Action: Clerk**

19/106. Vacancy

The Council **unanimously agreed** to change the order of business so that this item was taken earlier in the meeting, before the minutes of the last ordinary meeting. Catherine Powell introduced herself. She said she had moved to South Hinksey over three years ago. Before moving to South Hinksey from Worcestershire, she had been a member of Droitwich Town Council and Wychavon District Council. She told the Council she is a funeral director by profession.

Signed: _____



Date: _____

7 Oct '19

The Council **unanimously elected** her to fill the Village ward vacancy. Catherine Powell then signed a Declaration of Acceptance of Office and an Electronic Service of Summons Consent form.

The Clerk asked if she would like to have a parish council email address and she said she would. **Action: Clerk**

The Council **reaffirmed** its previous decision that all councillors should be signatories on both bank accounts. Catherine Powell said she is already a signatory on an account with the Council's bank. **Action: Clerk**

19/107. Annual Review of System of Internal Controls

The Clerk had 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 expressed concerns about several of the recorded answers which, in her opinion, did not give a clear answer to the relevant question and might perhaps alarm an auditor. The Council **agreed** that the language of the answers needed to be tightened when the 2019-20 review is conducted.

The Vice-Chair proposed that the answer to the question "Is the cashbook arithmetically correct?" should be amended to read "Yes, it is" because the cashbook either is or isn't arithmetically correct; there is no answer in between. The Council **agreed** this answer should be amended. **Action: Clerk and LG**

19/108. Risk Assessment

The Clerk had tabled an amended risk assessment, including in particular reference to compliance with Transparency Code requirements.

With regard to the probable need for a new website to satisfy the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, CM said she would be happy to assist. She said she has already contacted North Hinksey Parish Council about its website.

The Clerk said he had contacted his North Hinksey counterpart about what might be involved in maintaining a website but had not as yet received a reply.

The Council **agreed** CM should lead its work on a new website and the Risk Assessment should be amended to separate the Transparency Code and Website Accessibility risks, both of which should be rated High. **Action: CM and Clerk**

19/109. Standing Orders

The Clerk had tabled a paper drawing attention to differences between the Council's Standing Orders and the model standing orders published by the National Association of Local Councils (NALC).

The Vice-Chair said she felt the existing standing orders contained confusions, for example the references in different places to motions, recommendations and resolutions. She had also noticed a cross reference to Standing Order 38 when there is no such standing order.

She believed the Council should delegate to the Clerk the responsibility to update the standing orders to deal with changes in external requirements.

CC said she had not realised the Council was not using NALC's national model standing orders and was concerned to learn this was the case.

Signed: _____



Date: _____

7 Oct '19

The Chairman set out four options for the Council and the Council **agreed** it would adopt the three amendments proposed by the Clerk and the Vice-Chair but it would seek to have a new set of standing orders in place within 12 months. CC volunteered to take the lead on this matter. **Action: CC**

With regard to the issue of recording Council meetings, the Council **agreed** to instruct the Clerk to circulate Oxford City Council's protocol and notice to which the Vice-Chair had made reference, and to include an item on the agenda of the next meeting. **Action: Clerk**

19/110. Burial Ground Rules and Regulations

The Council **approved** a further amended set of Burial Ground Rules and Regulations tabled by the Clerk which made clear in the Appendix that Exclusive Rights of Burial could normally only be purchased by residents of the parish. The Council **agreed** that other concerns about the rules and regulations could be left for discussion at the next Annual Council Meeting.

19/111. Indicative capital programme

The Clerk had tabled a report seeking to identify capital projects to which the Council is committed.

The Vice-Chair proposed the following amounts: £4,000 for the burial ground path, £500 for website, £3,500 for four years for the 30mph speed limit on Hinksey Hill. The Chairman proposed £2,500 for new burial plots. The Council **agreed** these proposed amounts.

CM gave her apologies and left the meeting after this item.

19/112. Hinksey Hill speed limit

CC has chased OxonCC's Christian Mauz and Katy Jurczyszyn for news. CC was told in June by OxonCC's Katy Jurczyszyn: "I'm still waiting for the cost of the installation and maintenance of the Vehicle Activated Signs, the contractor needs to do a site visit to ensure the correct design". The Council **agreed** that CC should contact BJ to ask for his assistance. **Action: CC**

19/113. Flood Alleviation Scheme

It was reported that on 15th July OxonCC had announced that the bridge carrying the A423 over the railway at Kennington would have to be replaced at an estimated cost of around £40m. It was understood that the replacement of the bridge might delay the Flood Alleviation Scheme by as much as two years.

The Vice-Chair and LG had attended Layla Moran MP's surgery in the Village Hall on 27th July. They had asked and she had agreed to:

- Ask for a place for the Council on the Sponsorship Group for the scheme. She had been told the Council had one – the mistake had arisen because the Group believe Peter Rawcliffe represents the Parish view
- Ask for clarity on the effects of replacing the Kennington bridge on the timing and duration of the scheme
- See all the correspondence between Network Rail and the Environment Agency (EA) and to determine first-hand the state of negotiations on the movement of spoil by rail

Signed: _____



Date: _____

7 Oct '19

- Ask why the EA is not moving forward with the purchase of the "third field"
- See the modelling done on the full movement of traffic onto the A34.

They had asked for Layla to organise and Chair a round table discussion between the key Stakeholders with the aim of discovering the real and current position for all and the willingness and opportunity to change.

The Vice-Chair had also asked ES to ask her planners to think again about their response to the delivery programme and in particular their lack of comment on the EA assertion that their planning policies have been discharged.

