



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 November 2025 in the South Hinksey Village Hall

Present: Cllrs Goodhead, Jones, Morrison and Peacock

In Attendance: L Morrison Allsopp Clerk/RFO, Prof Dudley Goodhead and Oxfordshire County Councillor Diana Lugova.

**In the absence of Cllr Denby it was proposed, seconded and agreed Cllr Jones take the chair.
The Clerk requested that councillors did not talk over each other.**

25/112. Apologies for absence: Cllr Denby and VoWHDC Cllr Smith.

25/113. Declarations of Interest:

All Councillors - **A34**

Cllrs Goodhead and Morrison - **Hinksey Hill**

Cllrs Jones and Peacock - **Flood Alleviation**

25/114. Approval of the draft Minutes of the Parish Council Meeting held on the 6th of October 2025:

Council agreed the minutes as a correct record and the Chair initialled and signed. Minutes to be added to the website. **ACTION POINT**

25/115. Public Participation - questions, comments or representations:

Prof Dudley Goodhead asked to speak on his two items of interest at those points in the agenda. Council agreed.

25/116. Reports from County and District Councillors

OCC Cllr Diana Lugova

Report in Dropbox

Cllr Lugova highlighted

- a. Hinksey Hill Weight Limit
- b. A34 Speed Reduction.
- c. Oxford Flood Alleviation Scheme(EA)Traffic Management and A34 speed reduction.
- d. Oxford Temporary Congestion Charge started last Wed, 29th October 2025.
- e. Cllr Priority Fund

VoWHDC

Report in Dropbox

District Councillor Surgeries: Saturday 29th November, 11:00-12:30, at the Flowing Well in Sunningwell

25/117. Review of Actions from the Minutes:

Minute Reference	Action	By Whom	Progress	Date of Completion
25/071. a	Set up Cllr Morrison as 3 rd Bank signatory	Cllr Morrison	information provided 06/09/2025. Mandate to be signed	
25/107.d	Bring new Hinksey Hill proposal to next meeting	Cllr Goodhead	Ongoing	
25/107.b	Recruit 2-3 village residents to join working group	Cllrs Jones and Peacock	Ongoing	
25/109.	Write to OCC Cllr asking about changes to A34	Cllr Jones	Ongoing	
25/071. b	SLCC GDPR e-course	Clerk	Ongoing	
23/151	Register interest with Land registry	Clerk	Ongoing	
25/107.d	Publicise noise issue on the Hill - notices, leaflets and Shinfo suggested	Cllr Goodhead	Completed	27/10/2025
25/107.b	Invite Flood Alleviation Project Manager to PC meeting in January	Clerk	Completed	29/10/2025
25/107.b	Ask Cllr Lugova re traffic management proposals	Clerk	Completed	29/10/2025
25/108.	Write to Greg Stone re signage and resurfacing	Clerk	Completed	29/10/2025
25/108.	Seek clarification on rail freight changes and effect on the junction	Clerk	Completed	29/10/2025
25/069.	Pay Burial Ground bill when reseeded in Autumn	Clerk	To be completed	03/11/2025
25/076.	Dignity at Work tidy up and bring back to Council.	Clerk	Completed	28/10/2025
25/107.b	Forward name of Project Manager to Clerk	Cllr Denby	Completed	06/10/2025
25/107.d	Send copy of Shiraz letter to Linda G	Clerk	Completed	07/10/2025
25/093.	Annual Review – Reviews to Cllr Denby	Cllrs /Cllr Denby	Completed	23/10/2025
25/106. d	Open Spaces sub defer to next meeting	Clerk	Completed	28/10/2025
25/106. d	Bring 26/27 budget to next meeting	Clerk	Completed	28/10/2025
25/106. a	Defer to next Meeting	Clerk	Completed	28/10/2025
25/102.	Create Annual Review paperwork	Clerk	Completed	08/10/2025
25/094.	Scheme of Delegation add to website	Clerk	Completed	07/10/2025
25/091.	Add IT Policy to website	Clerk	Completed	07/10/2025

25/106. b	Purchase replacement laptop	Clerk	Completed	08/10/2025
25/093.	Annual Review – Reviews to Cllr Denby	Cllrs /Cllr Denby	Completed	23/10/2025
25/106. d	Approval of Receipts and Payments	Cllrs Denby + Peacock	Completed	08/10/2025
25/099	Save approved Minutes to Website	Clerk	Completed	07/10/2025
25/101	Email re Greater Oxford forward to members	Clerk	Completed	07/10/2025
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	

25/118. Clerk's Report Paper 2

Scribefest

I attended this all-day online training session on the 9th of October. Main themes were the planned changes to the AGAR and bullying and harassment in the industry.

Laptop

This has now been replaced. Purchased from Lenovo, cheaper than Amazon and Currys. New laptop has been set up with 365 Business.

