



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 Tuesday the 26th of August 2025 in the South Hinksey Village Hall

Clerk had problems with the Council Laptop. Several keys not working.

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

In Attendance: L Morrison Allsopp Clerk/RFO, District Cllr Ben Potter and County Councillor Diana Lugova.
Two members of the Hinksey Hill Working Party.

25/080. Apologies for absence: Cllrs Jones and Peacock, Dist. Cllr Emily Smith,

25/081. Declarations of Interest:

Flood Alleviation – all Councillors

Hinksey Hill – Cllrs Goodhead and Morrison

A34 - all Councillors

25/082. Approval of the draft Minutes of the Parish Council Meeting held on the 7th July 2025: Approved as a correct record, initialled and signed by the Chair.

25/083. Public Participation - questions, comments or representations:

With the agreement of the Chair comments reserved to later in the meeting.

25/084. Reports from County and District Councillors

OCC Cllr Diana Laguna - Report in Dropbox

1. Oxford Temporary Congestion Charge.

The consultation survey received 7,165 responses, with concerns raised about the scheme's effectiveness, impact on local businesses, and fairness. However, there is also substantial support for the proposal's potential to reduce traffic congestion, improve air quality, and enhance public transport services. Based on the feedback received during the consultation (including 7,165 survey responses), we have made several amendments to the proposal. These changes will be reviewed by the council's Place Overview and Scrutiny Committee on 27 August, with a final decision to be made by the council's cabinet on 10 September. The report to the Committee is here <https://mycouncil.oxfordshire.gov.uk/documents/s77493/Place%20Scrutiny%20report%20Temporary%20Congestion%20Charge.pdf>

The revised proposals now include recommendations for free park and ride journeys for an initial period of two months, covering the busy Christmas period, and additional permits for specific circumstances, such as ice hockey clubs and business cars.

If approved by the council's cabinet in September, the scheme is expected to reduce traffic while Botley Road remains closed, contributing to a healthier and more accessible city. It's designed to

improve bus services and facilitate travel for those with permits, including carers, traders, and blue badge holders. It could be introduced in autumn this year.

The Parish Clerk re-iterated that the Council had not been asked to comment despite the reduction in the air pollution in the City having a knock-on effect of an increase for the green belt parishes like South Hinksey.

2. **Oxford Flood Alleviation Scheme.** I am in conversation with EA team and had a briefing and scheduled site visit tomorrow. If you want me to ask EA any questions, please let me know. EA team is looking to work closely with all stakeholders and Parish Council specifically and are open to communication/engagement format.
3. **A34 Noise Reduction.** I've received a letter and documentation from SHPC and submitted official Cllr enquiry to OCC with request to consider the proposed scheme. August was very quiet month with many officers on holidays, so, I am still waiting for response, will push for it at the beginning of September and will keep you updated.
4. **Hinksey Hill Weight Limit.** Sharaz said that initial assessment during feasibility study underestimated the scope of work to implement a weight limit on Hinksey Hill. While on the face of it seems very simple, it also involves changing signs on the A34 – which is part of the National Highways Network and the team thinks that NHN might require additional assessment and additional work done which will increase the project cost. So far the estimated cost is around £128k. The project has not been discounted – however, it's not included in the Lodge Hill project budget either. If SHPC would be able to submit official request to keep the project in the “queue” for first available budget, that would help to keep pushing for its implementation.

Vale of White Horse District Cllr Ben Potter.

As usual no August report produced. Cllr Potter gave a brief verbal report.

25/085. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision. **Paper 1**

Review of Actions

Minute Reference	Action	By Whom	Progress	Date of Completion
25/071. a	Set up Cllr Morrison as 3 rd Bank signatory	Clerk	Request for information sent 08/07/2025	
25/071. b	SLCC GDPR e-course	Clerk	Ongoing	
25/069.	Don't pay Burial Ground bill until reseeded in Autumn	Clerk	Ongoing	
25/071. d	Bank reconciliation Quarter 1.	Cllr Goodhead	Completed	26/08/2025
23/151	Register interest with Land registry	Clerk	Ongoing	
25/075.	Scheme of Delegation -Add Planning round robin. And bring to next meeting.	Clerk	Completed	26/08/2025
25/076.	Dignity at Work tidy up and bring back to Council.	Clerk	Ongoing	

24/176.	Write to Layla Moran MP and Paul Farmer re Hinksey Hill Signage	Clerk	Completed	18/08/2025
25/074.	Write to Minister expressing PC support for Oxfordshire	Clerk	Completed	07/08/2025
25/058.	Exercise of Public Rights	Clerk	Completed	15/07/2025
25/071. h	Apply updated Budget to Scribe	Clerk	Completed	10/07/2025
25/072.	Amend letter she provided	Cllr Jones	Completed	08/07/2025
25/072.	Header and copy - edit letter	Clerk	Completed	01/08/2025
25/071. e	Approval of Bank Payments	Cllrs Denby and Peacock	Completed	08/07/2025
25/071. g	Agreed Asset Register – update website	Clerk	Completed	10/07/2025
25/071. h	Updated Budget - update website	Clerk	Completed	10/07/2025
25/073.	Provide Cllr Denby with ER archive documents	Clerk	Completed	07/07/2025
25/071. c	Set up Dropbox plus for Council Documents	Clerk	Completed	08/07/2025
25/079.	Rearrange date of next meeting	Clerk	Completed	08/07/2025
25/079.	Update meeting info on website	Clerk	Completed	09/07/2025
25/030	Update policies and add to website	Clerk	Completed	11/07/2025
25/077	Part Night Lighting Consultation - response	Clerk	Completed	11/07/2025
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	

25/086. Clerk's Report Paper 2

Change of date of Meeting

This resulted in several amendments to the website. I also swapped one of my holiday days.

