



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 Monday the 9th of February 2026 in the South Hinksey Village Hall

DROPBOX

Present: Cllrs Denby, Goodhead and Morrison.

In Attendance: Clerk/RFO Linda Morrison Allsopp, Mr David Maitland, Prof Dudley Goodhead, Oxfordshire County Councillor Diana Lugova.

25/166. Apologies for absence: Cllrs Jones, Peacock, Oxfordshire County Councillor Diana Lugova. and Vale of White Horse District Councillor Emily Smith.

25/167. Declarations of Interest: the Chair made the usual declarations on behalf of all councillors
Flood Alleviation Scheme

Hinksey Hill Weight Limit

Noise

25/168. Approval of the draft Minutes of the Parish Council Meeting held on the 1st of December 2025

After a lot of discussion the minutes were approved with the following amendment.

25/150 – Council agreed that this should be discussed in open session and the Chair took the item after item 25/148.

Approval of the draft Minutes of the Parish Council Meeting held on the 5th of January 2026

Minutes of the Parish Council Meeting held on the 5th of January 2026: the Clerk confirmed the meeting was invalid because the hard copy of the meeting notice and agenda were not displayed in a conspicuous place in the Parish with the required three days' notice. Council should have organised an Extraordinary Meeting using the agenda but with the summons signed by the Vice Chair.

Council agreed to ratify all the decisions made at the meeting.

25/169. Public Participation – Prof Goodhead conformed he now had all the information he needed from his Freedom of Information request.

25/170. Reports from County and District Councillors

Report from OCC Cllr Diana Lugova.

Report in Dropbox

Cllr Lugova highlighted

Hinksey Hill Weight Limit. No update so far.

National Highways: A34 Noise/Speed Reduction. The briefing is scheduled with National Highways for 14:00 on 17th February 2026 regarding their A34 road resurfacing plan. The briefing will be done by **Edward Hinton**, Programme Delivery Manager.

Congestion Charge and Free Bus Pass from P&R.

Recycling Centres. OCC has implemented a slot booking scheme – which can be done online or over the phone.

Road Closure. OCC have programmed to complete the full width resurfacing of the Hinksey Hill Interchange on **Monday 2nd March; 20:00 – 06:00Hrs** via a **series of two overnight full road closures**. Works will include ironwork adjustments and the resurfacing of the existing carriageway surface, following which all existing road markings will be reinstated. The interchange will be fully reopened daytime between shifts to allow business and commuter traffic to pass through. If you would like to get Teams briefing, please let me know and I will arrange it.

LGR and Devolution. A statutory consultation is expected to begin in early February and run for seven weeks. This consultation is an important part of the LGR process, giving residents, partners and communities the opportunity to share their views before any decisions are made. The government is expected to make its decision in early summer 2026. Further information will follow soon.

Cllr Priority Fund. Wanted to remind you again that I keep £2k allocated for South Hinksey – you can use it for community projects in SH Parish.

Report from OCC Vale of White Horse District Councillors.

Report in Dropbox

25/171. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision. **Paper 1**

Minute Reference	Action	By Whom	Progress	Date of Completion
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	
25/122. a. i)	When Cllr Lugova has sourced a meeting with staff of sufficient seniority, Clerk will issue the Teams invitation so Council can retain the recording for their records.	OCC Cllr Lugova Clerk	Ongoing	
25/122. a. i)	Supply Council with the Working Party documents he referenced.	Prof Goodhead	Ongoing	
23/151.	Register interest with Land registry	Clerk	Ongoing	
25/122. b.	Ask when the Greenway Report will be published and advise Council of response	Prof Goodhead	Ongoing	
25/122. a. ii)	Write to Layla Moran expressing its concerns at the sentiments expressed in OCC's letter	Clerk	Ongoing	
25/141.d.	Noise - write to N H for clarification of email	Clerk	Ongoing	

