

## **Minutes of the meeting of South Hinksey Parish Council held at South Hinksey Village Hall on Monday 6<sup>th</sup> March 2023**

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**Present:** Michael Cochrane (Chairman), Linda Goodhead, Patricia Jones (Vice-Chair), David Maitland and Richard Peacock.  
**Other attendees:** Cllr Bob Johnston (OxonCC), Cllr Debby Hallett (VoWHDC) and Dudley Goodhead.  
**In attendance:** Geoffrey Ferres (Clerk), Ricardo Rios (VoWHDC).

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**Time commenced: 7.00pm**

### **Procedural items**

#### **22/191. Apologies**

Andy Clayton and Cllr Emily Smith (VoWHDC),

#### **22/192. Declarations of interest**

All members declared an interest in relation to the Oxford Flood Alleviation Scheme, the Oxford-Cambridge Arc and the A34 Improvement Project.

#### **22/193. Public questions, comments or representations**

None.

#### **22/194. Minutes of the last ordinary meeting**

The Council **agreed** the minutes of the February 2023 meeting. The Chairman then signed the minutes and initialled each page.

**Action: Clerk to publish signed minutes on website**

#### **22/195. Neighbourhood plan**

SODC's Ricardo Rios, Planning Policy Team Leader (Neighbourhood), addressed the Council and answered questions.

**Actions for Clerk: include Neighbourhood Plan item on agenda of next meeting; forward Ricardo Rios's contact details to councillors**

### **Business items**

#### **22/196. Financial report**

The Council **noted** the bank reconciliation and budget monitoring report to end February 2023 presented by the Clerk in his capacity as Responsible Financial Officer.

- a) Elections: The Clerk reported that VoWHDC's Susan Baker has given an estimate of £3,000 for either a contested election in one ward separate from a district council election, or a contested election in both wards at the same time as a district council election.

Initialled: \_\_\_\_\_ 

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He believed this means 2023-24 will probably be the final year when the Council will need to include a sum in its budget to develop an earmarked reserve sufficient to cover that eventuality – a sum that is currently equivalent to £3 of the Band D Council Tax.

- b) General fund: The Clerk advised that it was inappropriate for a Council to hold a general reserve greater than a whole year's spending and advised that if the Council is actually keeping money for specific purposes, it should be held in one or more earmarked reserves.

The Council **agreed unanimously** to increase the burial ground earmarked reserve to £25,000. **Action: Clerk**

- c) Transfer: The Council **agreed unanimously** to transfer £4,000 from its deposit account to its current account. **Action: Clerk**

- d) Budget: The Council **agreed unanimously** to:

- Create a Fête budget of £300
- Increase:
  - The Community Woodland budget by £600 from £1,500 to £2,100
  - The Venue Hire budget by £100 from £550 to £650.

**Action: Clerk to amend budget**

**22/197. Finance – payments and receipts**

**a) Ratification of payment made since last meeting**

The Council **unanimously approved** the following payment:

Reason	Amount	Payee	Power to act
Clerk net pay February	£452.45	Geoffrey Ferres	s112 LGA 1972

**b) Payments**

The Council **unanimously approved** the following six payments:

Reason	Amount	Payee	Power to act
Land Registry expenses	£28.00	Cllr Goodhead	s111 LGA 1972
Maintenance contract 2022	£5,130.00	Oxford Direct Services Trading Ltd	s214 LGA 1972 s96 HA 1980
Woodland contract 2022	£2,430.00	Oxford Direct Services Trading Ltd	s10 OSA 1906
Annual membership subscription	£156.00	Oxfordshire Association of Local Councils	s143 LGA 1972
Clerk/RFO job advert	£135.00	Daily Information Ltd	s112 LGA 1972
Hire of hall for Clerk/RFO interviews	£105.00	South Hinksey Village Hall	s133 LGA 1972

The Council agreed that AC and DM would authorise the payments using internet banking. **Action: Clerk to submit payments for authorisation**

**c) Receipts**

The Clerk informed the Council that there had been three receipts since the last ordinary meeting totalling £1,655:

Initialed:                     *PJ*                    

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Reason	Amount	Payer
Transfer of Exclusive Right of Burial	£80.00	Ms M Bourton
Cremation plot, interment of ashes	£875.00	Mr P J Saugman
Allsworth interment	£700.00	Edward Carter

### 22/198. County Councillor's report

BJ reported on the most recent meeting of the County Council where the budget was approved for 2023-24 and the Council Tax element will be increased by 4.99%.

BJ said there is no date yet for the Lodge Hill planning application to go before Planning and Regulation Committee.

BJ reported that OxonCC has already implemented the 20mph reduction in Sunningwell and he recommended the Council leave Hinksey Hill at 30mph if it wished to keep the bus service.

BJ mentioned dates have been announced for the Botley Road closure for work. He said the officer responsible is Geoff Barrel.

