

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

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

Other attendees: Richard Harding, Jo Emberson Wines and Penny Burt (Environment Agency); Sean Rooney and Tim Shickle (OxonCC); and 28 parishioners.

Time commenced: 7.00pm

The Chairman opened the meeting by explaining the procedure he would be following and informing everyone that the meeting would be recorded to assist with minuting it, but the recording would be deleted once the minutes had been approved.

19/409. Apologies

Cllr Debby Hallett (VoWHDC).

19/410. Declarations of interest

All members declared an interest in relation to the Oxford Flood Alleviation Scheme, the Oxford to Cambridge Expressway and the A34 Improvement Project.

Procedural motion

The Chairman proposed that the following agenda items be taken in the order below:

- 19/411 Public questions, comments or representations not related to the Oxford Flood Alleviation Scheme
- 19/413 Minutes of the last meeting
- 19/415 Payments and receipts
- 19/416 County Councillor's Report
- 19/417 District Councillors' Report
- 19/426 Maintenance issues
- 19/422 Burial Ground
- 19/428 Annual Parish Meeting 2021
- 19/412 Flood Alleviation Scheme

and that all other agenda items be deferred to the next meeting.

19/411. Public questions, comments or representations

None other than those relating to the Flood Alleviation Scheme.

19/412. Flood Alleviation Scheme

Jo Emberson Wines, Richard Harding and Tim Shickle addressed the Council regarding the Oxford Flood Alleviation Scheme and the replacement of the bridge carrying the Ring Road over the railway.

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Date: _____

The Chairman asked that the EA provide the Council with a map showing all the properties and the difference between its original proposal that the site be at least 45 metres from residents' boundaries and its new plan for the site to be at least 75 metres from every dwelling.

In the first part of the discussion the Chairman and the Vice-Chair made points and ES, Richard Harding, Jo Emberson Wines and Penny Burt responded.

In the second part of the discussion parishioners were given the opportunity to ask questions and seven did so. Jo Emberson Wines, Penny Burt, Richard Harding and ES responded. The Chairman, the Vice-Chair, LG and CC also made points.

Various requests were made and assurances given but it was agreed these would be followed up after the meeting rather than a list agreed before closing the meeting.

19/413. Minutes of the last ordinary meeting

The Council **resolved unanimously** to agree the minutes of the February 2021 meeting. **Action: Clerk to collect signed minutes from Chairman and publish them on website**

19/414. Financial report

Deferred to the next meeting

19/415. Finance – payments and receipts

The Council **unanimously approved** a report presented by the Clerk as Responsible Financial Officer:

- a) Ratifying the following payment made by the Chairman and CC on 17th February in line with the decision of the June 2020 Council meeting that these invoices can be paid without waiting to be put to a meeting for approval:

Reason	Amount	Payee	Power to act
Burial ground waste charges – January	£47.26	Oxford Direct Services Trading Ltd	s214 LGA 1972

- b) Approving the three payments below:

Reason	Amount	Payee	Power to act
Share of Clerk's annual subscription	£94.00	Society of Local Council Clerks	s143 LGA 1972
Clerk net pay February	£356.35	Geoffrey Ferres	s112 LGA 1972
PAYE Income Tax deducted Jan and Feb	£178.40	HMRC	s112 LGA 1972

- c) Waiving Financial Regulation 6.5 so that the Chairman and CC could sign the payments at another time.
- d) Authorising the March salary payment without waiting for the Council's next meeting in April
- e) Agreeing to sign a new direct debit instruction for the burial ground commercial waste charges

The Clerk reminded the Council that the annual payment to OxonCC in connection with the Hinksey Hill 30mph limit would be made this month by standing order and he informed the Council of a processing error whereby the Council's bank had

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Date: _____

misread a cheque for £784.25 as one for £704.25 – the Council is seeking the Internal Auditor's advice as to how to deal with this.

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

Actions for Clerk: send payment to SLCC; make payment to HMRC

19/416. County Councillor's report

BJ said he had established what the procedure would be for requests for 20mph limits: a parish council would need to send a map with commentary to OxonCC's Lee Turner and he understood that the legal costs for each order would be between £6,000 and £8,000, to be paid by the parish council concerned.

BJ also reported that he understood that OxonCC had been sued over the retendering of the parking enforcement contract and had settled out of court with the current holder of the contract at a cost of £1.6m.

19/417. District Councillors' report

ES introduced the written report from DH and herself, which had been circulated in advance. She drew attention to the start today of a vaccination outreach programme whereby Council officers will be visiting people at home in the top four priority groups who have not responded to their invitation to have a Covid-19 vaccination.

19/418. Planning applications

Deferred to the next meeting

19/419. Correspondence

Deferred to the next meeting

19/420. Banking

Deferred to the next meeting

19/421. Business Continuity

Deferred to the next meeting

19/422. Burial ground

The Clerk had sought the advice of Laura Harlock, who manages Oxford City Council's cemeteries. She had expressed the view that a Tier 2 Groundwater Risk Assessment at a cost of £2,750 (excluding VAT) was unnecessary but had recommended that the Council seek the opinion of the Environment Agency (EA), which the CDS Group had suggested might cost £550 (excluding VAT).

The Council **unanimously agreed** not to commission a Tier 2 Groundwater Risk Assessment and not to seek the opinion of the EA either as there was no requirement to do so and the risk of groundwater appeared low. **Action: Clerk to communicate the Council's decision to the CDS Group**

19/423. Community Woodland

Deferred to the next meeting

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Date: _____

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19/424. A34 improvement project

Deferred to the next meeting

19/425. Oxford to Cambridge Expressway

Deferred to the next meeting

19/426. Maintenance issues

The Council **agreed unanimously** to award the 2021 maintenance contract to Oxford Direct Services Ltd. **Action: Clerk to inform Laura Harlock and arrange for the woodland to be mown as soon as possible**

19/427. Traffic issues

Deferred to the next meeting

19/428. Annual Parish Meeting 2021

The Chairman announced that the Annual Parish Meeting would be held remotely via Zoom on Monday 12th April.

19/429. Feedback from members of the public

None.

Time concluded: 9.35pm

MINUTES SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING

Date of the next Parish Council meeting: Monday 12th April 2021 at 7.30pm, following the Annual Parish Meeting

Signed: _____

Date: _____