



South Hinksey Parish Council

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

Mrs Linda Morrison Allsopp, Parish Clerk
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The Annual Meeting of South Hinksey Parish Council will be held at 7pm on Wednesday the 7th of May 2025 in the South Hinksey Village Hall

Present: Cllrs Denby, Goodhead, Jones, Morrison and Peacock.

In Attendance: L Morrison Allsopp Clerk/RFO, OCC Cllr Johnston and no Members of the Public.

25/016 To elect the Chair of Council Meetings for the year 2025/26.

None of the Councillors stood for election. In order for the meeting to continue, a Chair for the meeting was requested. Cllr Peacock was nominated by Cllr Jones and seconded by Cllr Goodhead. There being no other nominations Cllr Peacock was duly elected as Chair for the meeting.

25/017 To complete Declaration of Acceptance of Office

There having been no election to the office of chair, no Acceptance of Office was needed.

25/018 To receive apologies for absence.

District Cllr Emily Smith and Debby Hallett OCC. Cllr Diana Lugova has not taken up office yet. Will do so for her first OCC Meeting.

25/019 To elect the Vice Chair of Council Meetings for the year 2025/26.

Cllr Denby agreed to stand and was nominated by Cllr Jones, seconded by Cllr Goodhead. There being no other nominations Cllr Goodhead was duly elected

25/020 To complete Declaration of Acceptance of Office

Cllr Denby completed and signed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

25/021 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.

A34 as a Council.

Cycle/Footpath as a Council.

Flood Alleviation as a Council.

Woodland Advisory Group as a Council.

Hinksey Hill Weight Limit as a Council.

25/022 Approval of the draft Minutes of the Parish Council Meeting held on the 7th April 2025:

The minutes were agreed as a correct record and signed by the Chair.

25/023 Public Participation -

Members of the Public had no comments. None present

25/024 To review and confirm Council's Standing Orders. Paper 1

Reviewed and agreed.

25/025 To review and confirm Council's Financial Regulations Paper 2

Reviewed and agreed.

25/026 To review and agree Council's Risk Assessment Paper 3

Reviewed and agreed.

25/027 To review and confirm Council's annual subscriptions. Paper 4

After discussion reviewed and agreed.

25/028 To review and confirm Council's Insurance last year of 3-year contract Paper 5

Reviewed and agreed.

25/029 To review and confirm the Direct Debits approved by the Council. Paper 6

Reviewed and agreed.

25/030 To review and agree the following policies: Paper 7

a. Complaints Policy

Reviewed and agreed

b. Freedom of Information Policy

Reviewed and agreed

c. Information & Data Protection Policy

Reviewed and agreed

d. Media Policy

Reviewed and agreed

e. Employment Policies (Anti-Bullying / Grievance)

Reviewed and agreed

f. Equality and Diversity Policy

Reviewed and agreed

g. Scheme of Delegation Policy

Reviewed and agreed

Grant and Donations Policy

Reviewed and agreed

h. Records Management and Retention Policy

Reviewed and agreed

Clerk asked to bring a Dignity and Respect Policy to a future meeting for consideration.

25/031 To Confirm Burial Ground Rules and Regulations Paper 8

Reviewed and confirmed.

25/032 To confirm General Power of Competence and Wellbeing Paper 9

Clerk explained that the Power lasts the life of the Council as long as it is confirmed at every annual meeting.

Reviewed and confirmed.

25/033 To confirm the OSMOG code of conduct, in accordance with the Localism Act 2011. Paper 10

Reviewed and confirmed.

25/034 To Review the Council's Asset Register and for Cllr Goodhead to advise Council on the map or maps she holds in Safe Keeping for Council so they can be included in the Register. Paper 11 Cllr Goodhead had the map with her which Cllr Peacock borrowed.

Reviewed and confirmed with the following addition - Add 10 years to life of lamps. Action Point

25/035. Appointments to Working Groups, both Councillors and Parishioners.

