

# 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 Wednesday the 30<sup>th</sup> of August 2023 in the South Hinksey Village Hall

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

**In Attendance:** L Morrison Allsopp Clerk and RFO, Cllr Johnston OCC and three members of the public.

**23/77. Apologies for absence:** Cllr Goodhead and District Cllrs Emily Smith and Debby Hallett

### **23/78. Declarations of Interest:**

All Councillors declared an interest in  
The Flood Alleviation Scheme

### **23/79. Approval of the draft Minutes of the: Parish Council Meeting held on the 3<sup>rd</sup> July 2023**

The draft minutes were agreed as a correct record and signed by the  
Chair.

### **Extraordinary Meeting held on the 9<sup>th</sup> August 2023**

The draft minutes were agreed as a correct record and signed by the Chair.

### **23/80. Public questions, comments or representations**

A member of the public asked for clarification on the Betty Lane Cycle/Footpath Working Group and its relationship to the Parish Council. It is not part of the Parish Council, the membership is parishioners some of whom are Councillors. Was anyone approached in Betty Lane to join the Working Group. The Council has had comments from residents of Betty Lane and anyone wishing to join can provide contact details to the Clerk, this evening. to be passed to members of the Working Party. Re public consultation, this is planned for the future.

A member of the public asked about the notice which had been circulated but this was not distributed by the Parish Council, so it could not comment. He further stated that since there was already a route crossing the Hinksey Hill round-a-bout, the Betty Lane route was unnecessary. The Council feel the Hinksey Hill route is dangerous which is why they back the Betty Lane Route and have done for several years since it was proposed in the 2005 Parish Plan with extensive consultation across the Parish. It uses the ancient pathway. Council was asked for top three benefits – safe agreed cycle route, which does not cross a major road and gives access to shops, schools and other city facilities and can be used by children and give a complete cycle route within the County Council's green plans. Why is this worth £100k? Working Group will produce the plans which will then come to Council for a decision. Next question request for a breakdown of the £100,000. This is included in the information circulated that did not come from the Parish Council so it cannot comment. If it decides to proceed the Parish Council will be looking for grant funding.

These points have been expressed previously and there will be the opportunity to express them again in the future but most of the comments received have been quite positive and very positive. The Clerk asked for the couple's contact details to be passed to the working group so they could have these discussions with the working group.

Another member of the public had attended to speak on the need for an EV Charging Point in Church Green. At present there is no local charging point that can be accessed. There is funding available from the Government. With the agreement of Council the Chair took item

### **23/84 Electric Charging Points.**

Cllr Johnston from OCC reported there is a trial in Charlbury using street lighting.

Modest funding may be available from OCC. Information in the attached paper. Problem, where would it go. Parker Road an option but no street lights. Proposal that the Clerk complete the Expression of Interest form, suggesting Parker Rd where there is Highway land. Agreed. **Action Point**

### **23/81. Reports from County and District Councillors**

Report from OCC Cllr Johnston - Weight limitation for Hinksey Hill progressing. Lodge Hill slip is now an officer decision. Hinksey Hill and Lodge Hill are separate and linked proposals. Contractor signed up for the traffic calming. About a year to complete the project from starting point. Bypass railway bridge going for planning permission. Building a bypass bridge so only a weekend of disruption. Redbridge Hollow rubbish increasing. They lost a member of staff and have had difficulty recruiting a replacement. Nothing further from the Allotment Association since they were put in touch with senior police officers. Botley Road bridge now back on track with most of the services re-located. Might overrun by a week.

Question on Community Transport Initiatives – to facilitate minibus schemes in more rural areas.

Clerk asked Cllr Johnston if he had any grant funding available. He has his Councillor Priority Fund small grants.

### **23/82. Review of Actions from the Minutes**

Report on progress of outstanding items which do not require further decision.

