

South Hinksey Parish Council

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Mrs Linda Morrison Allsopp, Parish Clerk and Responsible Financial Officer
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 12th of June 2023 in the South Hinksey Village Hall

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

In Attendance: L Morrison Allsopp Clerk and RFO and a member of the public

23/35. Apologies for absence – Cllr Clayton, Cllr Johnston (OCC), Cllrs Smith and Hallett (VoWHDC).

23/36. Declarations of Interest

All Councillors declared an interest in the Flood Alleviation Scheme.

23/37. Approval of the draft Minutes of the Annual Council Meeting held on the 10th May 2023.

The Minutes were unanimously approved as a correct record and signed by the Chair.

23/38. Public Participation - questions, comments or representations

The member of the public present requested to speak later in the meeting on the item he was interested in and the Chair agreed.

23/39. Report from County Councillor

Cllr Johnson written report could not be accessed because of WiFi issues. Provided here:

☑ There is only really one matter to report. That is that the Lodge Hill application did not go to the June meeting of the Planning and Regulation Committee. This is because a consultation on a number of technical issues such as drainage and biodiversity had not yet been completed. I have no idea when it will now go to Committee.

☑ I am chasing the marking issues on Hinksey Hill.

Issues on Parker Rd – no speed limit change to 20mph raised with OCC but no reply yet and the TTRO road closure, no work for a week, frustrating villagers. Closure makes access to Burial Ground difficult particularly for a hearse.

23/40. Report from District Councillors.

Report provided previously. The Chair on behalf of Council, congratulated the District Councillors on their re-election.

23/41. Review of Actions from the Minutes of 23.05.10

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23/09

Insurance

Insurance cover from BHIB for the twelve months commencing 1st June 2023 at a cost of £364.67 for one year or a three-year deal paid yearly at a cost of £389.50 per year. **Insurance details have been updated and renewed and BHIB are aware payment will be late.**

23/10

Finance - Payments

Council reviewed and agreed the payments for:

Oxford Direct Services Trading Ltd, £410, Allsworth burial, fee for the interment

Oxfordshire Association of Local Councils, £132, Cemetery management training course for Clerk

Oxford Direct Services Trading Ltd, £410, Porter burial, fee for the interment.

Payments not made because of the delay to completing adding the New Clerk to the Unity Trust Bank Account.

23/24

Election of committees

Community Action Group representative - Group includes police, neighbourhood watch and other community groups and meets in Kennington. Meetings stopped during Covid. Clerk asked to check with Police Sergeant Carl Bryant if it still exists and report back to Council. **Completed. Group still exists but in abeyance until the appointment of his successor in the Autumn.**

23/26

Bank Mandate

Change to the Bank Mandate to delete the retiring Clerk and add the new Clerk previously agreed.

Document emailed to Unity Trust on the 11th of May, but process not complete as of date of this document.

23/34

Clerk's contract

The Council agreed the following amendments to the Clerk's contract.

Notice period amended to two months on both sides.

Annual Leave to be brought in line with National Agreement.

Pay day to be specified as the final working day of the month.

Chair to Action

This is a new item for Council. Apologies from the Chair that contract has not been completed.

23/42. Clerk's Report

Handover

I believe the handover of documents is now complete, but it has felt like a very drawn-out process. Council contacts have not been handed over, with GDPR being cited as the reason. GDPR does not apply to Business Contacts or information in the public domain. Means time being wasted hunting out information from emails and invoices.

Cemetery Training

I took part in this Teams Training on the mornings of the 25th and 26th of April.

Internal Audit

With my start date of the 1st and the previous Clerk's leaving date of the 14th of May, I had expected this to be completed without my involvement. Instead I found that the emailing of the required documents had not been completed until the 1st of May, before the laptop handover. The Internal Auditor emailed my predecessor on the 12th of May wishing him the best for his "retirement" and me as the new Clerk on the 13th of May with a list of queries. I then spent an entire day, a week of work in Council terms, to answer all the questions posed by the auditor. There are discrepancies where payments agreed for last financial year were made in this financial year and the VAT claim for quarter 4 of 2022-23 was submitted at the beginning of March meaning items that should have been included were missed, this is highlighted in the Internal Auditor's Report.

Tax Payment

There was a tax payment covering January, February and March due to HMRC on the 22nd of April that was still outstanding and incurring interest so I covered it in the interim.

Telephone Number

South Hinksey Parish Council, now has its own telephone number of 07467 257654. At the moment, this is

a Pay as You Go Bundle from Vodaphone. I will bring a review of this arrangement to a future meeting for discussion by Council.

Parish Council Notice Boards

These are ready and I am in the process of getting these delivered and installed.

Burial Ground

There has been one request for the purchase of a plot and the cheque is in the post for the plot and the internment and the grave diggers have been organised. The telephone number on display in the Cemetery needs to be changed. I have visited the Cemetery and turned the plate with my predecessor's number as an interim measure.