25/144	Practitioner's Guide – Councillors to comment	Cllrs	Ongoing	
25/140.e	Approval of Receipts and Payments	Cllrs Denby + Morrison	Ongoing	
25/131.	Save approved Minutes to Website	Clerk	Ongoing	
25/160.b	Transfer from Current Account to Savings Account 5k	Cllrs Denby + Morrison	Ongoing	
25/158	Invite Mr Maitland to attend the next meeting.	Clerk	Completed	29/01/2026
25/163	Agreed to remake the decision to pay Clerk to search and send the matching emails for the docs already provided	Clerk	Completed	29/01/2026
25/163	Provide clarity on who posts the Agenda	Clerk	Completed	29/01/2026
25/153	Circulate Draft Minutes	Clerk	Completed	30/01/2026
25/163	Evidence on House prices increasing due to Weight Limit	Clerk	Completed	03/02/2026
25/163	Clarify this rises to a pecuniary interest	Clerk	Completed	03/02/2026
25/163	Ask the Clerk to why she has taken this step now.	Clerk	Completed	03/02/2026
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 on 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	

25/172. Clerk's Report Paper 2

Clerk's Report

Issues Raised at Last Meeting

Statement from Cllr Goodhead

1. That Councillors living on Hinksey Hill are excluded from discussions on the Hinksey Hill Weight Limit. They are not and no one said they were.
2. The issue is the payment that Councillors voted to make to the Clerk. If the two Hill residents should have recused themselves from the financial decision the two village councillors did not have a quorum. Since I have a responsibility as the Responsible Finance Officer I sought the advice of the Monitoring Officer.
3. Why did I not circulate the response – because as Cllr Jones pointed out, it was a technical issue with council redoing the decision with three village councillors present ensuring a quorum and a legal decision I could action.
4. Statement that Council agreed payment to provide the emails which match to the documents already provided by the Clerk on the 1st of December and to date the 5th of January she has not done so. Correct.
Because of the holiday period and other Council priorities the work was to be completed in January. As the vice chair can attest this was done.
5. Sharing inappropriate information – no such accusation was made. It is completely appropriate for a councillor to share information with a parishioner. The only restriction is the sharing of confidential information. As far as I am aware, that has not happened.
6. Research – as the Responsible Finance Officer and the person who has to answer to both the Internal and the External Auditor, I try to cover all the legal bases which is why I sought the advice of the Monitoring Officer. This was even more important to me personally since I was the recipient of the money voted for. On forty hours per week I did not have time for in depth research. I did an internet search on “does the introduction of a 7.5 ton weight limit affect neighbouring house prices uk”.

I believe this covers all the Action Points agreed by Council from Councillor Goodhead's statement.

Statement from Prof Goodhead

1. Again the allegation that I have failed to provide the emails that match the documents already provided. As previously stated, Cllr Peacock who was in the chair, proposed and it was agreed that this work be completed in January because of the holiday period. If Prof Goodhead had the Council's in box to deal with, he would know that it took the full forty five minutes to track down the emails he required. I had to go through the Actions, to find the relevant dates, then trawl for any replies.
2. What proposed external review of her time at the last meeting?
3. I am now informing the Council that, unless I receive the major listed items of my FOI request by 5 pm on Friday 23 January 2026, I shall proceed to submit a complaint to the Information Commissioner's Office. I welcome this. Has this happened?