- a. Cycle/Footpath – Dudley Goodhead and Linda Goodhead
- b. Flood Alleviation – not required
- c. A34 Noise Reduction – Cllrs Peacock, Jones, Denby V Nashe. Cllr Jones will confirm the names of Parishioners involved.
- d. Woodland Advisory Group – Clerk asked to invite David Maitland to be involved.
- e. Hinksey Hill Weight Limit Group – Cllr Goodhead, Cllr Bruce and Christine Chater.
- f. Botley Traffic Advisory Group - Cllr Goodhead

25/036. Reports from County and District Councillors

District Council report in Dropbox.

OCC Cllr Lugova elected on the 1st so has not taken up post.

25/037. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision. Paper 12

Minute Reference	Action	By Whom	Progress	Date of Completion
24/176.	Write to Layla Moran MP and Paul Fermer re Hinksey Hill Signage	Clerk		
25/009. d	Bank Reconciliations for 24/25 Q4	Cllr Goodhead		
25/009. f	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.	Clerk, Cllrs Denby and Peacock	Completed	30/04/2025
25/009. g. a	purchase a mobile handset max £100	Clerk	Completed	09/04/2025
25/009. g. b	mobile sim card business contract paid by Council DD	Clerk		
25/009. g. c	purchase of Bitdefender	Clerk	Completed	09/04/2025
25/009. l.	HMRC Direct Debit send to HMRC	Clerk	Completed	08/04/2025
25/009. m.	Pay agreed grants	Clerk	Completed	/04/2025
25/009. m.	amend budget as agreed and bring to next meeting	Clerk		
25/010. d.	A34 noise - Invite Parishioner to future meeting	Clerk	Completed	09/04/2025
25/011.	Updates to Finance Regulations	Clerk	Completed	07/04/2025
25/015	agree Woodland Tender	Clerk	Completed	09/04/2025

24/160	Parish Meeting suggested topics. Lodge Hill, Flood Alleviation scheme. Devil's Back Bone.	Chair		
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	Complete	07/05/2025
23/151	Register interest with Land registry	Clerk	Ongoing	
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		

25/038. Clerk's Report Paper 13

Clerk's Report

Annual Leave

I was on Leave from the 16th – 21st April inclusive. There are another two public holidays in May.

Casual Vacancy

As far as I am aware David Maitland still has a key which opens both Council Noticeboards. If this is not returned then 2 new replacement locks will be required.

I have had to chase Vale to get information re the requirement for an election and again for the removal of the Rol information for Mr Maitland. Notice requesting applications for co-option have been posted.

Internal Audit

This has been completed and will come to the June Parish Council meeting with the AGAR.

External Audit

I have started the prep for this, which is dispatched immediately after the signing of the AGAR.

HMRC

HMRC have confirmed the set up of a Direct Debit as requested, for payment of Tax/NI.

Burial Ground Development

There has been a problem with the levels. The ones provided are from Ordinance Survey and ODS have had to call in their Engineer to complete the work on this.

Transfer of EROB

Despite all the emails I have had no transfer request or payment.

ODS Invoices

This saga continues. Batch invoices still not arriving. David from ODS chasing their IT.

Scribe

The accounts for 24/25 have been closed. 25/26 was opened before the last meeting.

Annual Parish Meeting

Since I am not a Parishioner, I am not involved with this. At her request I provided Cllr Jones with a pro forma for her agenda and sent her the minutes from last year's meeting.

Grant Payments

I requested Bank details from the recipients and as each arrived set up the payments which were kindly authorised by Cllrs Peacock and Denby as agreed by Council

COUNCIL MATTERS (Total 60 minutes).

25/039. Planning applications

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

None

25/040. Finance:

- a) To agree virement of £208 from Burial Ground Operations Budget to Grants Budget since Council expressed a desire at the last meeting to increase the Budget for Grants.

