

## **Minutes of the meeting of South Hinksey Parish Council held at South Hinksey Village Hall on Monday 6<sup>th</sup> February 2023**

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**Present:** Andy Clayton, Michael Cochrane (Chairman), Linda Goodhead, Patricia Jones (Vice-Chair), David Maitland and Richard Peacock.  
**Other attendees:** Cllr Emily Smith (VoWHDC), Jenny Barney, Paul Barney, Dudley Goodhead, Anthony Gresswell and Kathy Rose.  
**In attendance:** Geoffrey Ferres (Clerk).

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**Time commenced: 7.00pm**

### **Procedural items**

#### **22/165. Apologies**

Cllr Bob Johnston (OxonCC) and Cllr Debby Hallett (VoWHDC).

#### **22/166. Declarations of interest**

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

#### **22/167. Public questions, comments or representations**

Kathy Rose addressed the Council regarding item 22/173a. She said the garage had been demolished but has been rebuilt in a style matching the house. With a pitched roof, the building would be inappropriate development.

Jenny and Paul Barney addressed the Council regarding Betty Lane. They wanted to know the route of the path the Council wished to see connecting Betty Lane with the rest of the village.

#### **22/168. Minutes of the last ordinary meeting**

The Council **agreed** the minutes of the January 2023 meeting. The Chairman then signed the minutes and initialled each page.

**Action: Clerk to publish signed minutes on website**

### **Business items**

#### **22/169. Financial report**

The Council **noted** the bank reconciliation and budget monitoring report to end January 2023 presented by the Clerk in his capacity as Responsible Financial Officer.

Initialled: \_\_\_\_\_

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## 22/170. Finance – payments and receipts

### a) Ratification of payment made since last meeting

The Council **unanimously approved** the following payment:

Reason	Amount	Payee	Power to act
Clerk net pay January	£452.65	Geoffrey Ferres	s112 LGA 1972

### b) Payments

None.

### c) Receipts

The Clerk informed the Council that there had been two receipts since the last ordinary meeting:

Reason	Amount	Payer
Porter and Allsworth interments	£4,200.00	Greens Funeral Services
Transfer of Exclusive Right of Burial	£80.00	Denis Gustafson

## 22/171. County Councillor's report

BJ had sent his apologies and a written report which the Clerk had circulated and published on the Council's website.

## 22/172. District Councillors' report

ES introduced the monthly report from her and ES. VoWHDC's proposed budget for 2023-24 is based on the maximum Band D Council Tax increase allowed by the Government of £5.

## 22/173. Planning applications

### a) St Michaels, Spring Copse: Rebuilding of garage roof that involves change of flat roofing to high gabled one [P23/V0096/HH] [Consultation deadline: Thursday 9<sup>th</sup> February 2023]

The Council **agreed** to instruct the Clerk to oppose the application on the basis of concerns expressed about the visual impact of the pitched roof, the further increase in the density of buildings and the further increase in the volume.

**Action: Clerk**

### b) The Council **agreed** to invite VoWHDC's Ricardo Rios to address its March meeting. **Action: Clerk**

## 22/174. Correspondence

The Clerk brought two items to the Council's attention:

### a) An Oxfordshire company named Land and Property Registration has offered an audit of the Council's property portfolio for £25. The Council **agreed** unanimously to instruct the Clerk to write back to the company expressing interest in taking up the offer. **Action: Clerk**

### b) VoWHDC's Waste Team has informed the Council that Keep Britain Tidy's Great British Spring Clean will be running again this year from Friday 17<sup>th</sup> March to Sunday 2<sup>nd</sup> April 2023. The Council **agreed** it should be for ward councillors to consider separately whether to decide to take part.

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### **22/175. Banking**

The Council signed the form to update the bank mandate.

**Action Clerk to submit the amendments to Unity Trust Bank**

### **22/176. Traffic issues**

The Council **noted** that the next Parish Transport Representatives meeting is online at 1.30pm on Tuesday 21<sup>st</sup> February 2023. **Action: LG**

The Clerk drew attention to the fact that the trial of running the X1 up Hinksey Hill has been running for almost six months, the minimum period for which the trial-period had been pledged. DM offered to make enquiries about the continuation of the trial. **Action: DM**

### **22/177. Burial ground**

The Clerk reported there had been two interments in existing plots since the last meeting and that a company named Tony James Memorials Ltd had snuck into the burial ground in January and re-installed a headstone without the Council's permission and without payment.

