



# South Hinksey Parish Council

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

Mrs Linda Morrison Allsopp, Parish Clerk  
Email: [clerk@southhinksey-pc.gov.uk](mailto:clerk@southhinksey-pc.gov.uk)

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

## **A Meeting of South Hinksey Parish Council will be held at 7pm on Monday the 3<sup>rd</sup> of March 2025 in the South Hinksey Village Hall**

**Councillors:** You are hereby summoned to attend the Meeting of the Parish Council for the purpose of transacting the business itemised below.

**Members of the Press and Public:** You are cordially invited to attend and may address the Council during the formal meeting under the Public Participation item. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Supporting Papers are available in** [DROPBOX](#)

These should be considered by Councillors and any clarification requested before the meeting.

*Linda Morrison Allsopp.*

Linda Morrison Allsopp. Clerk to the Parish Council and Proper Officer.

26th February 2025

## **AGENDA**

**24/165. Apologies for absence:**

**24/166. 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.

**24/167. Approval of the draft Minutes of the Parish Council Meeting held on the 3<sup>rd</sup> of February 2025:**  
Council to review and approve the draft minutes as a correct record.

**24/168. Public Participation - questions, comments or representations:** To facilitate public participation with regard to items on the agenda, the Council will receive any comments or questions from members of the public. Individual comments should not exceed three minutes. This is the opportunity for Parishioners to contribute to the Meeting. Any other participation can only be with the prior agreement of Chair and Council.

**24/169. Reports from County and District Councillors**

**24/170. Review of Actions from the Minutes:** Report on progress of outstanding items which do not require further decision. **Paper 1**

**24/171. Clerk's Report Paper 2**

## **COUNCIL MATTERS (Total 60 minutes)**

### **24/172. Motion to amend Standing Orders proposed by Cllr Maitland seconded by Cllr Morrison**

#### **15. PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. at least three clear days before a meeting of the council, a committee or a subcommittee,
  - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
  - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

Change b i. last paragraph to

To allow Councillors to provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

### **24/173. Planning applications**

- i) To discuss and agree a response to any planning applications received between the agenda being posted and the meeting.

### **24/174. Finance:**

- a) **Council to note that the Internal Audit meeting has been booked for the 22<sup>nd</sup> of April. Paper 3**
- b) **Council to note loan approval letter from the Ministry of Housing Communities & Local Government. Paper 4**
- c) **Council to agree Direct Debit Instruction for repayment of loan to PWLB.**
- d) **Council to agree Virement of £6.00 from Grounds Maintenance to Membership Subscriptions to cover the increased cost of the OALC Membership, previously agreed by Council.**
- e) **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. Paper 5**
- f) **To note finance summary report. Paper 6**

### **24/175. Reports from Working Groups**

- a) Cycle/Footpath – paused.
- b) Flood Alleviation Scheme – update **Paper 7**
- c) Woodland –
- d) A34 Noise – paused.

### **24/176. Traffic Standing Item**

- a) **Hinksey Hill Weight Limit** – verbal update from Cllr Goodhead

### **24/177. Oxford Greenways Project – Council to note the briefing email received from Oxfordshire County Council. Paper 8**

### **24/178. Clerk's Time Sheet – Council to note and consider the Clerk's time sheet and consider if work agreed at this meeting fits into the agreed 40 hours per month contract. Paper 9**

**24/179. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 28<sup>th</sup> of March. Any items submitted after that date cannot be considered.

**Date of the next meeting 7<sup>th</sup> April 2025**

**It is 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.**

**24/180. Council to agree the continuation of the Woodland Maintenance Contract with Oxford Direct Services. Paper 10**