Fete Field

The Fete Field has a new tenant. The Chair of the Hall Committee offered to arrange a meeting last year between the owner and tenant of the Field and although I accepted the offer the meeting did not materialise. I have inspected the field and the grass has been cropped short. I contacted the Chair of the Hall Committee to check he still wanted the grass cut, but without response. I also queried that the padlock in use was not the one paid for by Council and the code provided did not work.

Casual Vacancy

Advertised again on Shinfo.

Grass Cutting Payment from OCC

This had not been received. I chased it up with the relevant department and an email with remittance advice came through from Hants. However the address on it was from before I took up post and I was concerned that since the address was wrong the bank account could also be wrong. My predecessor set up the Unity account before he left. The payment did go into the correct bank account but trying to get the address changed has resulted in several emails including a request from their finance department for a bank statement confirming the change of address. I forwarded them the one from June 2023. I await a response. What is frustrating is that the Grass Cutting dept was aware of the change of address and Clerk at that point because they had to change the details on the grass cutting agreement before I could sign it. I forwarded the new agreement when I queried the nonpayment.

External Audit

This has been completed and notice posted on the website and the notice boards. The hard copy documents from Moore have been filed.

Burial Ground Development

I have another meeting with ODS on site scheduled to check the condition of the work. When I checked on the 2nd, there was grass growth.

Staff Training

I have booked a space on Scribifest 2025 on the 9th of October from 9.30 – 16.00. The training is free. The keynote speaker is Claire Reed, Project Manager for the Smaller Authorities' Proper Practices Panel (SAPPP), on the major changes to council financial reporting and governance introduced this year and a preview of potential further changes.

Woodland

Complaint from Parishioner about Giant Hogweed at the corner of the woodland.

Bollard had also been removed.

The giant hogweed reported as in the Woodland was in fact in the verge next to the woodland. I reported the verge to Fix my Street and sprayed the plant I found in the woodland along a path. I have organised for the bollard to be replaced.

Request for Information by OCC Media

Oxford Mail Reporter requested information from them about OCC denial of request for weight limit through the village.

ODS Invoices

ODS invoices had a hiatus at the end of June which resulted in the accounts department re-booting the system. This has resulted in the Council invoices now appearing through the proper system.

OALC New Website

The new website allows Councillors to access a lot of useful documents; you can access it at <https://oalc.org.uk/>

COUNCIL MATTERS (Total 60 minutes)

25/087. Planning applications

- i) To agree a response to Oxfordshire County Council planning application reference R3.0065/25
Paper 3

Agreed comment to be submitted is No comments or objections Action Point

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

None

Clerk reported that one Councillor responded to the circulation of application **P25/V1481/LB**. response was neutral. Comment submitted was no comments or objections.

25/088. Finance:

- a. Third Bank Signatory - Cllr Morrison – Bank signatories to sign mandate. **Paper 4**

Deferred to next meeting. Clerk to resend email request. Action Point

Cllr Morrison to supply the necessary information, Action Point

- b. To consider and agree the following budget amendments
 i). Virement £250 from General Reserve to Office Supplies.
 ii). Virement £250 from General Reserve to Audit.

Council discussed and agreed. Action Point

- c. Local Government Services pay Agreement 2025 - for Council to note and agree pay agreement for 2025 and the implementation of the pay award as per contract to £19.81 per hour **Paper 5**

Council discussed and agreed. Action Point

- d. Local Government Services pay Agreement 2025 - for Council to agree payment of the backdated amount of £98.30. **Paper 6**

Council discussed and agreed. Action Point

- e. Bank reconciliation Quarter 1. Cllr Goodhead to report on checks. **Paper 7**

Council discussed and agreed.