The Vice-Chair reported that Cllr Ian Hudspeth, Leader of OxonCC, had sent the following reply to North Hinksey Parish Council's letter expressing concern about the impact of removing the spoil by road:

"As the planning authority that will be deciding this scheme, the county council needs to ensure that it is not seen to be fettering the planning decision by engaging in matters outside of the direct remit of the county council. Notwithstanding this the county council is supportive of the strategic significance of the scheme and as such seeking to engage with the project as far as practicable to ensure that the benefits of the scheme can be realised with the minimum amount of impact on residents, the highway network and the environment.

The A34 and the junction at Hinksey Village is part of Highways England's road network and therefore Oxfordshire County Council does not have direct authority to agree what egress arrangements onto that road are required to mitigate impact, however any impact on the A34 is obviously a concern to the county council as the highway authority for the surrounding area which is severely impacted any time that there are significant delays on the A34. The council has therefore similarly suggested that rail transport is thoroughly considered and I am aware that the Environment Agency are actively investigating this possibility although it should be noted that there is similarly little capacity of the rail network in this area in much the same way as there is with the road network.

As the Highways Authority the county council have requested that a condition requiring a Construction Traffic Management Plan (CTMP), as part of the proposed planning conditions, is attached to any forthcoming planning consent for the scheme. An outline of the CTMP has already been submitted as part of the planning application and the detailed content of this document will need to be approved by Oxfordshire County Council prior to construction commencing. The proposed condition requires a Transport Management Working Group to be set up which will include the county council, parish council and representatives from the local residents. It will provide a forum in which to agree the operation and any traffic management required."

The Chairman and Vice-Chair are due to meet Peter Rawcliffe and Adrian Porter on 18th October.

19/114. Litter pick

CC offered to organise a litter pick on Hinksey Hill. The Village councillors agreed to discuss who might organise one in the village. **Action: Vice-Chair, CM, CP**

19/115. Woodland

CC reported she and the Clerk attended the second of the new quarterly site meetings in July with Maggie Rawcliffe and Berkshire Buckinghamshire and

Signed: _____



Date: _____

7 Oct '19

Oxfordshire Wildlife Trust's Andy Gunn, the report of which had been published on the parish website.

19/116. Oxford to Cambridge Expressway

LG had attended Layla Moran MP's surgery in the Village Hall on 27th July and spoken to her about the Oxford to Cambridge Expressway, to which she is opposed. The North and West Parishes Expressway Group had met on 24th July. LG said she will attend the next meeting, which is on 9th September. **Action: LG**

19/117. Burial ground

a) Safety

The Clerk had tabled the report of the tree inspection conducted by Oxford Direct Services.

The Clerk said he had that morning received a letter from the widow of a parishioner whose headstone had recently been banded and staked by the Oxford City Cemeteries Team. He advised the Council it would not be appropriate to give any details of the letter in case, after he replied, the woman wished to use the Council's complaints procedure.

b) Waste

VoWHDC wrote to the Clerk on 9th July stating that "it will be withdrawing refuse and recycling collections from 4 September", blaming this on a decision by OxonCC to recover all disposal costs in relation to commercial waste and certain types of household waste, where charges can be levied."

The Clerk had obtained four quotations for the provision of a commercial waste service and was still determining which of these represented best value. Only one bin would in future be placed at the burial ground for all types of waste rather than the three bins for different types of waste that had been provided under the domestic service.

The Council **agreed** to delegate to the Clerk the responsibility to select the most appropriate provider and ensure it continued to be possible for visitors to the burial ground to dispose of flowers, ornaments and other waste in a bin.

c) Progress on other issues

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

d) Wildflower meadow

Peter Rawcliffe had decided not to proceed with the planned picnic.

The Council **agreed** to delay the discussion of the wildflower meadow that had been scheduled for the October meeting.

19/118. Grass cutting

Nothing to report regarding the new agreement with OxonCC.

19/119. Maintenance issues

a) Former pub car park

The Clerk has asked the Council's contractors to tidy the former pub car park on Manor Road before the Village Fête.

Signed: _____



Date: _____

7 Oct 19

b) SSEN

CM had noticed that SSEN had replaced the two damaged gates on 18th July. The pile of rubble has been moved aside, rather than taken away. The Council agreed to ask SSEN to remove it. **Action: Clerk**

c) Cycling sign

The Clerk had been assured that the replacement sign ordered for the City end of the Devil's Backbone asking cyclists to give way to pedestrians would be fitted in the last week of July and has asked the contractor why it has not yet been fitted.

d) Rubbish

The Clerk contacted 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 and he has replied: "Looks like it's Oxford City Council parks land. They are on to it. Please come back to me if does not get resolved."

19/120. Traffic issues

Nothing to report

19/121. Council priorities

The Council briefly considered the Action List. The Vice-Chair said she wished to see it placed earlier on the agenda and she wished the letter to the Village Hall Committee to be a high priority for the Clerk.

19/122. Feedback from members of the public

None.

19/123. Reserved business: staffing matters

The Clerk explained to the Council that he reaches state pension age in March 2020 so would no longer be liable for employee's National Insurance Contributions but the Council would continue to be liable for employer's National Insurance Contributions if it paid him quarterly.

The Council **approved** a monthly standing order to pay the Clerk's salary net of income tax for quarters 3 and 4, and the Chairman and CC signed it.

The Council **approved** the cost of the Clerk attending:

- a training course on planning organised by the Oxfordshire Association of Local Councils in Witney on Thursday 21st November 2019 at a cost of £45 (plus VAT) and associated travel expenses, and
- the Regional Training Seminar of the Society of Local Council Clerks in Bournemouth on Wednesday 27th November 2019 at a cost of £80 (plus VAT) and associated travel expenses.

Time concluded: 10.25pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 7th October 2019 at 7.30pm at South Hinksey Village Hall

Signed: _____



Date: _____

7 Oct '19