

**Minutes of the Meeting of South Hinksey Parish Council
held at South Hinksey Village Hall on
Wednesday 10th May 2023 at 7pm.**

Present: Cllrs Clayton, Goodhead, Jones and Peacock.

In Attendance: L Morrison Allsopp Clerk and RFO, David Maitland and Cllr Johnston (OCC).

23/01

Election of Chair for 2023

Cllr Jones was nominated by Cllr Goodhead, seconded by Cllr Peacock. There being no other nominations, she was duly elected and completed the declarations of acceptance of office, witnessed by the Proper Officer.

23/02

Election of Vice Chair for 2023

Cllr Goodhead was nominated by Cllr Peacock, seconded by Cllr Clayton. There being no other nominations, she was duly elected and completed the declarations of acceptance of office, witnessed by the Proper Officer.

23/03

Apologies: Cllrs Smith and Hallett (VoWHDC).

23/04

Declarations of acceptance of office

The Clerk confirmed the Declarations had been completed by all Councillors before the meeting.

23/05

Co-options to the Hinksey Hill ward

David Maitland was proposed by Cllr Jones seconded by Cllr Clayton with unanimous agreement. He completed the declaration of acceptance of office, witnessed by the Proper Officer.

23/06

Declarations of interest

All Council members declared an interest in the flood alleviation scheme and in the A34.

23/07

Public questions, comments, or representations

None received.

23/08

Minutes of the last ordinary meeting

These were unanimously agreed as a correct record.

23/09

Insurance

Insurance cover from BHIB for the twelve months commencing 1st June 2023 at a cost of £364.67 for one year or a three-year deal paid yearly at a cost of £389.50 per year. Unanimous agreement for the three-year deal. Clerk to action.

23/10

Finance - Payments

Council reviewed and agreed the payments for:

Oxford Direct Services Trading Ltd, £410, Allsworth burial, fee for the interment

Oxfordshire Association of Local Councils, £132, Cemetery management training course for Clerk

Oxford Direct Services Trading Ltd, £410, Porter burial, fee for the interment

23/11

County Councillor's report

Cllr Johnston reported he had attended a site meeting in Kennington and confirms the weight restriction for Hinksey Hill is being progressed. Thanks from Chair to Cllr Johnston.

Question on Botley Road Closure re-opening. Cllr Johnston expressed concerns that it will overrun, but the Road is due to re-open in October with a further subsequent closure.

Question on Nuneham Viaduct – June 12th re-opening planned for the rail bridge.

South Ward Allotments letter received from the Association. Tenants are leaving because of nuisance and vandalism believed to be caused by residents from the Redbridge Traveller's site. The City Council is threatening closure because there are not enough tenants to run the Association. The Allotments belong to the City Council while the Travellers Site is managed by OCC. Cllr Johnston was asked to organise a meeting with interested parties to talk through the issues. He will discuss with OCC Officers and come back.

He informed Council that the District Councillors were at a meeting on the organisation of the District Council following the elections.

23/12

District Councillors' report

Councillors offered their apologies.

23/13

General Power of Competence

Council agreed that this be deferred to the next meeting.

23/14

Year End Bank Reconciliation 2022-23

Council approved the end of year bank reconciliation for 2022-23.

Discussion on the low balance in the General Reserve. Best practice recommends a level approximately half the annual precept at the end of the Financial Year. It was agreed unanimously, that the £2600 in Election Costs earmarked reserve be vired to the general reserve raising it to £9,765.23. **Clerk to Action**

23/15

Asset Register end of year 2022-23

The Register was noted. The Clerk explained that Local Government accounts as opposed to Business accounts do not allow for depreciation and items owned by the Council before the creation of the Asset Register have a nominal value of £1.

23/16

Financial Regulations

Council agreed unanimously that the regulations be updated to reflect the Council's use of Internet Banking. 4.4 allows the Clerk to spend in an emergency up to £500. Amend this to £1000. 6.11 insert 2 stage authentications required, one of which is from a non-saved PIN. Agreed that amended Financial Regulations come to a future meeting with new Standing Orders. **Clerk to action.**

23/17

Code of Conduct

The Council unanimously agreed to re-adopt the Oxfordshire Model Code of Conduct.

23/18

Complaints Procedure

With the agreed update amendments to contact details, Council unanimously adopted the Procedure.

Clerk to Action

23/19

Burial Ground Rules and Regulations

Council unanimously re-adopted the Rules and Regulations.

23/20

Privacy Notice and Data Protection Policy

With the agreed amendments to the contact details, Council unanimously adopted the Policy. **Clerk to Action**

23/21

Records Management and Retention Policy

With the agreed amendments to contact details, Council unanimously adopted the Policy. **Clerk to Action**

23/22

Guide to Information and Schedule of Fees

With the agreed amendments to contact details, Council unanimously adopted the Guide. **Clerk to Action**

23/23

Election of representatives

23/24

Election of committees

Council unanimously agreed that items 23/23 and 23/24 be taken together.

Planning Champion – planning is a matter for the whole Council so a separate champion is not required. Unanimously agreed.

Community Action Group representative - Group includes police, neighbourhood watch and other community groups and meets in Kennington. Meetings stopped during Covid. Clerk asked to check with Police Sergeant Carl Bryant if it still exists and report back to Council. **Action Point.**

Parish Transport Representative. Agreed as not necessary.

Botley Traffic Advisory Group representative. This group is useful and Cllr Goodhead is happy to continue as the representative. Agreed by Council.

Committees require a formal structure with Agendas, Minutes and Terms of Reference, while Working Groups can include non-councillors and work on projects to bring recommendations to Council to be actioned. Council agreed to appoint working groups.

Flood Alleviation Scheme Working Group - Cllrs Clayton, Peacock and Jones.

Betty Lane Cycle Path Working Group - Cllrs Clayton, Goodhead and Maitland with Mrs Maitland.

Woodland Working Group - Cllr Maitland and the Clerk.

23/25

Annual Review of Systems of Internal Financial Control

Council considered and agreed the review

23/26

Bank Mandate

Change to the Bank Mandate to delete the retiring Clerk and add the new Clerk previously agreed.

23/27

Direct Debits

VoWHDC – burial ground business rates.

Oxford Direct Services Trading Ltd – monthly burial ground commercial waste charges.

Information Commissioner's Office – annual fee.

Council unanimously agreed to confirm these existing variable direct debit instructions.

23/28

Standing Orders

The Council agreed to confirm the annual £3,000 standing order to Oxfordshire County Council to repay the loan cost of implementing a 30mph speed restriction on Hinksey Hill.

Audit 2022-23 items

23/29 - Internal Audit Report 2022-23

23/30 - Annual Governance Statement 2022-23

23/31 - Accounts 2022-23

The Audit 2022-23 items were to be discussed and agreed only if the Internal Auditor's report had been received. In its absence the items were deferred to the next meeting. **Clerk to Action**

23/32

Planning applications

None received.

23/33

Feedback from members of the public

There were no members of the public present and it was agreed by Council that this item is redundant and should be removed from future agendas. **Clerk to Action**

Resolved that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

23/34

Clerk's contract

The Council agreed the following amendments to the Clerk's contract.

Notice period amended to two months on both sides.

Annual Leave to be brought in line with National Agreement.

Pay day to be specified as the final working day of the month.

Chair to Action

Meeting closed at 8.25pm.