

Draft minutes of the meeting of South Hinksey Parish Council held remotely via Zoom on Monday 1st February 2021

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

Other attendees: None.

Time commenced: 7.00pm

19/389. Apologies

Cllr Debby Hallett (VoWHDC), Cllr Emily Smith (VoWHDC).

19/390. Declarations of interest

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

CC asked whether she should declare an interest in relation to Dorking House and was advised the issue was proximity: she did not have a pecuniary interest.

19/391. Public questions, comments or representations

None.

19/392. Minutes of the last ordinary meeting

The Council **resolved unanimously** to agree the minutes of the December 2020 meeting. The Chairman said he had not printed off a set of minutes and was therefore unable to sign each page in front of the meeting. **Actions: Chairman to sign minutes on each page; Clerk to collect signed minutes from Chairman and publish them on website**

19/393. Financial report

The Council **noted** a bank reconciliation and budget monitoring report as at the end of Quarter 3 presented by the Clerk in his capacity as Responsible Financial Officer.

19/394. Finance – payments and receipts

Payments

The Council **ratified** the following six payments made by the Chairman and CC on 15th January on the Clerk's advice:

Reason	Amount	Payee	Power to act
Tier 1 Groundwater Risk Assessment	£1,800.00	Cemetery Development Services Ltd	s214 LGA 1972
Cutting wildflower meadow and former General Elliott car park	£834.00	Oxford Direct Services Ltd	s214 LGA 1972 s137 LGA 1972
Virtual Practitioners' Conference	£90.00	SLCC Enterprises Ltd	s111 LGA 1972

Signed: _____

Date: _____

Reason	Amount	Payee	Power to act
Clerk net pay November & December and Q3 expenses	£784.25	Geoffrey Ferres	s112 LGA 1972
Burial ground waste charges – December	£47.26	Oxford Direct Services Trading Ltd	s214 LGA 1972
PAYE Income Tax deducted Q3	£267.20	HMRC	s112 LGA 1972

The Council **resolved unanimously** to approve the four payments below:

Reason	Amount	Payee	Power to act
Annual maintenance contract	£67.09	Oxford Direct Services Ltd	s214 LGA 1972
Concept design for currently unused area	£900.00	Cemetery Development Services Ltd	s214 LGA 1972
Clerk net pay January	£356.35	Geoffrey Ferres	s112 LGA 1972
Zoom annual subscription	£143.88	Geoffrey Ferres	s111 LGA 1972

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 payments to Oxford Direct Services Ltd and The CDS Group

Receipts

The Clerk informed the Council of the following receipts:

Reason	Amount	Payer
Deposit account interest	£0.35	HSBC
Farm Woodland Payment 2020-21	£262.90	Rural Payments Agency
Additional inscription on memorial	£100.00	Midcounties Co-op

The Clerk reported that he has submitted a claim for a refund of £225.92 VAT paid in Quarter 3.

19/395. County Councillor's report

BJ reported that OxonCC's Cabinet is recommending that OxonCC does not take full advantage of the extra 3% increase in Council Tax allowed for adult social care. BJ expressed concern because the adult social care budget is already stretched and this would have a knock-on effect on other Government funding for the Council that assumes councils maximize their income.

BJ said he would be receiving a briefing later this week on the designs for the new Lodge Hill slip roads and asked if the Council would like a briefing. The Council **agreed** that it would.

BJ also reported that OxonCC has changed its position on 20mph limits so that it will now view applications for such limits more positively. BJ said this might be of interest for the village. He said a parish council would have to pay the legal costs of the change. The Council **agreed** that it would consider this issue at its next meeting.

Action: Clerk

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

Signed: _____

Date: _____

19/396. District Councillors' report

DH and ES had sent their apologies as well as a written report, which had been circulated in advance.

19/397. Planning applications

a) Updates

- **Former General Elliott car park** – the Clerk reported that VoWHDC had informed the Council that application P20/V0794/FUL had been withdrawn
- **General Elliott, Manor Road [minute ref 19/357a]** – the Clerk reported that VoWHDC has approved application P20/V2471/HH subject to a number of specific conditions.
- **Dorking House, Badger Lane [minute ref 19/32c]** – CC reported that she is arranging to send DH photos that have been requested by the Planning Enforcement Team.

b) Planning issues on Hinksey Hill

The Council considered the outcome of the meeting with ES on 18th January. DH will ask someone from:

- the Neighbourhood Planning team to speak to the Council about what's involved and the process for doing a Neighbourhood plan so the Council can decide if it might want to go down this route.
- Development Management to talk to the Council about some examples of planning applications that were passed despite parish objections, or rejected to aid understanding of material planning considerations and ensure future comments on applications are relevant and effective.

