



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 7th of July 2025 in the South Hinksey Village Hall

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

In Attendance: L Morrison Allsopp Clerk/RFO, District Cllr Emily Smith and County Councillor Diana Lugova.
Two Members of the Public.

25/063. Apologies for absence: none

25/064. Declarations of Interest:

Reports from Working Groups - A34 Noise - Cllrs Jones, Denby and Peacock

Electric Road - Cllr Denby

25/065. Approval of the draft Minutes of the Parish Council Meeting held on the 2nd June 2025:

Approved as a correct record and initialled and signed by the Chair of the Meeting.

25/066. Public Participation

The Members of the Public present had no questions, comments or representations.

25/067. Reports from County and District Councillors

OCC Cllr Diana Laguna - Report in Dropbox

Discussion of the Oxfordshire County Council (OCC) Congestion Charge in Oxford City. While reducing pollution in the City of Oxford this increased the pollution in South Hinksey and other neighbouring parishes. The Clerk also noted that the Parish Council had not been asked to comment on the OCC Proposals.

Vale of White Horse District Cllr Emily Smith - Report in Dropbox

Re-organisation proposal from South and Vale with West Berks - Boundary shown splits the Parish since it uses the A34. Cllr Smith to check. Because of the work on the website there could be planning delays. By election on Thursday. Building Regs not appearing on the Website. Cllr Smith to check.

25/068. 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
25/058.	Exercise of Public Rights	Clerk	Ongoing	03/06/2025 -
24/176.	Write to Layla Moran MP and Paul Fermer re Hinksey Hill Signage	Clerk		

24/161	Landowner Declaration – Electric Road raise awareness	Cllr Denby	Completed	07/07/2025
24/163	Compulsory Purchase Process and Compensation – discuss with other Village ward Councillors	Cllr Denby	Completed	07/07/2025
25/056.	To Confirm Internal Auditor for 2025/26 as Mulberry.	Clerk	Completed	03/06/2025
25/057.	Annual Governance & Accountability Return (AGAR) 20234/ 2025	Clerk	Completed	03/06/2025
25/059.a	Approval of Receipts and Payments	Cllrs Denby & Peacock	Completed	03/06/2025
23/151	Register interest with Land registry	Clerk	Ongoing	
25/034	Asset Register - Amend	Clerk	Completed	26/06/2025
24/160	Parish Meeting suggested topics. Lodge Hill, Flood Alleviation scheme. Devil's Back Bone.	Cllr Jones and Peacock	Completed	02/06/2025
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	Ongoing	
23/189.	National Highways re alternative cycle walking route prepare letter	Working Group	Ongoing	
23/189.	New Cycle Route produce Action Plan	Working Group	Ongoing	

24/034a	Cycle Route Write to National Highways this will complete their cycle route.	Working Group	Ongoing	
24/034a	Consult with interested parties.	Working Group	Ongoing	
24/034a	Go Forward with requesting quotes.	Working Group	Ongoing	
24/034a	Fundraising for outside grants.	Working Group	Ongoing	

Lodge Hill now an urgent action. **Action Point**

25/069. Clerk's Report Paper 2

Annual Leave

I will be taking 4 days annual leave from the 15th -18th July and 5 days from the 18th to the 22nd of August. There is also a Bank holiday on the 25th of August.

Casual Vacancy

I have had no interest expressed in this vacancy so far. I should have time to pursue this further in July and August.

External Audit

This was submitted on Schedule and the notices of Public Rights posted on the website and noticeboards. There has been no response so far from Moores, apart from acknowledgement of receipt, but this is not unusual.

Burial Ground Development

I have raised with ODS their failure to complete on time and the effect this is having on the grass. I am awaiting a response.

ODS Invoices

This saga continues.

Bank

I have received reports from colleagues that Direct Debits have been set up on their Unity Trust Bank Accounts without authorisation and money withdrawn. I am keeping a close eye on the Council's accounts.

Clerk reported that further to her conversation with ODS it had offered a dowsing of water with Council paying for the water. The Clerk had pointed out the issue was not lack of water but that the failure to complete the work at the beginning of May meant that any seeds germinating after the June completion were being burnt by the hot sun. ODS have not submitted an invoice and Council Resolved not to pay Burial ground development invoice until reseeded in Autumn. Action Point

COUNCIL MATTERS

25/070. 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.