Agreed

- b) To agree Budget amendment in light of the Burial Ground Development overrun into 2025/26. Paper 14

Actual	Agreed	Amended	Current	Projected	Projected	Projected
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Income		2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
1001	Precept	£21,002.00						
1002	Bank Interest	£1,021.64	£981.00	£981.00	£565.77	£250.00	£250.00	£250.00
1003	Grant Funding	£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	£13,294.50	£13,294.50	£13,294.50
1005	Wayleaves	£21.01	£21.00	£21.00	£21.01	£21.00	£21.00	£21.00
1006	VAT Refund	£1,603.70	£1,500.00	£1,000.00	£171.90	£4,035.79	£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
4003	Cycle/Footpath ER transfer	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	£0.00	£0.00
2018	Burial Ground Development ER Transfer	£0.00				£41,846.25	£0.00	£0.00
1009	PWLB Loan					£18,000.00		
Total Income								
		£36,974.03	£7,182.00	£6,976.50	£5,733.86	£78,127.54	£15,245.50	£15,245.50
		Actual	Agreed	Amended	Current Oct	Projected	Projected	Projected
Expenditure		2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
2001	Salaries	£6,915.14	£8,870.00	£8,370.00	£3,585.00	£7,974.60	£8,919.24	£9,303.24
2002	Tax/NI	£1,547.83	£1,400.00	£1,900.00	£631.60	£2,541.40	£2,777.56	£2,973.56
2003	Clerk Expenses	£343.65	£500.00	£500.00	£85.60	£500.00	£512.50	£525.31
2004	Staff Training	£110.00	£300.00	£300.00	£0.00	£300.00	£307.50	£315.19
2005	Councillor Training	£0.00	£300.00	£300.00	£0.00	£300.00	£307.50	£315.19
2006	Grounds Maintenance	£2,974.20	£4,000.00	£4,000.00	£1,511.63	£4,000.00	£4,100.00	£4,202.50
2007	Burial Ground Operations	£4,276.44	£4,000.00	£4,000.00	£679.81	£9,792.00	£10,036.80	£10,287.72
2008	Audits	£500.00	£600.00	£455.00	£388.75	£450.00	£461.25	£472.78
2009	Insurance	£389.50	£390.00	£426.00	£425.60	£525.00	£538.13	£551.58
2010	Venue Hire	£112.00	£350.00	£350.00	£350.00	£350.00	£358.75	£367.72
2011	Membership Subscriptions	£266.50	£350.00	£405.00	£0.00	£425.00	£435.63	£446.52
2012	Office Supplies	£149.60	£250.00	£127.91	£127.91	£250.00	£256.25	£262.66
2013	Accounts	£595.00	£500.00	£408.00	£408.00	£450.00	£461.25	£472.78
2014	Web Site + email	£444.00	£450.00	£604.09	£604.00	£250.00	£256.25	£262.66
2015	Bank Service Charges	£128.00	£150.00	£57.00	£57.00	£150.00	£153.75	£157.59
2016	Grants	£1,050.00	£500.00	£150.00	£150.00	£708.00	£725.70	£743.84
2017	Community Woodland	£400.00	£2,500.00	£1,912.00	£1,912.00	£2,500.00	£2,562.50	£2,626.56
2018	Burial Ground Development	£5,500.00	£500.00	£0.00	£500.00	£62,682.54	£0.00	£0.00
2019	Defibrillator	£250.00	£300.00	£300.00	£300.00	£100.00	£102.50	£105.06
2020	Election Costs	£650.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00
2021	PWLB Loan Repayment	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00
2022	Domain Registry	£0.00	£0.00	£160.00	£160.00	£100.00	£100.00	£100.00
4001	General Fund	£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
4003	Foot/Cycle Path ER	£0.00	£0.00	£0.00	£0.00	£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
4007	Woodland ER	£0.00	£0.00	£0.00	£0.00	£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
4009	Flood Alleviation Scheme ER	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00

Total Expenditure	£29,601.86	£30,110.00	£28,625.00	£15,776.90	£102,248.54	£41,273.05	£42,392.46
Summary	Actual	Agreed	Amended	Current	Projected	Projected	Projected
	2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
	Total Expenditure	£29,601.86	£30,110.00	£28,625.00	£15,776.90	£102,248.54	£41,273.05
Total Income	£36,974.03	£7,182.00	£6,976.50	£5,733.86	£78,127.54	£15,245.50	£15,245.50
Precept	£22,928.00	£22,928.00	£21,648.50	£21,002.00	£24,121.00	£26,027.55	£27,146.96

Summary / Proposal

- Recommend asking for a Precept of **£24,121.00**
- 23/24 Precept was **£21,002.00**;
- 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**

Deferred to a future Meeting since Council wanted a comparison with the previous draft budget it agreed.