Annual Review form

As requested by Cllr Denby I prepared a form and sent it to him.

Annual Leave

From the 15th to the 17th of October Inclusive.

Shinfo

I continue to forward copy to Shinfo on a regular basis, at least once a week.

Freedom of Information Request

Freedom of Information Request received from Prof Goodhead requesting correspondence re Hinksey Hill Weight Limit. Response will be sent within the required twenty working days.

Email from Stone Mason

Email from a Stone Mason addressed to Geoff asking about Memorial Fees. I responded with the website address for the Burial Ground, where the information is available. I then received a response asking if there is a memorial form. I responded that there is and that it is available on the website in both word and PDF forms.

Burial Ground

This has been rotovated and seeded. Grass now growing well. Recommend the invoice be paid.

Standing Orders

Model Standing Orders amended for South Hinksey. Major change from previous version is use of Chair instead of Chairman, a change I implemented when I joined the Council. Other change highlighted.

COUNCIL MATTERS (Total 60 minutes)

25/119. Co-option of Parish Councillor – Council to note no further communication from interested candidate. Cllr Morrison confirmed lack of contact with previous interested party. Cllr Goodhead has a suitable candidate but they live outside Parish Boundary. Clerk reminded Council that this was not an impediment if they lived within three miles of the boundary. Clerk to send Cllr Goodhead an application form, for her to pass on, so the person highlighted can apply. **ACTION POINT**

25/120. Planning

i) P25/V1481/LB Decision Notice. Paper 3

Vale of White Horse District Council gives notice that listed building consent is GRANTED.

Noted.

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

None received.

25/121. Finance:

- a. Virement of £600 from General Fund to Office Supplies to cover the cost of laptop agreed at last meeting. Agreed **ACTION POINT**
- b. Third Bank Signatory - Cllr Morrison signed the mandate and the Clerk to forward to Unity Trust. **ACTION POINT**
- c. Bank Reconciliation Q2 – Council to note feedback from Cllr Goodhead. **Paper 4**
Noted
- d. Draft Budget 26-27 – Council to discuss, suggest and agree amendments. Final document to come to December meeting. (Please note VOWHDC have not released the figures for the precept calculation.) **Paper 5**

After discussion of the likely Precept, Council agreed the following amendments to the Draft Budget

- a. Reduce Salary Budget by £1000 **ACTION POINT**
- b. Grants Budget reduced by £250. **ACTION POINT**
- c. No £500 for Flood Alleviation. **ACTION POINT**
- d. Fold Betty Lane Legal into Foot/Cycle Path and £0 to Foot/Cycle Path in 26/27 – Cllr Goodhead will bring motion to next meeting. **ACTION POINT**

Clerk to amend budget and bring back to next meeting. ACTION POINT

South Hinksey Parish Council Draft Budget 2026 - 2027

Summary / Proposal

- Recommend asking for a Precept of £

- 23/24 Precept was **£21,002.00**.

- 24/25 Precept is **£22,928.00**

- 25/26 Precept is **£24,121.00**

- Currently there is **£14,057.48** in Ear Marked Reserves

Woodland £7,357.48, Election £800, Betty Lane legal £1500, Air Quality £1000, Defibrillator £400

