



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 Monday the 3rd of February 2025 in the South Hinksey Village Hall

Present: Cllrs Denby (arrived at 07.30pm), Goodhead (Chair), Maitland and Morrison.

In Attendance: L Morrison Allsopp Clerk/RFO, OCC Cllr Johnston VoWHDC Cllr Emily Smith and one Member of the Public.

24/144. Apologies for absence: Cllrs Jones and Peacock. Cllr Denby advised that he would be 30 minutes late.

24/145. 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.

Flood Alleviation

Traffic Lodge Hill

A34

24/146. Approval of the draft Minutes of the Parish Council Meeting held on the 6th January 2025: The Minutes were approved with the following amendment - Aziz should be Arif. Signed by the Chair of the meeting.

24/147. Public Participation - questions, comments or representations:

None

24/148. Reports from County and District Councillors

OCC Councillor Bob Johnston - Budget now on its final stage. 11 February final meeting.

Real term increases for social services and SEND. More for potholes and highways drainage. 4.99% increase in Council Tax. £90.84 per annum for Band D. There is speculation on whether elections are taking place. Cllr Johnston standing down at the elections. Devolution - Combined Authority of Berkshire Oxfordshire and Buckinghamshire the front runner. Lodge Hill Development starting within days with final exhibition. Due to finish mid-2026. No news on signage for Hinksey Hill.

VoWHDC Cllr Emily Smith - report in Dropbox, not due for election. Decision will be the Governments. No news by end of Jan means elections go ahead. Concern that Councils could lose staff so need to move quickly. Lack of indication of what devolution means for town and parish councils. Flood alleviation plans will not be affected. Agreed Planning will not be affected. Budget will dip into reserves. No additional capital programs. 21st March consultation on Botley Road. No money in budget to finish it in 2026. Need extra platform for East/West Rail.

Cllr Johnston left the meeting.

24/149. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision.

Minute Reference	Action	By Whom	Progress	Date of Completion
24/113	Burial Ground Loan complete the loan process	Clerk	Ongoing	
23/151	Register interest with Land registry	Clerk	Ongoing	
24/139 c	Asset Register agreed (posted on website)	Clerk	Completed	06/01/2025
24/141	Proposed addition of Parker Road to 20mph limit	Clerk	Completed	06/01/2025
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 to the agenda	Clerk	Permanent	
24/063	Chair asked that Working Group Items be expedited	Working Groups		
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		

24/150. Clerk's Report Paper 2

The Joint Panel on Accountability & Governance (JPAG) has rebranded as the Smaller Authorities Proper Practices Panel (SAPPP) to better reflect its focus. With new Terms of Reference and an updated Action Plan, SAPPP is set to review Proper Practices and AGAR forms, marking a period of heightened activity. The name change is being formally announced this week.

SAPPP's purpose is to define proper practices for smaller authorities' accounts in England, maintain the Practitioners' Guide, and approve AGAR forms for Smaller Authorities Audit Appointments Ltd (SAAA). Annual reviews of the Practitioners' Guide will ensure this remains current.

The Practitioners' Guide is a joint publication by SLCC, the National Association of Local Councils (NALC) and the Association of Drainage Authorities (ADA), and will continue to offer free, accessible guidance for smaller authorities, ensuring compliance with proper practices. This rebranding underscores SAPPP's commitment to clarity and support for smaller authorities.

Burial Ground Loan

Email received from the Parish and Town Council Borrowing Assessor requesting more information on the 29th of January.

Annual Leave

I was on annual leave/public holidays from the 23rd December to the 4th of January. I will also take annual leave from the 17th to the 22nd of February since I will be working on the AGAR in March.

Internet Access

I have been having problems with my internet access and BT went down for two days. This causes problems since the system is set up to save everything to Dropbox so Wi-Fi is a requirement. I was able to check emails and respond on my phone.

Burial Ground

I had a number of emails from a family asking if the father's ashes could be buried in his son's grave. I finally established that the son was buried in the Churchyard and referred the matter to the vicar. There was also a transfer of Exclusive Right of Burial.

COUNCIL MATTERS

24/151. Motion from Cllr Maitland - Council is asked to require that the Clerk submit timesheets on a monthly basis which details the activities that they have been involved in during that month.

