

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

Mrs Linda Morrison Allsopp, Parish Clerk
Email: clerk@southhinksey-pc.gov.uk

Tel: 07467 257654
33 Field House, West Way, Oxford OX2 9JN

Minutes of the Meeting of South Hinksey Parish Council held at 7pm on Wednesday the 18th of October 2023 in the South Hinksey Village Hall

Present: Cllrs Clayton, Goodhead (Vice Chair) and Maitland

In Attendance: L Morrison Allsopp Clerk and RFO, Cllr Johnston OCC and five members of the public.

In the absence of the Chair, the Vice Chair Cllr Goodhead took the Chair.

23/96. Apologies for absence: Cllrs Jones and Peacock and District Cllrs Emily Smith and Debby Hallett

23/97. Declarations of Interest:

To receive any Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct. This does not preclude any later declarations.

All Councillors declared an interest in:

The Flood Alleviation Scheme
The A34

23/98. Approval of the draft Minutes of the Parish Council Meeting held on the 30th August 2023

The draft minutes were agreed as a correct record and signed and initialled by the Chair of the meeting.

23/99. Public Participation - questions, comments or representations

A Member of the Public reiterated his question from the last meeting on the dates for the Betty Lane Cycle Path consultation. The Clerk responded that the plan for the process is still being formulated and the consultation with the Parish was part of that. Another Member of the Public asked what form the consultation would take and the Chair responded that it was still to be decided. There were no other questions.

23/100. Reports from County and District Councillors

Report from Cllr Johnston of Oxfordshire County Council (OCC).

OCC have elected a lead and full funding is in place for the Lodge Hill Slip roads. The tender process for the appointment of a contractor can begin. Mitigation measures are being put in place including the Hinksey Hill Weight Limit, hopefully by February. Bypass slip roads onto Kennington Road will be closed starting on the 7th November for soil samples and checking the site of utilities. Works for the Kennington Bridge which will use a replacement bridge.

Issues over the provision of Special Needs Services has resulted in a change of administration, now a minority Liberal/Democrat administration. With the management changes allowed in legislation very few decisions go to full Council. The main one is the 2024/25 budget, but the administration hope they will be able to get this through. Cllr Goodhead welcomed any improvement in the provision for Special Educational Needs but more SEN places are required. She also highlighted that there had been assurances the work on Kennington Bridge would not clash with the work on Botley Bridge. Was this still the case with

the changes to the planned works on Botley Bridge. Cllr Johnston assured that he would make representation.

A Member of the Public tried to interrupt and the Clerk had to intervene and point out that this was a formal meeting and such interruptions are not permitted. Cllr Johnston confirmed that a Council Meeting is open to the public, but it is not a public meeting.

Councillor Johnston left the meeting.

Report from District Councillors

The District Councillors gave their apologies but their written report is available in Dropbox.

23/101. Review of Actions from the Minutes

23/84 Electric Charging Points.

Proposal that the Clerk complete the Expression of Interest form, suggesting Parker Rd where there is Highway land. Agreed. **Action Point Completed**

23/69. Issues with Parker Road TTRO –

Clerk unanimously asked to write to Highway Authority, Northavon and if possible, Thames Water to express the concerns of the Parish and that the closure of Parker Road makes Manor Road unsafe.

Completed. No response. Council asked Clerk to follow up again. Completed.

23/83. Clerk's Report

Burial Ground Levelling

There is already one quote for this that Geoffrey obtained. I am trying to get a second quote but with my annual leave and their annual leave we have failed to get a date and time to meet at the burial ground. I should have time to chase this up, now that the Public Inquiry is sorted. Need a broken down quote. Circulate quote received to Councillors. **Action Point**

Annual Leave

I was on Annual Leave from Monday the 24th July to Friday the 4th August. I would normally take 2 weeks annual leave in August, however the Extraordinary Meeting on the 9th of August made that impossible. Unfortunately the email system used by the Parish Council does not have an out of office facility.

Discussion on how this can be remedied, by use of Outlook. **Action Point**

23/85 Village Grounds Maintenance – verbal report from Cllr Peacock

Clear the pub “car park” edge and turn internal area into a wild flower meadow with a cut to allow seeds to set. Proposal that this be agreed with Tactical provided there is no extra cost. **Action Point**

23/86. Reports from Working Groups

d. Woodland

Get quotes for a farm gate. **Action Point**

Come back with ideas for an article on the Woodland in the Echo. **Action Point**

23/87. Finance

- b. Corporate MultiPay Card:** To consider and agree an application to Unity Trust Bank for a Corporate MultiPay Card at a monthly cost of £3.