Noise £1000, Flood Alleviation £1000, Foot/Cycle Path £1000

		Actual	Agreed	Amended	Current	Projected	Projected	Projected	Projected
Income		2024 - 2025	2025 - 2026	2025 - 2026	2025 - 2026	2026- 2027	2027 - 2028	2028 - 2029	2029 - 2030
1001	Precept	£21,002.00			£24,121.00				
1002	Bank IntEMRes	£1,021.64	£250.00	£250.00	£275.50	£450.00	£250.00	£250.00	£250.00
1003	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1004	Burials & Men	£12,645.00	£13,294.50	£13,294.50	£2,928.15	£6,000.00	£6,000.00	£6,000.00	£6,000.00
1005	Wayleaves	£21.01	£21.00	£21.00	£21.01	£21.00	£21.00	£21.00	£21.00
1006	VAT Refund	£1,603.70	£3,960.79	£3,960.79	£614.65	£1,200.00	£1,000.00	£1,000.00	£1,000.00
1007	CIL Community	£0.00							
1008	OCC Grass Cut	£680.68	£680.00	£680.00	£680.69	£680.00	£680.00	£680.00	£680.00
4003	Cycle/Footpat	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2018	Burial Ground	£0.00	£41,846.25	£41,846.25	£0.00	£0.00	£0.00	£0.00	£0.00
1009	PWLB Loan		£18,000.00	£18,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£36,974.03	£78,052.54	£78,052.54	£28,641.00	£8,351.00	£7,951.00	£7,951.00	£7,951.00
		Actual	Agreed	Amended	Current Oct	Projected	Projected	Projected	Projected
Expenditure		2024 - 2025	2025 - 2026	2025 - 2026	2025 - 2026	2026- 2027	2027 - 2028	2028 - 2029	2029 - 2030
2001	Salaries	£6,915.14	£7,974.60	£7,974.60	£3,865.66	£11,000.00	£11,550.00	£12,127.50	£12,733.88
2002	Tax/NI	£1,547.83	£2,541.40	£2,541.40	£1,611.82	£4,000.00	£4,200.00	£4,410.00	£4,630.50
2003	Clerk Expenses	£343.65	£500.00	£500.00	£281.00	£500.00	£525.00	£551.25	£578.81
2004	Staff Training	£110.00	£300.00	£300.00	£15.00	£300.00	£315.00	£330.75	£347.29
2005	Councillor Tra	£0.00	£300.00	£300.00	£0.00	£300.00	£315.00	£330.75	£347.29
2006	Grounds Main	£2,974.20	£4,000.00	£4,000.00	£1,511.42	£4,000.00	£4,200.00	£4,410.00	£4,630.50
2007	Burial Ground	£4,276.44	£9,792.00	£9,792.00	£865.31	£2,000.00	£2,100.00	£2,205.00	£2,315.25
2008	Audits	£500.00	£450.00	£700.00	£575.00	£650.00	£682.50	£716.63	£752.46
2009	Insurance	£389.50	£450.00	£450.00	£425.60	£550.00	£577.50	£606.38	£636.69
2010	Venue Hire	£112.00	£350.00	£350.00	£315.00	£350.00	£367.50	£385.88	£405.17
2011	Membership S	£266.50	£425.00	£425.00	£0.00	£550.00	£577.50	£606.38	£636.69
2012	Office Supplie	£149.60	£250.00	£500.00	£364.63	£600.00	£630.00	£661.50	£694.58
2013	Accounts	£595.00	£450.00	£450.00	£489.60	£550.00	£577.50	£606.38	£636.69
2014	Web Site + em	£444.00	£250.00	£250.00	£225.00	£250.00	£262.50	£275.63	£289.41
2015	Bank Service C	£128.00	£150.00	£150.00	£57.00	£150.00	£157.50	£165.38	£173.64
2016	Grants	£1,050.00	£708.00	£708.00	£558.00	£750.00	£787.50	£826.88	£868.22
2017	Community W	£400.00	£2,500.00	£2,500.00	£796.72	£3,500.00	£3,675.00	£3,858.75	£4,051.69
2018	Burial Ground	£5,500.00	£62,682.54	£62,682.54	£500.00	£0.00	£0.00	£0.00	£0.00
2019	Defibrillator	£250.00	£100.00	£100.00	£300.00	£100.00	£105.00	£110.25	£115.76
2020	Election Costs	£650.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00
2021	PWLB Loan Re	£3,000.00	£3,000.00	£3,000.00	13,243.19	£3,000.00	£3,000.00	£3,000.00	£3,000.00
2022	Domain Regist	£0.00	£100.00	£100.00	£0.00	£100.00	£100.00	£100.00	£100.00
4001	General Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4002	CIL Community	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4003	Foot/Cycle Pat	£0.00	£1,000.00	£1,000.00	£1,000.00	£500.00	£500.00	£500.00	£500.00
4004	Air Quality EM	£0.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
4007	Woodland EM	£0.00	£1,000.00	£1,000.00	£1,000.00	£500.00	£500.00	£500.00	£500.00
4006	Noise EMR	£0.00	£1,000.00	£1,000.00	£1,000.00	£500.00	£500.00	£500.00	£500.00
4009	Flood Alleviat	£0.00	£1,000.00	£1,000.00	£1,000.00	£500.00	£500.00	£500.00	£500.00
Total Expenditure		£29,601.86	£102,173.54	£102,673.54	£30,899.95	£36,100.00	£37,605.00	£39,185.25	£40,844.51
		Actual	Agreed	Amended	Current	Projected	Projected	Projected	Projected
Summary		2024 - 2025	2025 - 2026	2025 - 2026	2025 - 2026	2026- 2027	2027 - 2028	2028 - 2029	2029 - 2030
Total Expenditure		£29,601.86	£102,173.54	£102,673.54	£30,899.95	£36,100.00	£37,605.00	£39,185.25	£40,844.51
Total Income		£36,974.03	£78,052.54	£78,052.54	£28,641.00	£8,351.00	£7,951.00	£7,951.00	£7,951.00

- e. Grant Application – to consider grant application from Citizens Advice and agree a response. Grant budget has £150 remaining. **Paper 6**
Council agreed grant of £150. Clerk to process and inform Citizens Advice. **ACTION POINT**
- f. 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 7