4. I don't understand how this meeting, and the previous 3 meetings, have all been convened as replacements for "the scheduled meeting of the 1st of September which Councillors have intimated would not be quorate" (quoting from the top of the agenda paper). My apologies to Council, I missed this.
5. Lateness of the minutes – my apologies for this. As councillors as aware there were extenuation circumstances and those circumstances continue.
6. Proper notice of the meeting – as I have reminded councillors, Council passed a motion proposed by the then Cllr Maitland seconded by Cllr Morrison on the 3rd of March 2025 giving the responsibility to Councillors to provide in a conspicuous place, public notice of the time, place and agenda. Cllr Goodhead has been doing this. Thank you.
7. The allegation that proper notice was not given and the meeting of the 5th of January was not legal because there was insufficient notice. Prof Goodhead and Cllr Goodhead stated that the agenda was received at 7.30pm on the 30th and because it was a cold, wet, windy night they could not put it up in the Hinksey Hill noticeboard until the following day, the 31st. If councillors cannot meet the responsibility they wanted then the matter needs to be revisited. If councillors want to return the responsibility to the Clerk, then please send a motion to the clerk to that effect. If there is a one-off incidence then please ask for help from other councillors and the Clerk.

In hindsight I should have taken sick leave and allowed council to employ a locum.

National Grid and the Electric Road

Councillor Jones mentioned this at the last meeting. I can find no email on this topic. Can I please have this information forwarded to me, so I have it on record.

Maintenance Contract

I have asked for quotes for five companies in the hope that I will get three.

Annual Leave

I will be on Annual Leave from the 16th to the 20th of February.

Add item to next agenda re Changing Standing Orders giving responsibility for displaying the Agenda back to the Cler.

COUNCIL MATTERS

25/173. Councillor Co-option – Council to receive, consider and decide Mr David Maitland's application. Paper 3

Cllr Denby proposed Cllr Goodhead seconded agreed unanimously. ACTION POINT

25/174. Planning

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

Two received and forwarded to councillors on receipt.

Application Amendments			
Ref	Address	Proposal	Deadline
P25/V1905/HH	Windswept 3 Hinksey Hill Oxford	Erection of two-storey side extension to east, raising roof including insertion of two	

		north facing dormer windows. New chimney. (Additional bat information submitted 03 Feb 2026)	
No comment required			
P25/V1906/HH	Lane End 2 Hinksey Hill Oxford	Erection of two storey side extension. Chimney. Raising roof to provide attic storey with dormer windows.(Additional bat information submitted 03 Feb 2026)	
No comment required			

25/175. Finance:

Noted

Agreed. **ACTION POINT**

Noted.

All agreed payments to be authorised by bank signatories as soon as possible after the meeting.

Receipts & Payments for notification or approval at Council Meeting against Budget January 2026

	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 January	DD	3.00	2015	150.00	75.00
	Unity Trust	Bank Charge January	DD	6.00	2015	150.00	69.00
<u>3.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.36	2007	9792.00	8680.62
For Approval							
	LMA	Net Staff Costs	SO	644.38	2001	7974.60	1331.42
	LMA	Extra FOI work	BT	11.68	2001	7974.60	1319.74
<u>7.</u>	LMA	Clerk Expenses Dec	BT	14.20	2003	500.00	145.46
<u>8.</u>	LMA	Clerk Expenses Jan	BT	14.20	2003	500.00	131.26
<u>9.</u>	Tactical Services	Grass Cutting	BT	259.10	2006	4,000.00	1149.92
<u>10.</u>	Labara	SIM top up	MultiPay	2.25	2012	250.00	90.93
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
Explanations							

For Approval

Receipts

Explanations

Payments Agreed. **ACTION POINT**

e. **Receipts and Payments against Budget from last Council Meeting not authorised. Paper 7**
Receipts & Payments for notification or approval at Council Meeting against Budget January 2026