Agreed that this will be set up to match the Financial Regulations. In an emergency the Clerk can pay up to £500. At the moment she can only do so using her own money, as she did with the money owed to HMRC. Councillors authorise on the Unity Trust account the payments agreed by Council. Any emergency payment must come to Council to be agreed in retrospect. Card will also be used to cover the SIM card payments.

Action Point

- c. **Scribe Accounts Package;** To consider and agree the use of the Scribe Accounts Package at an initial cost of £595.

Agreed to buy it. Clerk to bring a proposal to the next meeting for budget. Action Point Completed

- d. **Clerk Attendance at Public Inquiry:** the Clerk has suggested that she attend the Public Inquiry, for Council to consider and agree if this is out with the contracted 35 hours per month and if it should incur an additional payment.

Chair will discuss this with Clerk and bring a proposal to the next meeting. **Action Point Completed**

23/90. Landscape Evidence Study: To consider and agree comments

Cllr Maitland and Clerk to look at this and feedback. **Action Point**

23/91. Winter Preparations: to consider and agree if any further salt bins are required at a cost of £250 each and if any additional bags of salt are needed.

Cllrs Peacock and Maitland to feedback on requirements. **Action Point Completed**

23/92. Deep Cleanse Services: to note the deep cleanse planned by South and Vale and consider any District Council land that should be highlighted.

Agenda for next meeting Councillors bring suggestions. **Action Point Completed**

23/93 Additional Work Hinksey Hill Noticeboard: to consider and agree quote for additional work to Hinksey Hill Noticeboard at a cost of a further £500.

Defer to next meeting. **Action Point Completed**

23/94 Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting. Everything, has been circulated.

Respond to letter from Barneys thank you for your email sorry for but we have nothing to add. **Action Point Completed**

The Clerk apologised that she had not had time to complete all the Actions because of the pressure of other work. She was assured the Council appreciated the reasons for this and the work she is doing. The Clerk stated that her priority had to be the Burial Ground and she needed space to go through what had already been done and formulate a plan for the completion of the work. There is only one plot left. Cllr Clayton asked if the Budget for this needed to be amended and the Clerk assured him there was a budget for the Burial Ground works.

23/102. Clerk's Report

Burial Ground

I had planned to concentrate on the new Burial Ground plots and their development, but events overtook me and other issues needed to be resolved.

Unity Trust Bank MultiPay Card

The application form has been completed and I will bring it to the Parish Council meeting for signature.

AGAR

The AGAR is now complete and the report from the External Auditor is on the agenda.

Annual Leave

I would like to take Annual Leave from Wednesday the 27th December to Friday the 29th December and from Wednesday the 3rd January to Friday the 5th January.

Hours of Work

My intention to only work my contracted hours of 35 per month has not happened. I have had to spend time sorting out a Burial Ground problem, re-working this year's budget and attending the Public Inquiry and the follow up work required.

Budget 24/25

I will bring the first draft of this to the November meeting. Please advise me of any budget requests for next year by the 27th of October.

Illness

My apologies that my Covid and Flu jabs caused me to be unwell and the Council Meeting had to be postponed.

SLCC

I attended the monthly meeting of SLCC Oxfordshire, in person on the 7th September and via Zoom on the 5th of October.

Email

I received the following email on the 25th of September and asked that the post be forwarded, but nothing has arrived.

Dear Linda,

A thin C5 window envelope arrived here on Saturday.

My first thought was it looked like a chase invoice from someone.

But I have now held it up to the light and I can read "Natwest", which suggests it may be a sheet of paper with a cheque you can tear off.

Would you like me to forward the envelope or to drop it off at Field House?

I'm passing through Botley tomorrow.

