



South Hinksey Parish Council

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

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Minutes of the Meeting of South Hinksey Parish Council held at 7pm on Thursday the 5th of December 2024 in the South Hinksey Village Hall

Lodge Hill Development - Presentation/Questions by Sharaz Arif IEng MICE NEC Reg Project Manager - South & Vale Environment & Place.

Parish Council meeting started at 7.25pm.

Present: Cllrs Denby, Goodhead, Jones (Chair) and Peacock.

In Attendance: L Morrison Allsopp Clerk/RFO and one Member of the Public.

24/114. Apologies for absence: Cllrs Maitland and Morrison, OCC Cllr Johnston and VoWHDC Cllrs Hallett and Smith.

24/115. Council resolved to approve Cllr Maitland's absence due to a work commitment in Miami Florida.

24/116. 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.

Cllr Goodhead declared an interest in the Lodge Hill item as a resident of Hinksey Hill.

24/117. Approval of the draft Minutes of the Parish Council Meeting held on the 4th November 2024: Minutes approved and signed by the Chair of the meeting.

24/118. Public Participation - questions, comments or representations: The member of the public made a complaint previously raised to the Clerk by Cllr Goodhead, about contractors blowing leaves onto the pavement from the road on Hinksey Hill. Not a Parish Council responsibility. It was suggested that he go back to the District Council, since the District Council contractor was involved.

24/119. Reports from County and District Councillors

Written Report by County Councillor Bob Johnston to South Hinksey PC on Thursday the 5th of December

1. I have to give my apologies. I am triple booked!
2. I don't have an update on the weight restriction issue, I still await a reply from Sharaz.
3. I am led to believe that the County budget "gap" has been closed and a balanced budget will be presented in February.
4. While confirmation from HM government has yet to be received it is widely anticipated that the Council Tax will rise by 5% to continue to fund rising Social Service demand.
5. Limited work continues at the rail station. Firm assurances on funding to complete the project are still awaited.

6. An announcement on Local Government structures is thought to be imminent. It has been widely trailed as leading to the abolishing of the remaining District Councils and the grouping of the succeeding unitaries into larger combined authorities with elected mayors and devolved powers over for example transport.
7. Complements of the season.

Report from the District Councillors is in Dropbox and was circulated to Councillors

24/120. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision.

Minute Reference	Action	By Whom	Progress
24/113	Burial Ground Loan complete the loan process	Clerk	Ongoing
24/105 j	Clerks increase in hours notify contract change	Council	Now completed
24/105 f	Cllr Denby added as bank signatory	Clerk	Now completed
24/048.c	Woodland Bollard – purchase & install	Clerk	Completion 06/12/2024
23/151	Register interest with Land registry	Clerk	Ongoing
24/066.b	Write to OCC officer bringing forward transport plan for flood alleviation. Invite to attend next meeting	Clerk	Completed
24/108.	Respond to email	Clerk	Completed
24/106 b	Thanks for response and request update in January.	Clerk	Completed
24/105 e	Virement of funds	Clerk	Completed
24/106 b	Preamble plus email to Shinfo.	Clerk	Completed
23/165	Clerk to produce Actions as a table with highest priorities at the top	Clerk	Permanent
23/150	Circulate Planning Applications on receipt	Clerk	Permanent
24/049.a	Finance statement be supplied to every meeting Expenditure against budget	Clerk	Permanent
24/049.a	Written reports to be provided for inclusion with the agenda	Councillors and Working Groups	Permanent
24/044	Standing item for Traffic on the agenda	Clerk	Permanent
24/063	Chair asked that Working Group Items be expedited	Working Groups	
23/151	Ask Open Spaces to attend PC Meeting	Betty Lane Working Group	
23/189.	National Highways re alternative cycle walking route prepare letter	Working Group	
23/189.	New Cycle Route produce Action Plan	Working Group	

24/034a	Cycle Route Write to National Highways this will complete their cycle route.	Working Group	
24/034a	Consult with interested parties.	Working Group	
24/034a	Go Forward with requesting quotes.	Working Group	
24/034a	Fundraising for outside grants.	Working Group	
24/048.c	Discuss Woodland proposals.	Cllr Maitland & Clerk	
23/151	Ask Open Spaces to attend PC Meeting	Betty Lane Working Group	

24/121. Clerk's Report

Burial Gound Site Visit

Council requested I organise a Site Visit with the chosen contractor. To be as time efficient as possible, I got their availability from the contractor team, loaded this onto Survey Monkey and circulated this to councillors and the vicar. Once I got all the responses it looked like I was going to get, I emailed everyone with the time that had the most votes.

