



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

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

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

24/165. Apologies for absence: Cllr David Maitland, VoWHDC Cllrs Emily Smith and Debby Hallett.

24/166. Declarations of Interest:

Flood Alleviation all councillors.

Hinksey Hill all councillors

24/167. Approval of the draft Minutes of the Parish Council Meeting held on the 3rd of February 2025:

Minutes agreed as a correct record. Signed and initialled by the Chair of the meeting.

24/168. Public Participation - questions, comments or representations:

None offered by the Member of the Public present.

24/169. Reports from County and District Councillors

OCC Cllr Bob Johnston- OCC Budget passed with the conservatives abstaining and Labour requesting three small amendments. Increases to Adult and Children's social services budgets, with a lot more money for SEND. Huge boost for Highways. This will stabilise Highways rather than improve them. 4.99% increase in council tax.

Lodge Hill started and fully funded. Botley Road continues still no date for completion but more resources being allocated. Pedestrian and cycle access will improve by next year. Work going ahead on new rail platform.

This is Cllr Johnston's penultimate meeting; last one will be April.

No word on Hinksey Hill signage. Cllr Johnston suggested writing to Paul Fermer. OCC aware of the difficulty. Cllr Jones pointed out that the necessary guarantees were not put in place before the project started.

District Council report in Dropbox.

Cllr Johnston left the meeting.

24/170. Review of Actions from the Minutes:

Minute Reference	Action	By Whom	Progress	Date of Completion
24/113	Burial Ground Loan complete the loan process	Clerk	Ongoing	Ministry 14/02/2025 PWLb Loan Ongoing
24/160	Parish Meeting suggested topics. Lodge Hill, Flood Alleviation scheme. Devil's Back Bone.	Chair	Ongoing	
24/161	Landowner Declaration – Electric Road raise awareness	Cllr Denby	Ongoing	
24/163	Compulsory Purchase Process and Compensation – discuss with other Village ward Councillors	Cllr Denby	Ongoing	
23/151	Register interest with Land registry	Clerk	Ongoing	
24/154.	Agenda item - Change in Standing Orders responsibility to display notice of meeting passed to Councillors	Clerk	Completed	26.02.2025
24/155	Agenda item – Hinksey Hill	Clerk	Completed	26.02.2025
24/157. d	Burial Ground fees 10% increase	Clerk	Completed	03.02.2025
24/157. e	Unity Trust removal of redundant signatures	Clerk	Completed	03.02.2025
24/160	Book Council Meeting Dates 2025/26 website and Hall.	Clerk	Completed	10.02.2025
24/152.	Standing item at the end of the agenda for discussion on time required for work requested by Council.	Councillor	Permanent	
24/151	Request that Clerk produce monthly time sheets	Clerk	Permanent	
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		

24/171. Clerk's Report

Burial Ground Loan

Information requested by the Assessor was completed and returned. This raised a question on the necessity for Planning Consent. District Councillor Debbie Hallet was able to confirm my understanding that this was not required. My initial contact with the District Council Planning help desk was not helpful since they advised both completing a pre-application and applying on the Planning Portal. Both of which would have incurred unnecessary expense.

End of Year Balancing

I have been completing the work necessary for the End of year Balancing. Some of this was done when I was creating the Budget for next year. The rest will be completed at the March Meeting to ensure everything balances for the financial part of the Internal Audit.

Churchyard

I had another query re the burial of ashes in the Churchyard which I passed to the Vicar.

Redundant Bank Signatories

These have been removed.

Clerk provided a further verbal update re the Burial Ground Development

The amendments requested by Council have been submitted to the contractor and accepted. The Clerk would be writing the contract Tuesday and Wednesday of this week and submitting it to ODS. **Action Point**

Work will begin on the 1st of April when the grass will be sprayed to kill it. Two weeks later the work will begin to build the plots with a completion date of the end of April. The PWLB Loan application will be submitted this evening after the meeting with the signed Direct Debit Instruction.

COUNCIL MATTERS

24/172. Motion to amend Standing Orders proposed by Cllr Maitland seconded by Cllr Morrison – from

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).

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).