Woodland Grant

I was instructed that the application to the Forestry Commission for the annual woodland grant, was to be completed by the 15th of May. However I found no notification for this. I found the documentation for last year's grant and emailed the contact. I was informed by return that the grant payments were now complete while the management responsibilities remained. The £300 grant given in the budget is incorrect and should be deleted.

When I visited the Woodland with my predecessor and ODS we found that while some of the Ash saplings had died, others were hanging on.

Grass Cutting Contract

There was a hiatus at the start of the contract with staff sickness and then the machine that cuts the hedge breaking down. I still have to write up the contract, but so far, I have not had time to do so.

Website/Emails

I have been updating the website. All the policies agreed at the last meeting have been updated and uploaded. Forms for the Burial Site have also been updated and uploaded. Council emails are now available on my phone so I can keep an eye on things outside my working hours.

Unity Trust Bank

I am frustrated at the delay in setting up my access to the Bank Account. My predecessor asked for and was given my personal information for this on the 17th of April and confirmed that this had been given to the bank on the 18th of April. I got the form for my signature at the meeting of the 10th of May and this was scanned and emailed to Unity Trust on the morning of the 11th. The previous Clerk tried to get a head start knowing that the large number of Parish Council elections at the beginning of May would mean a large number of Councils would need to change their bank mandates.

Again, this was a new item for Council, but the Clerk's Report will be a monthly event. The Clerk highlighted her frustration at the banking delays and her inability to pay agreed invoices. The Chair thanked her for covering the payments owed to HMRC, due in April.

COUNCIL MATTERS

23/43 Governance and Consultations

a. General Power of Competence.

- i) To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)

Council agreed they met the criteria. Unanimous agreement.

- ii) To resolve to adopt the General Power of Competence

South Hinksey Parish Council Resolved to adopt the General Power of Competence with unanimous agreement.

b. Policy Review – to review, amend as required and agree the following policies

- i) Standing Orders.

Standing Orders can continue to be adapted as Council sees a need. Adopted as presented with unanimous agreement.

ii) Financial Regulations.

Financial Regulations were adopted with unanimous agreement.

iii) Grant Awards Policy.

Only change was the removal of the S137 references since it was no longer required after the adoption of the General Power of Competence. The Grant Awards Policy was adopted with unanimous agreement.

23/44. Reports from Working Parties

a. Betty Lane Cycle Path

Two streams 1. Raising of grants to make it happen.

2. Securing of Rights of Way – Stopping up Order. Respond to the Public Inquiry. Plan/Vision for the use of Betty Lane to be brought to Council by the Working Party. Campaign in support of plans for Betty Lane. Monitor the situation re the area of road stopped up. Public Inquiries are judicial in design. Need to put together a case for the Public Inquiry. Case for what we want as a Civic Body with Community Support. Not clear to us how they can take possession of the land. Land will be split between both sides of the road. The Member of the Public went through Roger Taylor's (SLCC Solicitor) answers. Their design would make it all theirs. Next to bit of land with adverse possession. Discussion with the Barneys at the Working Group if space could be left for a cycle/walking path. Investigate if that part of the road continues to be blocked. Look to recruiting other parishioners to join the Working Group. Not a lot of time to prepare for the September Public Inquiry.

- i) Agreement to pursue the project.
- ii) Proposal Working Group brings together a plan of action to bring to next meeting. **Action Point**
- iii) Check if email response was sent to the Barneys. **Action Point**
- iv) Approach Roger Taylor's firm of solicitors for a quote. **Action Point**
- v) Working Party to approach the Barneys for a meeting on Site to discuss a way forward. **Action Point**
- vi) Meeting with Simon Escreet to discuss establishing ownership of the disputed piece of ground. **Action Point**

Unanimous Agreement to points i) to vi)

b. Flood Alleviation Scheme

Trying to keep in touch with the planning process and now going to Public Inquiry, so probably next year before it goes to Planning Committee. Little support for action from the local MP. More support from Cllr Hallett of V0WHDC.

c. Woodland

Cllr Maitland will be bringing forward a plan for this.

23/45. Audit 2022-23

a. **Accounts 2022-23**

Council Approved the Accounting Statements for 2022-23 as signed by the present RFO and it was signed by the Chair.

b. **Internal Audit Report 2022-23**

Council considered and agreed the Internal Auditor's report, the Action plan and page 3 of the AGAR.

c. **Annual Governance Statement 2022-23**

Council agreed and completed the page 4 responses which was signed by the Chair and the Clerk.

d. Notice of Public Rights

Council agreed the timings for the period of Public Rights Notice to be published on the 13th and 30-day period to commence on the 14th of June. Agreed unanimously. **Action Point**

23/46. Approval of Receipts and Payments against Budget since last Council Meeting.