Woodland

I discovered that Cllr Maitland had submitted a successful application for funding with Vale of White Horse District Council, with his name and contact details, when I got a phone call from an Officer of the Vale. It is a matter for Council how they proceed with this, but I need to remind all Councillors that authority can only be delegated to an Officer or a Committee. The Proper Officer is the Clerk. This is enshrined in the 1972 Local Government Act.

Council Email addresses

These should be used by Councillors for all Council business

Annual Leave

I will be on annual leave/public holidays from the 23rd December to the 4th of January.

Burial Ground Loan

This was sent to OALC and I called and left a message confirming it had been sent.

Standing Orders

A copy of the Parish Council Standing Orders is supplied to every new Councillor and they are confirmed at least annually. Every Councillor is responsible for knowing and applying Standing Orders. Any change to the terms must come to Council as an amendment to Standing Orders.

Clerk was asked to remove six lines from her report.

COUNCIL MATTERS (Total 60 minutes)

24/122. Planning applications

- i) Planning Decision Notice.

P24/V2163/HH	Magpies Hinksey Hill Oxford OX1 5BH	Two storey and single storey rear extensions, new rear rooflights and internal alterations.	Permission Granted
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- ii) To discuss and agree a response to any planning applications received between the agenda being posted and the meeting.

No applications received.

24/123. Amendment to Clerk Contract – To consider amend and agree the notification confirming the change to the Clerk’s contract of Employment, agreed by Council at its last meeting.

Amendment to Contract of Employment

Item 7. Hours of Work

To now read

“You are required to work flexibly equating to 40 hours per calendar month including evening meetings as necessary”

Agreed by Council, signed by the Chair of the Meeting on behalf of Council and given to the Clerk.

24/124. Finance:

- a) **Approval of Receipts and Payments against Budget since last Council Meeting.** All agreed payments to be authorised by bank signatories as soon as possible after the meeting.

Receipts & Payments for notification or approval at Council Meeting against Budget December 2024

	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.	Lloyds Bank	MultiPay Card	DD	3.00	2015	150.00	75.60
2.	Unity Trust	Service Charge	DD	5.40	2015	150.00	70.20
3	Ox Direct Services Missing Invoice	Burial Ground hire & Empty waste Bin	DD	66.23	2007	4,000.00	3305.69
4.	Ox Direct Services	Burial Ground hire & Empty waste Bin	DD	49.10	2007	4,000.00	3256.59
5.	ICO	Confirmation of Payment	DD	35.00	2011	405.00	370.00
For Approval							
6.	LMA	Net Staff Costs December 40hrs	SO BT	512.10 90.30	2001	8,870.00	5285.00
7.	LMA	Minimum Wage Compensation for October	BT	135.00 tax 540.32 wage	2001	8,870.00	4609.68
8.	A Porter	Padlock Fete Field	BT	43.79	2006	4,000.00	1883.20
9.	Ox Direct Services	Interment -re-open	BT	410.00	2007	4,000.00	2805.05
10.	LMA	Bollard Padlock	BT	41.92	2017	2,500.00	2068.57
11.	Tactical Facilities Management	Grass Cutting	BT	259.08	2006	4,000.00	1624.12
12.	LMA	SIM Card	BT	9.71	2012	250.00	90.54
		All attached invoices have been examined, verified					

		and certified by the Clerk.					
Receipts							
15.	HMRC	VAT Re-claim	338.79	1006	1500.00	989.31	
Explanations							
Missing Invoice							

Payments agreed

b) To note finance reports. Paper 6

Noted.

c) **HMRC Autumn Budget Implications – Council to note liability for Employers NI Payments**

Noted. The clerk was able to inform Council that the amount for next year would be £620 for Employers NI Contribution.

d) To agree change to Salary Standing Order in view of increase in hours from £512.10 to £602.40
Change agreed

e) To discuss and agree final budget.