Council agreed to take the motion to take this in the absence of Councillor Maitland and the Motion was agreed. Clerk to update Standing Orders **Action Point**

24/173. Planning applications

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

New Application			
Ref	Address	Proposal	Deadline
P25/V0402/HH	The Thatches Hinksey Hill Oxford OX1 5BQ	Erection of two storey side extension, raising roof and insertion of 2no. dormer windows.	20th March 2025
Response from South Hinksey Parish Council – No objections or comments.			

Action Point

24/174. Finance:

- a) Council to note that the Internal Audit meeting has been booked for the 22nd of April.
Noted
- b) Council to note loan approval letter from the Ministry of Housing Communities & Local Government. **Noted**
- c) Council to agree Direct Debit Instruction for repayment of loan to PWLB.
Agreed. Action Point
- 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.
Agreed. Action Point

There was some amusement at the small sum and the Clerk explained that it was a requirement of the Council's Financial Regulations that there be sufficient funds in a Budget heading before Council could agree a spend.

- 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.

	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	49.20
2.	Unity Trust	Service Charge	DD	6.00	2015	150.00	43.20
3.	Ox Direct Services	Burial Ground hire & Empty waste Bin	DD	49.36	2007	4,000.00	2650.29
4.	Ox Direct Services	Burial Ground hire & Empty waste Bin	DD	70.13	2007	4,000.00	2580.16
For Approval							
5.	LMA	Net Staff Costs February 40hrs	SO	602.40	2001	8,870.00	2802.48
6.	LMA	Unpaid Net Staff Costs 24/25	BT	17.16	2001	8,870.00	2785.32
7.	LMA	Clerk Expenses Q4 23/24	BT	45.70	2003	500.00	267.00
8.	Tactical Facilities Management	Grass Cutting	BT	259.08	2006	4,000.00	846.88
9.	LMA	SIM Card	BT	9.71	2012	250.00	61.41
10.	Society of Local Council Clerks SLCC	Membership	BT	150.00	2011	405.00	255.00
11.	Oxfordshire Association of Local Councils OALC	Membership	BT	216.00	2011	405.00	39.00
12.	Open Spaces	Membership	BT	45.00	2011	405.00	-6.00
13.	South Hinksey Village Hall	Venue Hire 25/26	BT	315.00	2010	350.00	35.00
		All attached invoices have been examined, verified and certified by the Clerk.					
Receipts							
15.	Banbury Memorials	2 nd Inscription		143.00	1004	3000	750.00
Explanations							
13. Venue Hire is covered by 25/26 budget.							

All Agreed by Council.

- f) **To note finance summary report.**
Noted

24/175. Reports from Working Groups

a) Cycle/Footpath – paused.

The Clerk asked if this should continue as paused and Council agreed it should.

b) Flood Alleviation Scheme – update **from Environment Agency Officer**

I wanted to get in contact as I know you were hoping for an update from the Oxford Flood Alleviation Scheme in January. We are still awaiting a decision from our Compulsory Purchase Order application. We will be in contact once we have further news to share with you.

Cllr Jones also provided an update that while the Scheme had been fully funded, the delays have resulted in increased costs and the contractor is looking for these be covered.

c) Woodland – no update

d) A34 Noise – paused.

24/176. Traffic Standing Item

a) Hinksey Hill Weight Limit – Cllr Goodhead verbally reported that a Parishioner has written to Layla Moran MP who has forwarded the letter of complaint to the Secretary of State. The disruption of Botley Road results in the A34 and Hinksey Hill being busier for residents of South Hinksey.

Following the discussions with Cllr Johnston, Council asked the Clerk to write to both Layla Moran MP and Paul Fermer of OCC attaching the letter sent to Sharif Aziz the Lodge Hill Project Manager. Letters to be copied to Councillors. **Action Point**

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

The Member of the Public briefed the Council on the routes covered by the project and this was discussed in the light of the Council's plans for a cycle/pedestrian route to link the two parts of the Parish.