Receipts & Payments for notification or approval at June 2023 Council Meeting against Budget

	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							
1.	Oxford Direct Services	Burial Ground hire and empty of waste bin Apr	DD	43.32	9	3,000.00	2956.68
2.	G Ferrer	Expenses Q4	BT	52.70	7	7,750.00	7697.30
3.	VoWHDC	Burial Ground Business Rates Apr	DD	53.58	9	3,000.00	2903.10
4.	Oxford Direct Services	Burial Ground hire and empty of waste bin May	DD	61.81	9	3,000.00	2841.29
6.	VoWHDC	Burial Ground Business Rates May	DD	52.00	9	3,000.00	2789.29
For Approval							
	Staff costs	Net staff costs Apr/May	BT/cheque	1131.34	7	7,750.00	6565.96
7.	Auditing Solutions	2022-23 Internal Audit		348.00	10	500.00	152.00
8.	BHIB	Annual Insurance		389.50	11	350.00	-39.50
9.	VoWHDC	Election Expenses		400.00	30	650.00	250.00
10.	Harry Stebbing Workshop	3 replacement noticeboards		5,382.00	52	4,002.80	-1,379.20
11.	Tactical Facilities	Grass Cutting		330.00	8	3,500.00	3,170.00
12.	HMRC	Overdue Tax from 22-23 covered by Clerk		106.65	7	7,750.00	6459.31
13.	Vodafone	Sim Card covered by Clerk		10.00	15	300.00	290.00
14.	Vodafone	Sim Card covered by Clerk		10.00	15	300.00	280.00
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
15.	Reeves Memorials	Memorial		100.00			
16.	VoWHDC	Precept		10,501.00			
5.	OCC AP			680.68			
Explanations							
Items in red will be overdrawn and require virement of funds before authorisation.							

Agreed unanimously that balance of £1,379.20 for the Noticeboards be covered by the Maintenance Budget and the £39.50 be vired from Maintenance to Insurance. **Action Point**

Discussion on signing of invoices, but it was agreed this was not necessary since all councillors were now having site of the invoices by electronic means.

All payments approved unanimously.

23/47. Forestry Commission Grant –

Council noted that the last grant payment was last year and agreed that the £300 in Woodland Grant be removed from the Budget. **Action Point**

23/48 Bank Statement/ Reconciliation Scrutineer –

Council agreed to appoint Cllr Peacock.

23/49. Standing Order Payment of Salary -

Council agreed unanimously to pay the Clerk's salary by Standing Order. **Action Point**

23/50. Expenses and Home Working Allowance -

Council confirmed the rates of the Clerk's expenses and home working allowance.

Proposal to pay the Clerk separately for the unexpected additional work for the Audit and for the time for the Cemetery Training that she was asked to undertake before taking up post 15 hours at £16.64 per hour £249.60. Agreed unanimously. **Action Point**

Cllr Maitland requested that additional paid hours be agreed before they are actioned. **Action Point**

Cllr Jones reported that she and Cllr Goodhead will meet with the Clerk to review the situation after three to four months. **Action Point**

23/51. Appointment of Internal Auditor for 2023-24 -

After considering the quotes provided, Council unanimously agreed to appoint Mulberry as the Internal Auditor for 2023/24 provided that it works out cheaper than the other quote. **Action Point**

23/52. Quote for installation of Notice Boards –

Council Unanimously agreed to accept the quote of £750.00 Total. **Action Point**

23/53. Planning Applications – to consider applications received from Vale of White Horse District Council since the last Parish Council Meeting.

New Applications			
Ref	Address	Proposal	Deadline
P23/V0643/HH	42 Manor Road South Hinksey Oxford OX1 5AS	Creation of a single storey rear extension with a flat roof and a self-contained annex following the demolition of the existing conservatory, installation of x6 solar panels at the rear elevation, Installation of x2 new roof lights to the front elevation, changes to the fenestration and internal alterations	29/06/2023
Comment: South Hinksey Parish Council (SHPC) have no comments or objections.			
Decision Notices			
Ref	Address	Proposal	Decision
P23/V0565/HH	Thickets Hinksey Hill Oxford OX1 5BQ	Demolition of existing garage. Erection of three car above ground garage.	Application Refused

23/54. Complaints of Noise from A34 – to consider what action, if any, should be taken

Council agreed that Richard and Pat form a working group to approach Parishioners, lobby National Highways, investigate the benefits of a noise barrier along the length of Parker Road or an increase in the number of evergreen trees and shrubs such as privet to reduce noise and report back to Council. **Action point.**

23/55. Dumping of Waste on the A34 - to consider what action, if any, should be taken to address the complaints re the dumping of rubbish along the A34.

Council agreed to take no action on the fly tipping.

23/56. Correspondence – to note correspondence received -
All correspondence has been circulated.

23/57. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 23 June 2023.

Date of next meeting Monday 3rd July 2023.

Meeting closed at 9pm.