	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 December	DD	3.00	2015	150.00	84.00
	Unity Trust	Bank Charge December	DD	6.00	2015	150.00	78.00
<u>3.</u>	SLCC	Arnold Baker 14 th edition	MultiPay	149.40	2004	300.00	135.60
<u>4.</u>	Ox Direct Services	Burial Ground hire and emptying of waste Bin	DD	49.10	2007	9792.00	8729.98
<u>5.</u>	HMRC	Tax/NI Q3	DD	614.22	2002	2541.40	699.16
For Approval							
	LMA	Net Staff Costs	SO	644.38	2001	7974.60	1975.80
<u>7.</u>	LMA	Clerk Expenses Nov	BT	20.10	2003	500.00	159.66
<u>9.</u>	Tactical Services	Grass Cutting	BT	259.10	2006	4,000.00	1409.02
<u>10.</u>	Vodafone	SIM top up	MultiPay	11.48	2012	250.00	95.43
<u>11.</u>	Labara	SIM top up	MultiPay	2.25	2012	250.00	93.18
<u>12.</u>	Ox Direct Services	Woodland Maintenance Q3	BT	682.74	2017	2500.00	332.01
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
<u>15.</u>	HMRC	VAT reimbursement		13,068.47	1006	4035.79	9519.40
Explanations							
The VAT reimbursement is £9519.40 above budget.							

f. **To note Summary of Receipts and Payments against draft budget to date. Paper 8**

Noted.

25/176. Reports from Working Groups

- Hinksey Hill Weight Limit** – Cllr Goodhead presenting petition to OCC.
Prof Goodhead commented that the Working group had positive support from Andy Sweeny of Place and Environment
- Flood Alleviation Scheme** - info from Robbie Williams circulated.
 Bring back to Council what was previously agreed on a schedule of activities.
- Woodland – no report**
- A34 Noise – no report**

25/177. Invitation Training – to decide who should attend on which dates. Paper 9 David 3rd Bruce 22nd.

Although this appears to be after the deadline the Clerk arranged an extension. There are two spaces available on each session. Councillor simply need to decide which two councillors and which session.

Cllr Maitland 3rd Cllr Morrison 22nd.

25/178. Dignity and Respect Checklist – Council to complete the recently published document. Paper 10

Town & Parish Council's Recommended Basic Governance Checklist

Good governance underpins a well run town or parish council and without it can be the cause of Civility & Respect and other issues and problems which could escalate.

This first step Governance Checklist is recommended to Councillors, Clerks, County Officers and Monitoring Officers to review when there are complaints and concerns regarding the functioning of the Council.

If the Council is unable to complete part of the checklist, it may be by addressing this initially it could prevent the problem escalating.

1.	Is the Council a member of National Association of Local Councils (NALC)? NALC supports and promotes local councils providing statutory and not statutory information. NALC also works with County Associations for local support	
2.	Is the Clerk a member of Society of Local Council Clerks (SLCC)? Councils should ensure and pay (Local Government Act 1972 s 143 (1) (b)), for their Clerk to have professional membership to enable to receive training and be kept fully up to date on the sector. SLCC has a mentoring scheme to support new Clerks and local meetings	
3.	Employment Matters Does the Clerk (and other staff) have a Contract of Employment? Does the Clerk (and other staff) have a Personal Development Plan reviewed at least annually?	
4.	Code of Conduct Have all Councillors signed up to the Code of Conduct? Have all Councillors received Code of Conduct training?	
5.	Training Is there a plan for undertaking recommended training e.g. Code of Conduct for Councillors? Some free training is available via Principal Authorities and County Associations and or can be shared with neighbouring councils. Does the Clerk have access to recommended training? There are many forms of training for Clerks from progression for new Clerks 1 day on line up to an MA. There are also many relevant topic based training in person and online to keep Clerks up to date and benefit their Councils and Community. Being a member of SLCC will normally ensure a reduced rate for training. Some grant funding can be available for training.	
6.	Does the Clerk attend professional development conferences? Professional Conferences have sessions specifically designed for Clerks skill building, professional development and enrichment. This will enable a Clerk, Council and the community to stay ahead of a challenging and fluctuating environment and recommending solutions to issues that have been addressed by other Clerks & Councils. Conferences provide ideas, best practices, contacts and tools which can not only improve the day to day governance of the Council, can assist with financial savings, accessing funds and project management.	
7.	Professional Helpline / Advice / Support Has advice on the problem been sought from NALC? Has it been acted on? Being a member of NALC will enable free access to the professional helpline and support.	