- c) Bank Reconciliations Q4 2024/25 - Cllr Goodhead to present signed reports and Bank Statements to Council.

Signed Reports presented by Cllr Goodhead. As requested by the Internal Auditor, the Clerk asked that Cllr Goodhead sign the bank statements as well as the reconciliations.

- d) Approval of Receipts and Payments against Budget since last Council Meeting. Paper 15

	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							
<u>1.</u>	VoWHDC	Burial Ground Rates	DD	52.00	2007	9792.00	9637.82
<u>2.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.36	2007	9792.00	9588.46
3.	Lloyds Bank	MultiPay Card May	DD	3.00	2015	150.00	138.00
4.	Unity Trust	Bank Charge May	DD	6.00	2015	150.00	132.00
<u>5.</u>	St Laurence Church	Grant for Tap repair	BT	408.00	2016	708.00	300.00
<u>6.</u>	Homestart	Grant	BT	150.00	2016	708.00	150.00
<u>7.</u>	Bitdefender	Bitdefender Security	MultiPay	14.99	2012	250.00	235.01
<u>8.</u>	Handset	eBay	MultiPay	45.49	2012	250.00	189.52
10.	LMA	Net Staff Costs May	SO	624.60	2001	7974.60	6725.40
<u>11.</u>	LMA	Clerk Expenses 2025/26 April	BT	29.10	2003	500.00	417.10
<u>12.</u>	Tactical Services	Grass Cutting	BT	259.10	2006	4,000.00	3481.82
<u>13.</u>	Covered by LMA	SIM top up	BT	10.33	2012	250.00	179.19
<u>14.</u>	Mulberry Local Authority Services Limited	Internal Audit	BT	312.00	2008	450.00	138.00

15.	Clear Councils	Insurance	BT	479.22	2009	525.00	45.78
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
Explanations							

Payments agreed

All agreed payments to be authorised after the meeting.

Clerk asked by Cllr Peacock to chase up Tactical on the timing of their visits.

- e) To agree mandate removing David Maitland as a bank signatory. Paper 16**
Mandate agreed and signed

25/041. Reports from Working Groups

- a. Cycle/Footpath - none
- b. Flood Alleviation – update arrived too late for this meeting but was circulated to Councillors for information. Cllr Jones felt the delay was strange the main funding was already agreed and only the shortfall required.
- c. A34 Noise Reduction – next month
- d. Woodland Advisory Group - nothing
- e. Hinksey Hill Weight Limit Group - nothing
- f. Botley Traffic Advisory Group

25/042. Annual Parish Meeting – to consider how its recommendations should be managed and brought to the next meeting of Council.

Meeting postponed to the 2 June at 7pm due to Cllr Jones illness. The Chair could not call the meeting since none had been elected. Cllrs Peacock and Jones would call the meeting as two Parish Councillors.

25/043. For Council to consider and Note Letter from SLCC to Baroness Taylor. Paper 17

Considered and noted for information

25/044. To note the Clerk's Time Sheet for April 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 18.

It was noted the Clerk worked over the hours contracted. Cllr Morrison asked the Clerk why emails had to be addressed on a daily basis. Clerk explained they needed to be checked for burial requests, but the question on responses should be referred to Cllr Jones and Goodhead. It was agreed that the time sheet was not required.

25/045. Council to Note Employers Pay Offer for 2025 of 3.2% increase on all pay and allowances. Paper 19.
Employers Pay offer noted.

25/046 Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 22nd of May. Any items submitted after that date cannot be considered.

25/047 Date of the next Meeting. 2nd June 2025

The meeting closed at 20.50.