	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 October	DD	3.00	2015	150.00	102.00
	Unity Trust	Bank Charge October	DD	6.00	2015	150.00	96.00
<u>3.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.10	2007	9792.00	8779.08
For Approval							
	LMA	Net Staff Costs Oct	SO	644.38	2001	7974.60	3464.56
<u>5.</u>	LMA	Clerk Expenses Oct	BT	16.20	2003	500.00	179.76
<u>6.</u>	Tactical Services	Grass Cutting	BT	259.10	2006	4,000.00	1927.22
<u>7.</u>	Vodafone	SIM top up	MultiPay	10.33	2012	250.00	117.24
<u>8.</u>	ODS	Burial Ground Development	BT	62,657.54 VAT 12,531.51	2018	62,657.54	0.00
<u>9.</u>	ODS	Woodland Maintenance Q2	BT	682.74	2017	2500.00	1014.75
<u>10.</u>	Open Spaces	Membership	BT	45.00	2011	425.00	373.00
<u>11.</u>	LMA	Re-imburse cost of laptop purchased from Lenovo	BT	591.20			
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
15.	HMRC	VAT Reclaim		£271.39	1006	1000	513.28
Explanations							
Transfer £2,000 from the Instant Access Account to the Current Account. To be repaid when the Burial Ground Development VAT is repaid.							

Council agreed the transfer £2000 from the Instant Access Account to the Current Account. ACTION POINT

Council agreed the payments. ACTION POINT

- g. To decide if membership of Open Spaces should cease while the Cycle route project is paused.
Agreed to pay for another year, Clerk to process payment. **ACTION POINT**
- h. To note Summary of Receipts and Payments against draft budget to date. **Paper 8**
Noted
- i. To note changes to Unity Trust Bank Terms and Conditions. **Paper 9**
Noted

25/122. Reports from Working Groups

Council agreed to take Hinksey Hill Weight Limit next.

a Hinksey Hill Weight Limit –

i) Letter of complaint to OCC and response. **Paper10**

It was confirmed that a Working Group recruits its own members. Group must inform the Clerk who the members are and it must report to Council on its activities. **ACTION POINT**

Since staff offered for the meeting, were not of sufficient seniority Council agreed not to go ahead with the meeting offered. Cllr Lugova was asked to organise a meeting with a Senior Officer, instead of liaison staff. The Clerk will issue the Teams invitation so Council can retain the recording for their records. **ACTION POINT**

Prof Goodhead expressed his concerns about the response received.

Cllr Jones asked Prof Goodhead to supply the working party's referenced documents.

ACTION POINT

Prof Goodhead raised his concerns about the time taken for actions and suggested that the working party formulate a letter to be circulated to councillors for agreement which the Clerk would send. Clerk, as the Proper Officer, reminded Council that it's decisions must be made in public.

ii) Proposal from Cllr Goodhead on the next steps - deferred from previous meeting.

Cllr Jones reminded Cllr Goodhead that she was to bring a written proposal to Council for debate. This could have included the letter the working group wanted. In the circumstances she **PROPOSED** that the Residents of Hinksey Hill send a letter to Paul Fermer and the Clerk write a letter to Paul Fermer supporting the letter from the Hinksey Hill residents. **ACTION POINT**

Proposal Clerk writes to Layla Moran MP expressing the Council's concerns at the sentiments expressed in the OCC letter. **ACTION POINT**

b Cycle/Footpath –

Prof Dudley Goodhead provided a verbal report from the Working Group from June 2024 to date. Proposal that Prof Goodhead, as a member of the working group write asking when the Greenway Report will be published and inform Council of the outcome. **ACTION POINT**

c Flood Alleviation Scheme – no report.

d Woodland – no report

e A34 Noise – no report.

Proposal that Letter sent to County Council re 50mph speed limit - copy to Greg Stone. **ACTION POINT**

25/123. Standing Orders – to discuss and agree Standing Orders November based on NALC recommendation. **Paper 11**

Agreed without amendments. Clerk to add to Website. ACTION POINT

25/124. Dignity at Work Policy - to discuss and agree. **Paper 12**

Agreed without amendments. Clerk to add to Website. ACTION POINT

25/125. A423 Southern and Eastern bypass consultation Paper 13

Proposal to welcome 50mph around the ring road agreed by Council. ACTION POINT

Parker Road is listed as a 60mph, despite previously agreed as 20mph. ACTION POINT

25/126. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 21st of November. Any items submitted after that date cannot be considered.

Cllr Jones reminded Council that any items for a decision must be in writing to the Clerk.

25/127. 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.

25/128. Clerk's Performance Review – Report from Cllr Denby
in the absence of Cllr Denby, deferred to next meeting.

Date of the next meeting 1st December 2025

There being no other business the meeting closed at 20.55.