Best wishes,

Geoffrey

COUNCIL MATTERS

23/103. Village Grounds Maintenance –

- a. Report from Cllr Peacock and proposal to amend the specification for next year and tender process. Deferred to next meeting in Cllr Peacock's absence.
- b. To agree amendment to Grass Cutting Contract proposed by Oxfordshire County Council, (OCC). Contract amendment was agreed. **Clerk to sign when amended document received. Action Point**

23/104. Reports from Working Groups

- a. Betty Lane Cycle Path
 - i) To consider report by Cllr Clayton on the Public Inquiry and the motions below
 - ii) To agree to source and engage a solicitor familiar with land and estate issues to initially clarify the position of this land now and if the stopping up order is granted. In particular, if ancient and historic uses and rights of way are also extinguished by the granting of a stopping up order. A legal advice budget exists for this work. Lack of clarity. Agreed to defer until the Parish Council joins the Open Spaces Society and obtains their advice on this matter.
 - iii) To agree to affiliate to the Open Spaces Society at a cost of £45/year. This society provides some support and resources with rights of way and access issues. To meet this cost from legal advice budget. Agreed. **Action Point**
 - iv) To agree to begin the process of registering a right of way across this land and beyond to allow the walking/cycle path to be more formally established and improved.

Agreed that the Working Group will prepare the application and bring to the next meeting for agreement. The Clerk can then submit the application as the Proper Officer. **Action Point**

- v) To make contact with neighbouring parishes with shared ambitions in order to share ideas and offer support.

Agreed to contact Botley and North Hinksey, Wootton, Sunningwell, Kennington and Cumnor for their thoughts and feedback and impact on their Parishes. Working group to prepare a letter for agreement by Council and then circulation by the Clerk. **Action Point**

- vi) To agree to contact the County Council Highways team to ask if our order could be extended (or a new order placed) to reduce the speed on Betty Lane and the Road to the Garden Centre and the houses beyond it to 20mph.

Agreed that Clerk should write to Oxfordshire County Council Roads to request this. **Action Point**

- vii) To agree that the Parish Council work with the Community Working Group to produce a short communication for parishioners outlining the current ambition, progress and next steps.

Agreed that the Working Group will prepare a draft communication and bring to the next meeting for agreement. The Clerk can then circulate. **Action Point**

- viii) To consider and agree a response to the 965 SUoH Inquiry Note2 from the Public Inquiry Inspector.

Cllr Goodhead read out the comments from Mr Dawton and suggested that it would appropriate to add visual reinforcement to back up that statement. It was agreed that the Clerk would forward photograph to the Inspector, illustrating the other side of the roundabout. **Action Point**

Cllr Maitland expressed his thanks to the Clerk for the effort put into this and to those who attended on the day of the Inquiry. Cllr Goodhead felt it was a joint effort by everyone.

The Members of the Public left the Meeting.

b. Flood Alleviation Scheme

- i) To consider and agree motion from Cllr Clayton that the Parish Council contact Vale of White Horse District Council to register its objection to the scheme with them.

Cllr Goodhead proposed that in the absence of the Chair, this be deferred to the next meeting.

Cllr Clayton proposed that since the Parish Council has formally objected to the Scheme that we take an extract from the previous objection and send that to Vale of White Horse District Council with a short cover note to reiterate the Parish council's objection. Agreed by a majority. **Action Point**

c. Woodland:

Defer to next meeting.

d. A34 Noise:

- i) for Council to consider the consultation data and express its formal support for the work of the Working Group

- In the absence of the members of the Working Group this item was deferred to the next meeting.**

23/105. Finance

a. Approval of Receipts and Payments against Budget since last Council Meeting. All agreed payments to be authorised by Cllrs Maitland and Clayton after the meeting.

Receipts & Payments for notification or approval at Council Meeting against Budget September

	Payee	Description	Method of Payment	Total Amount including VAT £	Budget Code	Budget Total £	Budget Balance £
Paid - expenditure previously approved at Council Meeting or urgent /regular payments							
1.	Unity Trust	Quarterly Bank Charge	DD	18.00	19	100.00	64.00
2.	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	45.91	9	3000.00	2643.79
3.	VoWHDC	Burial Ground Rates	DD	52.00	9	3000.00	2591.79
For Approval							
	LMA	Net Staff Costs Sept. Balance after Tax Code change	SO BT	466.00 90.60	7	7750	4070.19
5.	LMA	Clerk Expenses Qs 1&2	BT	132.95	15	300.00	75.45
6.	HMRC	Tax &NI	BT	257.34	7	7750	3812.85
7.	Tactical Services Aug	Grass Cutting	BT	330.00	8	2081.30	980.90
15.	Tactical Services Aug	Grass Cutting	BT	330.00	8	2081.30	650.90
8.	Community Heartbeat	Defibrillator Pads and Battery	BT	329.40	29	250	-79.40
9.	South Hinksey Village Hall	Coronation Grant	BT	300.00	23	1000	700.00
10.	Moors	External Audit	BT	252.00	10	500.00	-100
11.	Covered by LMA	SIM top up	BT	10.00	15	300.00	65.45
12.	ODST Ltd	Digging Fee	BT	610.00	9	3000.00	1981.79
13.	Town & Parish Council Websites	Website	BT	444.00	18	450	6.00
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
14.	VoWHDC	Precept second and final payment					10.501
Explanations							