South Hinksey Parish Council Initial Budget Proposal 2025 - 2026

		Actual	Agreed	Amended	Current	Projected	Projected	Projected	Projected
Income		2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029
1001	Precept	£21,002.00							
1002	Bank Interest	£1,021.64	£981.00	£981.00	£565.77	£250.00	£250.00	£250.00	£250.00
1003	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1004	Burials & Memorials	£12,645.00	£3,000.00	£3,294.50	£3,294.50	£13919.00	£13919.00	£13919.00	£13919.00
1005	Wayleaves	£21.01	£21.00	£21.00	£21.01	£21.00	£21.00	£21.00	£21.00
1006	VAT Refund	£1,603.70	£1,500.00	£1,000.00	£171.90	£1,000.00	£1,000.00	£1,000.00	£1,000.00
1007	CIL Community Infrastructure Levy	£0.00							
1008	OCC Grass Cutting Payment	£680.68	£680.00	£680.00	£680.68	£680.00	£680.00	£680.00	£680.00
4003	Cycle/Foot path ER transfer	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	£0.00	£0.00	£0.00
2018	Burial Ground Dev ER Transfer	£0.00		£41,846.00		£0.00	£0.00	£0.00	£0.00
	PWLB Loan			£17,154.00					
Total Income		£36,974.03	£7,182.00	£65,976.50	£5,733.86	£15,870.00	£15,870.00	£15,870.00	£15,870.00

		Actual	Agreed	Amended	Current Oct	Projected	Projected	Projected	Projected
Expenditure		2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029
2001	Salaries	£6,915.14	£8,870.00	£8,370.00	£3,585.00	£7,974.60	£8,919.24	£9,303.24	£9,687.24
2002	Tax/NI	£1,547.83	£1,400.00	£1,900.00	£631.60	£2541.40	£2,777.56	£2,973.56	£3069.56
2003	Clerk Expenses	£343.65	£500.00	£500.00	£85.60	£500.00	£512.50	£525.31	£538.45
2004	Staff Training	£110.00	£300.00	£300.00	£0.00	£300.00	£307.50	£315.19	£323.07

2005	Councillor Training	£0.00	£300.00	£300.00	£0.00	£300.00	£307.50	£315.19	£323.07
2006	Grounds Maintenance	£2,974.20	£4,000.00	£4,000.00	£1,511.63	£4,000.00	£4,100.00	£4,202.50	£4,307.56
2007	Burial Ground Operations	£4,276.44	£4,000.00	£4,000.00	£679.81	£10,000.00	£10,250.00	£10,506.25	£10,768.91
2008	Audits	£500.00	£600.00	£455.00	£388.75	£450.00	£461.25	£472.78	£484.60
2009	Insurance	£389.50	£390.00	£426.00	£425.60	£450.00	£461.25	£472.78	£484.60
2010	Venue Hire	£112.00	£350.00	£350.00	£350.00	£350.00	£358.75	£367.72	£376.91
2011	Membership Subscriptions	£266.50	£350.00	£405.00	£0.00	£425.00	£435.63	£446.52	£457.68
2012	Office Supplies	£149.60	£250.00	£127.91	£127.91	£250.00	£256.25	£262.66	£269.22
2013	Accounts	£595.00	£500.00	£408.00	£408.00	£450.00	£461.25	£472.78	£484.60
2014	Web Site + email	£444.00	£450.00	£604.09	£604.00	£250.00	£256.25	£262.66	£269.22
2015	Bank Service Charges	£128.00	£150.00	£57.00	£57.00	£150.00	£153.75	£157.59	£161.53
2016	Grants	£1,050.00	£500.00	£150.00	£150.00	£500.00	£512.50	£525.31	£538.45
2017	Community Woodland	£400.00	£2,500.00	£1,912.00	£1,912.00	£2,500.00	£2,562.50	£2,626.56	£2,692.23
2018	Burial Ground Development	£5,500.00	£500.00	£59,000.00	£500.00	£0.00	£0.00	£0.00	£0.00
2019	Defibrillator	£250.00	£300.00	£300.00	£300.00	£100.00	£102.50	£105.06	£107.69
2020	Election Costs	£650.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00
2021	Loan Repayment	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00
2022	Domain Registry	£0.00	£0.00	£160.00	£160.00	£100.00	£100.00	£100.00	£100.00
4001	General Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4002	CIL Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4003	Foot/Cycle Path ER	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
4004	Air Quality ER	£0.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
4005	Woodland ER	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
4006	Noise ER	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
4007	Flood Alleviation Scheme ER	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00