It was agreed that the Clerk email the Project with the Betty Lane, pedestrian/cycle route plan created by Cllr Maitland and agreed by Council May 2024, while councillors will respond individually. **Action Point**

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

Time Sheet for: South Hinksey Parish Council

For month:

Feb-25

Officer:

Linda Morrison Allsopp

Parish Clerk, Responsible Financial Officer, Proper Officer

From	To	Total Hours	Activity
03/02/2025 07:15	03/02/2025 07:30	0.25	check emails and return Sunday call from LindaG,
03/02/2025 12:45	03/02/2025 13:45	1.00	check emails. Deposit VOWHDC Report in Meeting Dropbox. Minute Prep.
03/02/2025 18:30	03/02/2025 21:30	3.00	Travel to Meeting and return, meeting, notify agreed bank authorisations.

04/02/2025 07:00	04/02/2025 10:15	3.25	check emails, Action - update Burial Ground costs, bank submission, bank reconciliation and internal audit prep.
05/02/2025 06:45	05/02/2025 08:00	1.25	check emails, check bank, Dropbox full move items to OneDrive.
05/02/2025 09:30	05/02/2025 11:30	2.00	Internal audit booking, read required info, set up time sheets. Timesheet.
06/02/2025 08:30	06/02/2025 11:00	2.50	check emails, bank/scribe, book meeting dates, update website with minutes meeting dates and supporting papers, update expenses, payroll. Timesheet.
07/02/2025 08:30	07/02/2025 12:00	3.50	check emails, bank, prep info for PWLB Loan assessor, research re planning permission, end of year salary balances, add agenda item. Call to Pat. Timesheet.
10/02/2025 08:00	10/02/2025 08:15	0.25	Emails - Responses David and Joe. Timesheet.
11/02/2025 08:00	11/02/2025 08:45	0.75	Check emails, download MultiPay statements. Timesheet.
12/02/2025 08:00	12/02/2025 09:15	1.25	Check emails, time sheet, expenses
13/02/2025 07:15	13/02/2025 09:15	2.00	Check emails, bank/scribe, agar, agenda. Email Churchyard burial. Emails EROB transfer and headstone. Timesheet.
14/02/2025 12:45	14/02/2025 14:15	1.50	call re burial plot and check emails. End Of Year checks. Timesheet.
17/02/2025 09:30	17/02/2025 11:30	2.00	Holiday
18/02/2025 09:30	18/02/2025 11:30	2.00	Holiday
19/02/2025 09:30	19/02/2025 11:30	2.00	Holiday
20/02/2025 09:30	20/02/2025 11:30	2.00	Holiday
21/02/2025 09:30	21/02/2025 11:30	2.00	Holiday
24/02/2025 08:00	24/02/2025 11:00	3.00	Emails, Shinfo, Memorial Application and Invoice, Check bank, Burial Ground Development, chase ODS invoice re DD. Agenda, complete PWLB Application. Timesheet.
25/02/2025 08:00	25/02/2025 13:30	5.50	Emails, woodland, receipts & payments, scribe, bank, agenda, chase ODS invoice re DD follow up. Timesheet.
26/02/2025 09:30	26/02/2025 13:30	4.00	Emails, Finish Agenda, Finish Minutes, Update Actions Post Agendas. update expenses Website, Timesheet.
27/02/2025 10:00	27/02/2025 10:30	0.50	Emails, ODS problem, check bank, grant application, pension re-declaration, Timesheet.
28/02/2025 14:00	28/02/2025 14:15	0.25	Emails, Planning, check bank, Timesheet.
		0.00	
Total Hours		45.75	

No Questions from Councillors. Cllr Jones thanked the Clerk for her hard work.

Clerk reminded Council it also needed consider if work agreed at this meeting fits into the agreed 40 hours per month contract. Clerk's priority is the PWLB Loan which will take a couple of hours but is dependant on if PWLB come back with other questions. Cllr Jones stated one email and response from a letter is what Council has requested. The Clerk gave a rundown of the Actions required.

Council agreed its priorities –

1. Respond to Green Ways Consultation.
2. Correspondence for Hinksey Hill Weight Limit
3. Planning Response.

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

Date of the next meeting 7th 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.

ODS have not provided an updated tender so the Clerk will have to approach other suppliers. Only ODS responded last year. Cllr Morrison offered to approach his Supplier BGG. The Clerk asked that he speak to BGG and she would forward them the Woodland Tender. She contacted then last year but got no response. **Action Point**

There being no other Business the Meeting closed at 20.15.