Payments agreed. Cllr Clayton checked if the payments were on Unity Trust for authorisation after the meeting and the Clerk agreed they were. Anything agreed should be authorised, anything not agreed should be rejected.

b. To note Final AGAR Statement from External Auditor and recommendations.

Noted.

c. Additional Work Hinksey Hill Noticeboard: to consider and agree quote for additional work to Hinksey Hill Noticeboard at a cost of a further £500.

Not agreed.

d. To Note Community Infrastructure Payment

Noted.

Opportunity to start another pot to be spent on infrastructure. Last pot spent on the Noticeboards. Infrastructure things like benches and playpark equipment, items that benefit the parish. Could go towards building the cycle/foot path. Have 10 years to spend. Can take three years to receive the CIL monies from a Planning Application. Cllr Goodhead suggested bringing ways to spend the money to a meeting in January. Cllr Clayton asked if it was known what other CIL monies were expected. South Hinksey has little development of the size to result in CIL payments.

e. To review Budget information Paper 13

The first draft of next year's budget will come to the next meeting. The following virements reflect actual spend by Council.

To agree virement of funds from General Reserve of £554.20 to cover maintenance shortfall due to noticeboard cost and installation being over CIL reserve.

£100 to cover Audit shortfall.

£39.50 for Insurance shortfall.

£80.00 for Subscriptions shortfall

£79.40 for the Defibrillator shortfall.

£595 for the Scribe accounts package.

£1,015 salary shortfall and for the projected salary increase of £1 per hour backdated to the 1st of April.

£744 Woodland shortfall between budget and agreed cost of contract

£3207.10 Total

All the above budget totals were set at levels below the actual spend required. This was in addition to the built-in shortfall to be covered from reserves and that the general reserve was then converted to Earmarked reserves. Council made a decision to keep the precept low and have a budget shortfall that would be covered by reserves.

Agreed to virement of funds Action Point

23/106. Planning applications – to consider any applications received from Vale of White Horse District Council submitted and published on the VoWHDC planning portal between the circulation of this agenda and the meeting.

a. Application for Planning Permission Kennington Bridge

Noted.

b. To note the attendance of Cllrs Peacock and Maitland at the VWHDC Planning Training

Noted. Cllr Maitland asked to circulate any training materials provided.

23/107. CONSULTATION – A423 Southern & Eastern bypass (Kennington) - to consider and agree a response.

Defer to next meeting, so there is time to debate it properly.

23/108. Parish Council Casual Vacancy Guidance- for Council to note updated guidance received from Vale of White Horse District Council.

Noted.

23/109. Partnership Charter – to discuss the proposal and agree a representative.

Meeting to discuss this on Thursday 26th October from 6:30pm to 8:30pm. Proposal that Cllr Jones should attend or if she is not available Cllr Goodhead should attend. Agreed. **Action Point**

23/110. Clean Air Website – to note Clean Air Website. Website noted. Cllr Clayton asked if the South Hinksey monitor was included. Cllr Maitland confirmed it was and expressed his surprise that the levels recorded were not higher. Cllr Clayton asked the Clerk to research and provide information on the site of the South Hinksey Monitor. **Action Point**

23/111. Deep Cleanse Services: to note the deep cleanse planned by South and Vale and consider any District Council land that should be highlighted. Deferred from last meeting.

It was agreed to allow District Council staff to use their best decision and provide no specific guidance.

23/112. Items for information or next Agenda only – all items for the next agenda and budget requests for next financial year to be submitted to the Clerk by Friday 27th October.

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.

23/113. Burial Ground - to note and agree amended plan of the present Burial Ground.

Noted and agreed.

23/114 Clerk's Hours – to consider extra work being generated and how it should be addressed.

Payment for extra hours worked proposed by Cllr Jones was agreed.

Date of next meeting 6th November 2023