Total Expenditure	£29,601.86	£30,110.00	£87,625.00	£15,776.90	£39991.00	£41,696.18	£42,813.66	£43,844.58
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Summary	Actual	Agreed	Amended	Current	Projected	Projected	Projected	Projected
	2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029
Total Expenditure	£29,601.86	£30,110.00	£87,625.00	£15,776.90	£39,991.00	£41,696.18	£42,813.66	£43,844.58
Total Income	£36,974.03	£7,182.00	£65,976.50	£5,733.86	£15,870.00	£15,870.00	£15,870.00	£15,870.00
Precept	£22,928.00	£22,928.00	£21,648.50	£21,002.00	£24,121.00	£25,826.18	£26,943.66	£27,974.58

Summary / Proposal

- Recommend asking for a Precept of £24121
- 23/24 Precept was **£21002.00**.
- 24/25 Precept is **£22,928.00**
- Currently there is **£47,803.82** in Ear Marked Reserves
- transfer Transparency Grant to New Website **£100.09**
- total for Burial Ground Dev CIL **£1501.05** + Total New Plots = **£41846.25**
- Ear marked Reserves - Woodland, Burial Ground.

f) Precept – To consider and agree Precept.

The Chair took the Budget and Precept items together and Council agreed a precept of £24,121. This year's precept plus 2.5% plus £620 employer's NI. Budget balanced by amendment to Burials and Memorials income. **Final Budget to be posted on the Website and precept demand submitted Action Point**

g) Schedule of Financial Risks – Council to review the example recommended by JPAG and agree on a Schedule.

Cllr Jones proposed rejecting the Schedule provided by OCC Cllr Bob Johnston and keeping the Council's present one, in Dropbox. The Clerk intervened to point out that the other Schedule in Dropbox had been created by her and Council would have to agree its adoption. Cllr Denby complimented the Clerk on a competent professional piece of work, similar to the document he used with his £5 million work budget.

Council agreed on the Schedule created by the Clerk and expressed its thanks to both OCC Cllr Johnston and the Clerk for the work involved. Post Schedule on website. **Action Point**

- h) Woodland Funding Application** - Council to consider and agree the successful Woodland Funding Application submitted to Vale of White Horse by Cllr Maitland.
Council agreed the application and the Chair of the Meeting and the Clerk signed the offer letter. Clerk to submit Action Point
- i) Council to note CIL Report submitted to the Vale of White Horse.**
Noted
- j) Living Wage Money owed to be agreed by Council**
Already agreed.

24/125. Reports from Working Groups

- a) Cycle/Footpath – paused.
- b) Flood Alleviation Scheme -
- c) Woodland – funding application in finance 24/124 h
- d) A34 Noise – paused.

24/126. Consultation on Remote Meetings – Council to review and decide on a response in view of the financial implications.

31 October 2024

NALC welcomes government announcement on remote meetings

Since temporary COVID-19 powers ended in May 2021, we have been at the forefront of a national campaign to allow parish and town councils to hold remote council meetings. This is why we [strongly welcome the deputy prime minister's announcement](#) that the government is committed to allowing councils to hold remote council meetings

and published a [consultation paper](#), which closes on 19 December 2024. We will, of course, be responding, but I want to encourage all parish and town councils, county associations, and individual councillors and clerks to participate in this essential consultation. Your responses are vital in demonstrating the continued strong support for this flexibility, building on the momentum from the previous call for evidence.

The Clerk recommended that each councillor respond personally. Council recognised that there were financial implications with the purchase of audio-visual equipment. There is no suggestion that the law on the public nature of meetings be changed. Council agreed. Action Point

24/127. Traffic – Council to consider and note verbal report from Cllr Goodhead on the Lodge Hill Development.

Considered and noted.

Following the Teams meeting the Clerk is to write to Mr Arif raising the following points

1. Case for the traffic calming weight restrictions.
2. Case previously accepted.
3. Told accepted funded and go ahead and did not object to the planning on that basis.
4. Refer to previous letter.
5. Costs make it unlikely to happen
6. Council feels disappointed and let down.

Cllrs Goodhead and Jones will share their knowledge.

24/128. As per Standing Orders – “The chair of Council or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.” For Council to note the reviews available.

Noted

24/129. Items for information or next Agenda only –

all items for the next agenda to be submitted to the Clerk by Wednesday 18th of December. Any items submitted after that date cannot be considered.

Date of the next meeting 6th January 2025

There being no other business the meeting closed at 21.00.