



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

A Meeting of South Hinksey Parish Council will be held at 7pm on Monday the 7th of April 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.

1st April 2025

AGENDA

25/001. Apologies for absence:

David Maitland tendered his resignation on the 23rd of March, this has immediate effect. (LGA 1972).

25/002. 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.

25/003. Approval of the draft Minutes of the Parish Council Meeting held on the 3rd of March 2025: Council to review and approve the draft minutes as a correct record.

25/004. Public Participation - questions, comments or representations: To facilitate public participation, the Council will receive any comments or questions from members of the public on items on the agenda. Individual comments should not exceed five 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.

25/005. Reports from County and District Councillors

25/006. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision. **Paper 1**

25/007. Clerk's Report Paper 2

COUNCIL MATTERS (Total 60 minutes)

25/008. Planning applications

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

25/009. Finance:

- a) To receive and note the signed statement of accounts for 2024/25 **Paper 3**
- b) To receive and note the statement of reserves for 2024/25 **Paper 4**
- c) Bank Reconciliation at 31st March **Paper 5**
- d) **Bank Reconciliations for 24/25 Q4** - to be checked by Cllr Goodhead, reporting to May Meeting. **Paper 6**
- e) To note new Burial Ground Fees as previously agreed **Paper 7**
- f) **Bank Transfer** – Council to agree transfer of funds from the Instant Access Savings Account to the Current T1 Account to cover the balance of the cost of the Burial Ground Development.
- g) **Measures to ensure the Council is operating on a business footing:**
 - a) Council to agree to purchase a mobile handset to replace the one owned by the Clerk. **Paper 8**
 - b) Council to agree mobile sim card business contract paid by Council DD not by the Clerk.
 - c) internet security council to have its own rather than using the Clerk's Bitdefender. **Paper 9**
- h) Amend the Standing Order for the Clerk's salary to £624.60 confirming the incremental change from spinal column point 25 to spinal column point 27 previously agreed and the change in their Tax Code. **Paper 10**
- i) **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 11**
- j) **Council to Confirm Bank Signatories for 25/26 as Cllrs Peacock and Denby.**
- k) Council to Appointment a non-finance involved councillor for the year 25/26, to check bank reconciliations quarterly to replace Cllr Goodhead and to thank Cllr Goodhead for her assistance in year 24/25.
- l) HMRC Direct Debit – for Council to agree that Tax and National Insurance should be paid to HMRC by Direct Debit and for bank signatories to sign the form. **Paper 12**
- m) **Grant Applications – for Council to consider and agree on a response to Grant Applications for Paper 13**
 - 1. Tap in the Burial Ground owned by the Church
 - 2. Homestart

25/010. Reports from Working Groups

- a) Cycle/Footpath – Oxford Greenways Project Response **Paper 14**
- b) Flood Alleviation Scheme
- c) Woodland – see reserved items.
- d) A34 Noise – **Paper 15**

25/011. Updates to Finance Regulations The model regulations have been updated because of The Procurement Act 2023 and The Procurement Regulation 2024. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

- a) Council agrees to amend Finance Regulation 5.4 to read
For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- b) Council agrees to amend Finance Regulation 5.7 to read
For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.
- c) Council agrees to amend Finance Regulation 5.11 to read.
Contracts must not be split to avoid compliance with these rules.

25/012 Traffic Standing Item

- a) **Hinksey Hill Weight Limit – Report from Cllr Goodhead Paper 16**

25/013. Time Sheet March 2025 and for Council to ensure that there is sufficient time within contracted hours for

the execution of the Clerk's management duties and the RFO's administration of the Council's financial responsibilities as per legislation. Paper 17.

25/014. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 25th April. Any items submitted after that date cannot be considered.

Date of the next meeting 7th May 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.

25/015. Council to consider and agree a tender for the Woodland Contract. Paper 18