Agreed. **ACTION POINT**

24/152. Motion from Cllr Maitland - The council is asked to require that the Clerk agrees all additional time and activity with the chair of the council prior to undertaking that work, and shares any out of course situations which occur which may affect the amount of work that she is able to do for the council in a particular month.

Clerk reminded Council that it could not delegate to an individual councillor.

Agreed that there be a Standing item at the end of the agenda for discussion on time required for work requested by Council. **ACTION POINT**

24/153. Motion from Cllr Maitland - The council is asked to require that the Clerk submit expenses and that these are reviewed by the chair prior to formal agreement.

Agreed to defer to a future meeting.

24/154. Motion from Cllr Maitland - The council is asked to formally agree travel routes for the Clark associated with council business. It is suggested that a subcommittee is formed to review those routes and expenses.

Discuss next time, for Councillors to display the agenda requires a change to standing orders. Cllr Maitland proposed and Cllr Morrison seconded the motion that this be brought to the next meeting. **ACTION POINT**

24/155. Motion from Cllr Goodhead - As there seemed to have been some doubt in our January meeting about the standing item of Traffic. I should like to ensure that for our next meeting, and thereafter, the item Traffic contains the subsection 'Weight Limit on Hinksey Hill' I should like this to be included in the agenda until the matter is resolved one way or another

Agreed. **ACTION POINT**

24/156. Planning applications

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

No applications received.

Cllr Smith left the meeting.

24/157. 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.

	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	58.20
2.	Unity Trust	Service Charge	DD	6.00	2015	150.00	52.20
3	Ox Direct Services	Burial Ground hire & Empty waste Bin	DD	56.04	2007	4,000.00	2699.65
For Approval							
6.	LMA	Net Staff Costs February 40hrs	SO	602.40	2001	8,870.00	3404.88
7.	LMA	Clerk Expenses Q3	BT	101.70	2003	500.00	312.70
8.	Tactical Facilities Management	Grass Cutting	BT	259.08	2006	4,000.00	1105.96
9.	LMA	SIM Card	BT	9.71	2012	250.00	71.12
		All attached invoices have been examined, verified and certified by the Clerk.					
Receipts							
10.	HMRC	VAT Reclaim		299.90	1003	0.0	810.59
Explanations							

Payments Agreed.

- b) **To note finance summary report.**
Noted
- c) **To note Q3 bank reconciliations checked by Cllr Goodhead.**
Noted
- d) **To consider and agree Burial Ground Fees for 2024-25. Fees for Oxford City provided for comparison.**
Agreed 10% increase to fees. From 1st April. ACTION POINT
- e) **To agree the removal of redundant signatures from the Council Bank Accounts.**
Agreed **ACTION POINT**

24/158. Reports from Working Groups

- a) Cycle/Footpath – paused.
- b) Flood Alleviation Scheme – awaiting further information.
- c) Woodland –
- d) A34 Noise – paused.

24/159. Traffic Standing Item

- a) Council to note Letter sent to the Project Manager of the Lodge Hill Scheme.
Noted.
Letter from Hinksey Hill residents sent to Layla Moran MP and the OCC Officer in charge of the Development.

24/160. Parish Council Meeting Dates for 2025-26 – Council to agree to continue practice of Meeting being on the first Monday of the month unless this is a Public Holiday and Councillors to agree a date and time for the Annual Parish Meeting and which items should be included on the agenda. Dates to be booked with the Village Hall. **Dates agreed. 6.30 start on the 7th May for the Parish Meeting. Suggested Topics - Lodge Hill, Flood Alleviation scheme. Devil's Back Bone.**

Dates agreed with Parish meeting to be held and to include the following items.

24/161. Landowner Declaration – Council to note the Landowner Declaration with supporting papers received from Oxfordshire County Council.

Electric Road raise awareness. Action Point to Cllr Denby, consult with Cllrs Jones and Peacock.

24/162. Strengthening the standards and conduct framework for local authorities in England – To consider and agree what response should be submitted on behalf of Council to this consultation.

Councillors to respond individually.

24/163. Compulsory Purchase Process and Compensation Reforms – To consider and agree what response should be submitted on behalf of Council to this consultation.

Councillors to respond individually. Action Point Denby to speak to other Village Councillors.

24/164. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 20th of February. Any items submitted after that date cannot be considered.

Date of the next meeting 3rd March 2025

Closed at 20.30.