**Action: Clerk to invite Geoff Barrel to future meeting**

### 22/199. District Councillors' report

DH introduced the monthly report from her and ES. She updated the Council regarding work on the new joint VoWHDC and SODC Local Plan and the creation of a Data Hub.

### 22/200. Planning matters

- a) **Westwinds, Betty Lane: Two-storey rear extension, first-floor front extension, garage conversion and chimney removal [P23/V0333/HH] [Consultation deadline: Thursday 9<sup>th</sup> March 2023]**

The Council **instructed** the Clerk to inform VoWHDC that it has no objection to the application. **Action: Clerk**

- b) **Demolition and replacement of Kennington rail bridge, including single span over the railway lines and culverts for Hinksey Stream East and West [R3.0033/23] [Consultation deadline: Sunday 9<sup>th</sup> April 2023]**

The Council **agreed** to inform OxonCC it needs additional reassurance regarding the traffic management plan. **Action: Clerk**

- c) **Oxfordshire Minerals and Waste Local Plan**

The Clerk drew the Council's attention to the Call for Sites, which runs from 1<sup>st</sup> March to 12<sup>th</sup> April 2023 and reminded the Council that a site is usually put forward within the parish.

### 22/201. Correspondence

None.

### 22/202. Recruitment of new Parish Clerk

The Vice-Chair reported that the post has been advertised on Daily Information and the Council's website. Interviews will take place on Wednesday 29<sup>th</sup> March 2023.

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**22/203. Traffic issues**

None.

**22/204. Next steps regarding Betty Lane**

LG showed the Council the results of her research on ownership of land close to Betty Lane. The Clerk reported that the Department for Transport (DfT) had contacted him today.

**Actions: Clerk to contact DfT Casework Officer; Clerk to forward DfT message to LG**

**22/205. Burial ground**

The Clerk reported there is an interment of a resident next week and he has been making arrangements for the interment of the ashes of another resident.

The Clerk reported the Council has today been issued with a DUNS number by Dun and Bradstreet, which had turned out to be a prerequisite for registering with Crown Commercial to be allowed to use Contract Finder.

The Clerk reported he has been contacted by a number of people about headstones listed as unsafe following the memorial safety inspection recently carried out by Laura Harlock from Oxford City Council's Cemeteries team.

**22/206. Financial risk Assessment**

The Council **agreed** to delete the sentence "Carefully consider terms of any loan offered" on page 3 as the Council had agreed the terms of the loan in question in 2020. The Council then **unanimously approved** the amended financial risk assessment.

**Action: Clerk to publish amended financial risk assessment**

**22/207. Co-options**

The Clerk reported that he had been asked to search for application forms for one of his other councils and had found ones he considered well-designed from Nocton in Lincolnshire and Hertingfordbury in Hertfordshire.

**Action: Clerk to send links to Vice-Chair**

**22/208. Community woodland**

The Council **agreed unanimously** to accept the quotation from Oxford Direct Services Trading Ltd for 2023. **Action: Clerk to inform ODST**

**22/209. Annual Review of Systems of Internal Control**

The Clerk apologised for the fact he had not completed this and sent it to the Vice-Chair for her approval.

**22/210. Oxford Flood Alleviation Scheme**

The Clerk reported having seen Compulsory Purchase Order notices displayed at various locations.

Initialled: \_\_\_\_\_



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**22/211. Oxford-Cambridge Arc/A34 Improvement Project**

None.

**22/212. Maintenance issues**

The Vice-Chair recommended giving attention to the handover to the new contractor, Tactical Facilities Management Ltd. **Action: Clerk**

The Clerk reported that Oxford Direct Services Trading Ltd had replaced the cyclist sign at the village end of the Devil's Backbone replaced at no charge.

**22/213. Marking the Coronation**

The Clerk reported that the Village Hall Committee has accepted the Council's offer of a financial contribution to a Mock Pub close to the date of the Coronation so residents can toast the new King.

The Council **agreed** that the red and blue Coronation logo should be included on the headers of the new noticeboards. **Action: Clerk**

**22/214. Annual Parish Meeting 2023**

The Vice-Chair proposed there be an opportunity for the community to engage with the councillors. The Council also agreed to provide refreshments. **Action: Clerk to advertise meeting via Shinfo and invite residents to submit questions**

**22/215. Banking**

The Clerk reported that AC and DM are now both signatories and have been set up for internet banking.

**22/216. Grants Award Policy and Procedure**

The Vice-Chair proposed that the policy be updated to include a list of the things the Council cannot fund and undertook to send text to the Clerk. **Action: Vice-Chair**

**22/217. Business continuity**

The Clerk reported he had created a few more handover notes for his successor.

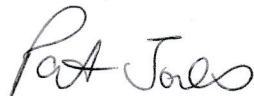
**22/218. Feedback from members of the public**

None.

The Chairman having already given his apologies for the next meeting and the Council's Annual Meeting, the Council **thanked** him warmly for his service to the parish.

**Time concluded: 9.29pm**

Signed:



Date:

Monday 3<sup>rd</sup> April 2023

Initialed: \_\_\_\_\_



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