

Minutes of the meeting of South Hinksey Parish Council held remotely via Zoom on Monday 7th December 2020

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

Other attendees: None.

Time commenced: 7.02pm

19/368. Apologies

None.

19/369. Declarations of interest

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

19/370. Public questions, comments or representations

None.

19/371. Minutes of the last ordinary meeting

The Council **resolved unanimously** to agree the minutes of the November 2020 meeting. The Chairman then signed each page. **Action: Clerk to collect the signed minutes from the Chairman and publish them on the website**

19/372. Financial report

The Council **noted** a bank reconciliation and budget monitoring report as at the end of November 2020 presented by the Clerk in his capacity as Responsible Financial Officer.

The Council **unanimously approved** a recommendation from the Clerk to increase the provision in the Budget for office and stationery from £225 to £400.

19/373. Finance – payments and receipts

Payments

Reason	Amount	Payee	Power to act
Burial ground waste charges – October	£67.09	Oxford Direct Services Trading Ltd	s214 LGA 1972
Clerk net pay November	£356.45	Geoffrey Ferres	s112 LGA 1972

The Council **resolved unanimously** to approve both payments. The Council **unanimously agreed** to waive Financial Regulation 6.5 so that the Chairman and CC could sign the payments at another time.

Actions for Chairman, Clerk and CC: meet to sign payments

Actions for Clerk: send payment to Oxford Direct Services Trading Ltd

Signed: Michael Cochrane

Date: 1 Feb 21

The Clerk reported that the annual £35 direct debit for the Council's registration with the Information Commissioner's Office had been taken on 10th November.

Receipts

Reason	Amount	Payer
VAT refund first half of 2020-21	£419.72	HMRC

19/374. County Councillor's report

BJ reported on the success of his own motion at OxonCC's full Council meeting that took place on 3rd November. His motion called for verges next to footpaths and cycle tracks to be given greater priority and cut earlier and more frequently than at present, whereas other flower-rich highway verges where these priorities do not apply should be cut only once a year at the end of October when insects and birds have finished breeding.

BJ left the meeting before the Council went on to discuss planning applications.

19/375. District Councillors' report

DH and ES introduced their written report which had been circulated in advance.

19/376. Planning applications

a) St Michaels, Spring Copse: Conservatory to previously approved new house [P20/V2998/HH] [Consultation deadline: Wednesday 16th December 2020].

The Council agreed to make no comment on this application.

b) Updates

- **Isis House, John Piers Lane [minute ref 19/308a]** – this application had been withdrawn by the applicant.
- **General Elliott, Manor Road [minute ref 19/357a]** – the Clerk reported that VoWHDC's Planning Officer Susannah Mangion had written to him in response to the Council's comments removing the proposed studio and correcting an error in an earlier set of plans.
- **Dorking House, Badger Lane [minute ref 19/357d]** – DH and CC had tried to ask VoWHDC to issue a Planning Contravention Notice but had met with the response that this was impossible as no case officer has even been allocated to deal with the complaint.
ES explained that the team was under strength because of vacancies and because officers had been transferred to work on the Local Plan.
It was understood that VoWHDC might not regard the matter as urgent because action could be taken up to ten years after a violation but the Vice-Chair said she had personal experience of a judicial review case where the courts had found it would be unreasonable to allow enforcement action to be demanded long after a council had first been aware of a violation.

19/377. Correspondence

The Clerk said he had been contacted by a parishioner about the bridge connecting the village to the City asking "Would it be possible to have bike rails added to the bridge to help people get their bikes over?"

Signed: Minie Cochran

Date: 1 Feb 21

BJ had advised the Council that, although there were bike rails on some bridges over the railway line, the ones of which he was aware had been fitted with bike rails before they were installed so he was not aware of the likely cost of having bike rails fitted to an existing bridge.

The Council was unsure if the cost could be justified of fitting bike rails to a very old bridge which Network Rail is committed to replace, possibly within the next few years, with a bridge that would have ramps, not just stairs.

19/378. Budget 2021-22

The Council **approved** the draft 2021-22 Budget recommended by the Chairman and Vice-Chair and **agreed** to demand a precept of £20,150 for 2021-22, which would represent no change in the parish council element of parishioners' Council Tax. **Action: Clerk to submit precept demand**

19/379. Banking

The Clerk had circulated a paper informing the Council that its bank is demanding that it passes something called a Safeguard Review by 29th January 2021. What this involves he was unable to say because, true to its usual stance, the bank refuses to speak to him.

However, the first stage of the process requires the Council to submit a form bearing the signatures of every signatory on the mandate the bank currently recognises, only two of whom are current councillors and one of whom no longer lives in the area.

CC felt it would be quite inappropriate to try to collect the signatures of individuals who are no longer councillors and the Council should instead pursue the change to the mandate originally agreed at the July meeting.

The Council **agreed unanimously** that in view of the difficulty the Vice-Chair might have in visiting a branch of HSBC soon in the current circumstances, the Council would instead change the mandate so that only the Chairman, CC, LG and the Clerk would be signatories of both the Council's accounts. **Action: Clerk**

19/380. Business Continuity

The Clerk had shared with the Council shortly before the meeting a copy of Radley Parish Council's Business Continuity Plan, which BJ had recommended and which had been kindly shared by Radley's Clerk.

The Council asked the Clerk to produce a document which dealt more clearly with the practical issues the Council had faced when he was taken ill earlier in the year.

Action: Clerk

19/381. Flood Alleviation Scheme

There was nothing to report.

19/382. Burial ground

The Clerk reported that The CDS Group has said it will complete the Tier 1 Groundwater Risk Assessment before Christmas.

19/383. Community Woodland

CC reported on a site meeting held on 4th November which had also been attended by Maggie Rawcliffe, the Clerk and Berkshire, Buckinghamshire and Oxfordshire

Signed: Mimi Cochran Date: 1 Feb '21

Minute book of page 163

Wildlife Trust's Andy Gunn. The Clerk had published the notes of the meeting in advance.

The Council **agreed** to a request from CC that the Council use its earmarked woodland reserve to make a grant to BBOWT, if requested, for the purchase of additional tree guards to protect the newly-planted trees.

19/384. Oxford to Cambridge Expressway

There was nothing to report.

19/385. Maintenance issues

None.

19/386. Traffic issues

CC reported that the order placed by OxonCC with its maintenance contractor on 28th October for the replacement of the damaged gate and also for all of the "Hinksey Hill" name plate signs to be replaced with new signs had not yet been carried out.

LG reported on the meeting of the Botley Traffic Advisory Committee held on 2nd December.

The Clerk reported that the residents of Redwood had very kindly cut back the overgrown vegetation that had been obscuring one of the new 30mph signs.

19/387. Feedback from members of the public

None.

19/388. Reserved business: staff training

The Council **agreed** the cost of the Clerk registering for the Society of Local Council Clerks' annual Practitioners' Conference. **Action: Clerk**

Time concluded: 9.05pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 4th January 2021 at 7pm [Note: subsequently cancelled]

Signed: Muir Cochran

Date: 1 Feb 21