- f. Approval of Receipts and Payments against Budget since last Council 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							
	Lloyds Bank	MultiPay Card August	DD	3.00	2015	150.00	120.00
	Unity Trust	Bank Charge August	DD	6.00	2015	150.00	114.00
<u>5.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.10	2007	9792.00	8926.90
<u>6.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.36	2007	9792.00	8877.54
<u>7.</u>	Dropbox	Annual payment	MultiPay	95.88	2012	250.00	41.99
<u>8.</u>	UK Office Debt Management	Interest payment	DD	447.60	2021	3000.00	2552.40
<u>9.</u>	UK Office Debt Management	Principal repayment	DD	997.60	2021	3000.00	1554.80
For Approval							
<u>11.</u>	LMA	Net Staff Costs Aug	SO	644.38	2001	7974.60	4831.82
<u>12.</u>	LMA	Salary Back date after tax	BT	78.50	2001	7974.60	4753.32
<u>13.</u>	LMA	Clerk Expenses July	BT	17.10	2003	500.00	366.30
<u>14.</u>	Narked Design	Annual payment Website and emails	BT	225.00	2014	250.00	25.00
<u>15.</u>	Tactical Services	Grass Cutting	BT	259.10	2006	4,000.00	2704.52
<u>16.</u>	Tactical Services	Grass Cutting	BT	259.10	2006	4,000.00	2445.42
<u>17.</u>	Vodafone	SIM top up	MultiPay	10.33	2012	250.00	148.20
<u>18.</u>	Vodafone	SIM top up	MultiPay	10.33	2012	250.00	137.87
<u>19.</u>	Viking	Office Supplies	MultiPay	174.28	2012	250.00	132.29
<u>20.</u>	Moore	External Audit	BT	378.00	2008	450.00	240.00
<u>21.</u>	LMA	Reimburse Glyphosate	BT	7.99	2017	2500.00	2492.01

22.	LMA	Reimburse PPE	BT	3.99	2017	2500.00	2488.02
23.	Tactical Services	Replace Bollard	BT	102.00	2017	2500.00	2386.02
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
25.	OCC	Grass Cutting Payment		680.69	1008	680.00	0.69
Explanations							

Council discussed and agreed. Action Point

- g. To note Summary of Receipts and Payments against draft budget to date. **Paper 9**
Council discussed and agreed. Action Point
- h. External Auditors Report. To discuss and agree report, certificate and Notice of Conclusion of Audit. **Paper 10**
Council discussed and agreed.

25/089. Reports from Working Groups

- a. Cycle/Footpath - none
- b. Flood Alleviation Scheme – invite Environment Agency to next meeting. **Action Point**
- c. Woodland – see Clerk's Report
- d. Hinksey Hill Weight Limit – Chris Chatter on behalf of the working group.

Issues

1. The original scheme for Lodge Hill did not include provision for traffic calming for Hinksey Hill. In discussions, meetings and emails with Bob Johnson CC, Lee Turner Traffic officer and Sharaf Aziz (Lodge Hill project manager) it was implied strongly that the need for the weight limit was accepted. Bob Johnson CC told the PC on at least three occasions that the weight limit was agreed and that it was 'fully funded'.

As a result, the PC and Hinksey Hill residents did not object at planning stage to the Lodge Hill scheme.

2. Andrew Grant told the press that the PC was never told that the weight limit was agreed and that it was never part of the scheme. Please see press article and letter from Andrew Gant of the 14 August.

If this is the case the OCC and Lodge Hill project have not been transparent with the PC. They do not respond to emails or letters.

3. Bob Johnson told the PC and reiterated it in this letter to the press that the cost of the signs for the weight limit was the problem. But the Lodge Hill project and Highways England were in discussion in 2023 and there is a plan produced by them showing the signs on the A34. It is inconceivable that this was not costed.

4. The issues for the PC are as follows:

Can the PC trust and rely upon statements made by the OCC in future matters?

Is the OCC living up to its own mission statement?

What further action can be taken- I suggest that the PC write to Andrew Gant and the Chief Executive of the OCC stating as a matter of record, and reserving the right to refer to it at a later stage, that it is disappointed in the way that the PC have been treated in this matter. Further, that when the issue of HGV traffic becomes a life issue on Hinksey Hill that they will refer to all the correspondence in this matter.

Recommendations

Write to Layla Moran MP. Already done.

Write to OCC Cllr Diana Lugova making complaint. **Action Point**

e. A34 Noise – no report.

25/090. Practitioners Guide 2025 – for Council to note the Practitioners' guide which provides the proper practices about the governance and accounts of smaller authorities such as South Hinksey. **Paper 11**

Council discussed and agreed.

25/091. IT Policy - to consider and agree IT Policy as required by the Practitioners Guide. **Paper 12**

Council discussed and agreed. To be added to website. Action Point

25/092. Councillors to note ICO Statement as it references a councillor's use of their personal laptop for Council business. Paper 13

Council discussed and noted.

25/093. Parish Clerk Annual Review – as per standing orders each councillor to review the Clerk's performance and forward to Cllr Denby for review with the Clerk at a date in October as required by the Contract of Employment issued to the Clerk by Council.

Council discussed and noted. Action Point

25/094. Scheme of Delegation - To agree the Scheme of Delegation with the requested amendment. **Paper 14**

Council discussed and agreed. Action Point.

25/095. Prepare for Winter – to consider, what if any items are required to prepare for Winter. **Paper 16**

Council discussed and agreed no action required. Suggestion that Green salt bins be highlighted on Shinfo Action Point.

25/096 Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 26th of September. Any items submitted after that date cannot be considered.

Date of the next meeting 6th October 2025.

There being no further business the meeting closed at 20.24.