The Council **agreed** to instruct the Clerk to write to the company informing them they are banned from working in the burial ground again. **Action: Clerk**

The Clerk reported he has begun what seems to be a tortuous process of registering the Council to be allowed to use Contract Finder to advertise the burial ground tender.

The Clerk reported he has arranged for Oxford City Council's Cemeteries team to conduct another memorial safety inspection this month.

### **22/178. Next steps regarding Betty Lane**

The Council **agreed unanimously** to instruct the Clerk to draft a response to the Department for Transport's Stopping Up Order consultation based on the Council's previous decisions, circulate it to members and submit it after taking account of any comments he receives. **Action: Clerk**

### **22/179. Co-options**

The Council **agreed** to adopt a policy and procedure drafted by the Vice-Chair, LG and the Clerk.

**Actions: Clerk to publish final document on the Council's website; Vice-Chair to draft application form for potential co-optees**

### **22/180. Community woodland**

The Council **instructed** the Clerk to obtain a quotation for 2023 using the 2022 specification without alteration. **Action: Clerk**

### **22/181. Oxford Flood Alleviation Scheme**

None.

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### **22/182. Oxford-Cambridge Arc/A34 Improvement Project**

The Clerk drew the Council's attention to the government's announcement on 23<sup>rd</sup> January 2023 of its support for the establishment of a new Oxford to Cambridge Pan-Regional Partnership.

ES said VoWHDC is not involved, but most other Oxfordshire councils are.

### **22/183. Maintenance issues**

AC had reported the condition of The Devil's Backbone on FixMyStreet. Although OxonCC had responded quickly and some cracks had been marked with paint, only some of those cracks had then been filled. The Council recommended that AC report the problem again. **Action: AC**

Vice-Chair reported the reappearance of graffiti at the entrance to the village.

**Action: Vice-Chair to report graffiti to Thames Water**

The Council **agreed** to accept the lowest quotation for the 2023 maintenance contract and to offer Tactical Facilities Management Ltd a contract based on one month's notice. **Action: Clerk**

### **22/184. Marking the Coronation**

RP had contacted the Village Hall Committee and had suggested a Mock Pub. He understands the Committee meets tomorrow.

The Council **agreed** to contribute up to £300 to enable parishioners to toast the new King in the event of the Village Hall Committee agreeing to hold a Mock Pub.

### **22/185. Annual Parish Meeting 2023**

The Council **agreed** to hold the 2023 Annual Parish Meeting on the same evening as the Council's annual meeting

**Action: Clerk to contact Village Hall Committee**

### **22/186. Recruitment of new Parish Clerk**

The Clerk advised the Council he intended to retire at the latest on Friday 26<sup>th</sup> May. The Vice-Chair has obtained materials and advice from the Oxfordshire Association of Local Councils.

The Council **agreed unanimously** to delegate to the committee appointed at its last meeting the authority to:

- Set the salary within the budget agreed for 2023-23
- Place advertisements for the post costing up to £300
- Set the interview date to be offered to applicants.

### **22/187. Business continuity**

The Council **noted** a list of handover notes the Clerk proposed to write for his successor.

The Vice-Chair asked the Clerk also to write a precis of the main issues facing the Council for the use of his successor. **Action: Clerk**

### **22/188. Standing Orders**

The Council **agreed** to defer the matter to a future meeting.

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**22/189. Records Management**

The Council **agreed** the Clerk's proposal to deposit the signed minutes for the period April 2013 to April 2018 with the Oxfordshire History Centre. **Action: Clerk**

**22/190. Feedback from members of the public**

Anthony Gresswell said he is the Wytham Parish Meeting's Responsible Financial Officer. He said he had last attended a parish council meeting about 20 years ago and was impressed with what he had seen this evening.

Jenny and Paul Barney said they would be keen to help with litter picking as it was a constant problem in the area near their home.

**Time concluded: 8.59pm**

Note: Minutes subject to approval at next Council meeting on Monday 6<sup>th</sup> March 2023.

*Min Colburn*

Initialled:  \_\_\_\_\_

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