	Has advice on the problem been sought from SLCC? Has it been acted on? SLCC is not a union. It's helpline for Clerks is provided to assist with professional matters advising of best practices and practical solutions. It also provides the facility of networking Clerks who have been through similar problems. SLCC Advice Library includes over 700 documents listed under the 90 categories; within each category you'll find the documents grouped by: • Advice Notes – statement of fact or law • Guidance Notes – how to do something • Model Documents – can be adapted to suit a council's particular circumstances. SLCC members may use and adapt the documents within their own council(s) on the understanding that the copyright remains with SLCC. The document must not be shared with or transferred to non-members.	
8.	Is the Council trying to operate without a Clerk? There can be several reasons why the Clerk is not currently available. The recommendation is that a Locum Clerk who has professional qualification is brought in to assist with the issue to prevent escalation.	
9.	Does the Chair / Mayor have professional support? This can be from the Clerk / Locum Clerk, County Association or NALC.	
10.	Are the Council, Councillors and Clerk clear about their Roles and Responsibilities? • Council who acts as a corporate body making policies and decisions on behalf of the Council. • Councillors who form the corporate body and cannot act as individuals nor be involved in the day to day management of the Council. • Clerk who carries out the instructions of the Council as a corporate body and manages the day to day functions and governance of the Council	
11.	Is there evidence of bullying and harassment by a Councillor? This becomes a Code of Conduct matter and therefore the Council as the corporate body cannot investigate and take actions. The process is referred to the Monitoring Officer for determination.	
12.	Is there evidence of inappropriate behaviour by the Clerk? The Council if it believes the Clerk has acted inappropriately should ideally address in the regular Performance Development Plan. If there continues to be a problem it is recommended that professional advice is sought to address employment matters rather than a Council trying to do their best, which can sometimes make problems more difficult and bring the Council into a 'crisis' situation. Ideally a plan should be in place if this is needed (e.g. who to contact) Ideally larger councils would have professional external HR support. It is recommended that all times a professional trained Clerk is in place even if a Locum.	
13.	Has the Council signed up to the Civility & Respect Pledge? Have Councillors been asked as individuals to sign up to the Statement of Assurance?	
14	Are the basic Governance arrangements in place? The items below indicate a basic level of governance procedures which should be in place for a town or parish council. It should also be noted that if a Council has all of these governance arrangements in place it can use these as a base to apply for the NALC Bronze Local Council Award see www.nalc.gov.uk	
i	Standing Orders	
ii	Financial Regulations	
iii	Code of Conduct	
iv	Publication Scheme	

v	Complaints Procedure	
vi	Privacy Notice	
vii	Audit completed, advertised correctly, evidence of reports presented to Council.	
viii	Internal Audit reports regularly reported to Council	
ix	Financial Transactions – transparent information available	
x	Meeting Calendar	
xi	Minutes – available and transparent	
xii	Risk Management Policy	
xiii	Register of Assets	
xiv	Insurance Policy	

Councillors ticked all the items as met.

25/179. Meeting Dates 2026-27 – Council to consider and agree meeting dates for next year based on this year’s meetings. Paper 11

Meeting Dates 2026 to 2027

26.04.13 – Starts 7pm

26.05.11 – Starts 6.00 pm Annual Parish Meeting

26.05.11 – Starts 7pm Annual Meeting of the Parish Council

26.06.01 – Starts 7pm

26.07.06 – Starts 7pm

26.08.03 – Starts 7pm

26.10.05 – Starts 7pm

26.11.02 – Starts 7pm

26.12.07 – Starts 7pm

27.01.04 – Starts 7pm

27.02.01 – Starts 7pm

27.03.01 – Starts 7pm

Agreed

25/180. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 27th of February. Any items submitted after that date cannot be considered.

Date of the next meeting 9th March 2026

Meeting ended at 20.05.