25/071. Finance: Council

- a. To appoint a third Bank signatory
Cllr Morrison volunteered. Action Point
- b. To agree to the Clerk completing the SLCC GDPR e-course and Council paying half the cost i.e. £18.00. **Paper 3**

Cllr Jones asked if the Clerk was paying half the cost. Clerk reminded Council that she is an SLCC Locum and SLCC had covered half. Agreed. **Action Point**
- c. To agree to the use of Dropbox Plus at a cost of £7.99 per month, for the backup of Council documents. Council documents must be backed up and the space on the free version of Dropbox is no longer sufficient. **Paper 4. Agreed Action Point**
- d. Bank reconciliation Quarter 1. Cllr Goodhead to check and report back to next meeting. **Paper 5 Action Point**
- 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 6

	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	9484.46
	Lloyds Bank	MultiPay Card July	DD	3.00	2015	150.00	129.00
	Unity Trust	Bank Charge July	DD	6.00	2015	150.00	123.00
<u>4.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.10	2007	9792.00	9435.36
<u>5.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.36	2007	9792.00	8976.00
For Approval							
10.	LMA	Net Staff Costs July	SO	624.60	2001	7974.60	5476.20
11.	LMA	Net Staff Costs Aug	SO	624.60	2001	7974.60	4851.60
<u>12.</u>	HMRC	Tax/NI Quarter 1	DD	588.15	2002	2541.40	1953.25
<u>13.</u>	LMA	Clerk Expenses June	BT	17.80	2003	500.00	383.40
<u>14.</u>	Tactical Services	Grass Cutting	BT	259.10	2006	4,000.00	2963.62
<u>15.</u>	Vodafone	SIM top up	MultiPay	10.33	2012	250.00	158.53
<u>16.</u>	Ox Direct Services	Grave Digging	BT	410.00	2007	9792.00	9025.36
<u>17.</u>	LMA	SLCC GDPR eCourse	MultiPay	18.00	2004	300.00	282.00
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
	S Goldie	ERoB Transfer		108.90	1004	13294.5	1158.55
	Edward Carterfield FD	2 nd Memorial Inscription		157.30	1004	13294.5	1001.25
<u>23</u>	VAT	Reclaim		215.33	1006	1000	784.67

Explanations

Payments Agreed **Action Point**

- f. To note Summary of Receipts and Payments against draft budget. **Paper 7**
Council Noted.
- g. To note Clear Insurance Renewal Confirmation **Paper 8**
Council Noted.
- h. To note updated Asset Register. **Paper 9**
Council Noted.
- i. To agree updated Budget, previous Budget provided for comparison. **Paper 10**
Council Agreed. **Action Point**

25/072. Reports from Working Groups

- a. Cycle/Footpath – no update.
- b. Flood Alleviation Scheme – Footpath division notification. **Paper 11**
- c. Woodland – no update.
- d. Hinksey Hill Weight Limit – OCC Cllr Lugova to follow up.
- e. A34 Noise - **Motion from Cllr Jones** – A34 Noise Reduction - following the adoption of the Noise reduction policy at the last meeting. **Paper 12**

The Council is asked to:

- 1. Agree and send the letter to the County Council.
- 2. Sent the letter to all our local representatives asking for support copy to Kennington
- 3. Note the letter for parishioners to use should they wish to do so.

Agreed that Cllr Jones amend and send to Clerk for her to top, tail, edit and circulate.

Speed Hinksey Hill. **Action Point**

25/073. Motion from Cllr Denby - Electricity Road 'Right of Way' Council to discuss.

Electricity Road has no official status. Is there an interest from Village of South Hinksey for it to be a Right of Way? Work on this by Council in 2015 but no result. Change of Clerk at the time.

Clerk asked to send Electric Road Documents to Cllr Denby. **Action Point**

25/074. To discuss and agree a response to proposals for local government reorganisation. Paper 13

Following discussion proposal to support Oxfordshire. Agreed that the Clerk write to the Minister with their support for the proposal. **Action Point**

25/075. Delegation

- a) **To discuss and agree any amendments to the Scheme of Delegation provided by the Clerk. Paper 14**

Clerk to add a round robin for planning applications and bring to next meeting. **Action Point**

- b) **Cllr Jones to pass letter of instruction for incapacity of the Clerk to Cllr Denby, if not already done.**
Cllr Jones brought it to the meeting and passed it to Cllr Denby.

25/076. To discuss and agree any amendments to the Dignity at Work Policy provided by the Clerk. Paper 15

Clerk asked to tidy up and bring back to Council. **Action Point**

25/077. Part Night Lighting Consultation – Council to consider and agree its response. Paper 16

Increasing danger to women by reducing lighting. Proposal not to support was agreed. **Action Point 25/078. Council to consider and note the Government response to the Enabling remote access and proxy voting consultation. Paper 17**

Council agreed to wait for legislation to come forward before taking any action.

25/081 Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 22nd of August. Any items submitted after that date cannot be considered.

Date of the next meeting 1st September 2025

The meeting closed at 20.50.

Councillors Goodhead, Jones and Peacock gave their apologies to the Clerk for the next meeting leaving it inquorate.

The Clerk to attempt to rearrange the meeting for the 26th of August 2025, advise Council of the new date of meeting, cut off for items for next agenda and update the information on the website. **Action Point**