The Council **agreed** that in future the Clerk should provide the Council with a list of material considerations whenever it is considering a planning application so the Council can try to ensure its comments carry weight. **Action: Clerk**

The Council also **instructed** the Clerk to place the issue of a Neighbourhood Plan on the agenda of its next meeting. **Action: Clerk**

c) New issues

LG asked councillors about the apparent use of land next to the A34 by Oxford Baptist Chapel for "Worship on the Field" services while unable to use their premises in Jericho.

The Chairman said the tent that has been erected on the land does not count as a permanent structure and would not therefore require planning permission.

19/398. Correspondence

a) Deep Cleanse

The Clerk reported that South Hinksey had been due for a Deep Cleanse between Monday 8th and Wednesday 10th February but he has now been informed that Biffa has suspended the service "due to staffing issues regarding Covid-19".

The Council **instructed** the Clerk to ask that South Hinksey should receive special help to deal with the aftermath of the flooding when the service resumes. **Action: Clerk**

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Date: _____

b) Bus services

The Clerk reported that the Council has received an invitation to a meeting of Parish Transport Representatives to be held on 23rd February at 1.30pm using Microsoft Teams, the first meeting of Parish Transport Representatives since the arrival of Covid-19.

The Clerk advised the Council that OxonCC has been reinstating some bus services and even creating new routes, often to provide a means of children getting to and from school, and asked whether the 44 bus route used to have that function for children in the parish.

CC offered to write to Sunningwell Parish Council to see if it was interested in co-operating to try to have the service reinstated. **Action: CC**

19/399. Grant application

The Council **approved** a grant of £200 to Oxfordshire South and Vale Citizens Advice in view of the current difficult times and on the basis the Council might not give the same amount again next year.

The Clerk was asked if he could confirm that the number of residents in the application referred to separate individuals in the parish as 24 seemed surprisingly high.

Action for Chairman, Clerk and CC: meet to sign cheque

Actions for Clerk: enquire about statistics; send payment to Oxfordshire South and Vale Citizens Advice

19/400. Banking

The Clerk and the Chairman had visited the Abingdon branch of HSBC separately in order to try to complete the formalities in connection with the new mandate. The Clerk reported that he had heard nothing to indicate one way or the other whether the mandate has been changed successfully.

The Clerk reported that he has yet to hear from the Council's bank after submitting a form signed by the Chairman and CC in response to its demand that the Council submit itself to something called a Safeguard Review by 29th January 2021.

The Clerk reported he had also written to the bank in response to a questionnaire sent to the Council about adherence to the US Foreign Account Tax Compliance Act.

19/401. Business Continuity

The Clerk had put before the Council a draft Business Continuity Plan, which was generally welcomed.

But the Vice-Chair said that the Council also needed a set of procedures explaining, for example, how to deal with the defibrillator, how to call and minute meetings, or how to deal with planning applications.

The Chairman said these procedures could also act as handover notes for any future Clerk. **Action: Clerk**

19/402. Flood Alleviation Scheme

The Vice-Chair reported on the current flooding situation. She said the Environment Agency (EA) has been present in force. The water level is still rising. The EA has deployed a medium-size barrier with a pump and a larger barrier in Barleycott Lane. The issue of sewage needs to be addressed.

Signed: _____

Date: _____

LG expressed concern that there is no sign at the Oxford end of the Devil's Backbone warning people it is dangerous to attempt to walk along the path. The Vice-Chair updated the Council on the latest position with regard to the Council's four concerns: the Devil's Backbone; the spoil lorries; the compound; and communication.

19/403. Burial ground

The Council considered the report of the Tier 1 Groundwater Risk Assessment conducted by The CDS Group and the company's recommendation that the Council should now commission a Tier 2 Groundwater Risk Assessment.

The Council **instructed** the Clerk to seek the advice of Laura Harlock, who manages Oxford City Council's cemeteries, and bring the matter back to the next meeting.

Action: Clerk

19/404. Community Woodland

There was nothing to report.

19/405. Oxford to Cambridge Expressway

The Chairman said that the recent announcement that the Government is going to fund the next stage of East West Rail reconnecting Bicester and Bletchley shows that the issue of the Expressway has not gone away.

19/406. Maintenance issues

The Council **approved** the draft 2021 maintenance specification. **Action: Clerk to seek competitive quotations**

19/407. Traffic issues

CC reported that OxonCC's Mark Francis had explained that the wrong size of replacement gate had been ordered and another has had to be ordered so the work has not yet been carried out.

The Vice-Chair said she had asked ES if the Botley Air Quality Management Area could be extended south to include South Hinksey and ES had said this was not possible because South Hinksey is a rural, not an urban, area.

The Vice-Chair said ES had told her that devices had already been placed in South Hinksey to measure air quality but the Vice-Chair said she has been unable to locate any of these although she has searched for them. **Action: Clerk to contact ES**

19/408. Feedback from members of the public

None.

Time concluded: 9.09pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 1st March 2021 at 7pm

Signed: _____

Date: _____