### **23/65 20mph Speed limit**

Proposal to have 20mph speed limit sign at chicane coming off A34 and repeaters at Manor Road and St Lawrence Rd. Letter sent requesting this, but no reply received

### **23/66. Reports from Working Parties**

#### **a. Betty Lane Cycle Path**

Include the history of the Planning Application in the submission as background. **Completed**

Clerk asked to seek more information on type of inquiry, venue and date for submissions.

#### **Completed**

Proposal to fight the Stopping Up Order and ask a Parishioner who has volunteered to do so, to look over the evidence for submission, but not offer advice. To hold an extraordinary Meeting on a date to be agreed. Agreed unanimously **Completed**

Architects across from Betty Lane may be willing to offer advice. **ACTION POINT**

Discuss with cycling groups in Oxford and have a petition. **Completed**

Statutory Declarations from people living on the Hill. **Completed**

Informal discussion with owners of Wren Hobbit – Working Group feel a more formal approach from the Council is appropriate on site. Invitation to be issued by the Clerk. Working Party to provide date and time. **Completed**

### **23/68. Planning applications**

Submit comment to the Planning Department **Completed**

### **23/69. Issues with Parker Road TTRO –**

Clerk unanimously asked to write to Highway Authority, Northavon and if possible, Thames Water to

express the concerns of the Parish and that the closure of Parker Road makes Manor Road unsafe.

**Completed. No response. Council asked Clerk to follow up again.**

### **23/70. Hinksey Hill and Decision not to replace the White Lines**

Council unanimously agreed to no white lines in centre of the road, but need to be at the bus stop. **Clerk has written to OCC.**

### **23/76 Betty Lane Stopping Up Order Public Inquiry and related Issues**

Submission completed and sent to DfT **Completed**

Letter to Mr & Mrs Barney **Completed**

Clerk asked to write to Department for Transport requesting more details of the day and if only a Councillor or a Solicitor can give evidence. Clerk will forward to Cllr Clayton contact details for a Councillor of another Parish who has experience of giving evidence to a public inquiry. Submission date 17<sup>th</sup> of August. **Completed**

### **23/83. Clerk's Report**

#### **Burial Ground Levelling**

There is already one quote for this that Geoffrey obtained. I am trying to get a second quote but with my annual leave and their annual leave we have failed to get a date and time to meet at the burial ground. I should have time to chase this up, now that the Public Inquiry is sorted. Need a broken down quote. Circulate quote received to Councillors.

#### **Unity Trust Bank**

I am now the Administrator for this. I have added to the Agenda the Unity Trust MultiPay Card. Standing Orders/Financial Regulations allows the Clerk to make a payment in an emergency but Council has provided no facility for me to do so as happened with the payment to HMRC. The MultiPay Card, which is normal practice in Parish Councils would allow for the monthly payment for the Vodaphone SIM Card and provide a payment method in an emergency and where a supplier requires immediate payment.

#### **AGAR**

The External Auditor had a couple of queries which I answered. There was a missing tick and a reference to a General Fund instead of the General Reserve. We are now waiting for them to sign off.

#### **Annual Leave**

I was on Annual Leave from Monday the 24<sup>th</sup> July to Friday the 4<sup>th</sup> August. I would normally take 2 weeks annual leave in August, however the Extraordinary Meeting on the 9<sup>th</sup> of August made that impossible. Unfortunately the email system used by the Parish Council does not have an out of office facility.

Discussion on how this can be remedied, by use of Outlook. **Action Point**

#### **Hours of Work**

I am employed for 35 hours per month worked flexibly, which covers the normal work of the Council. I agreed at interview to do some extra hours for special projects, which is what I have done for the Public Inquiry. Now Council has completed the submission I will be able to work to my contracted hours. As was previously agreed any additional work will require the agreement of Council and of course myself. I will respond to emails and phone calls only during my working hours.

The Clerk reassured the Council that she checks emails throughout the week.

#### **Expenses**

I have not had time to prepare these so I will bring 2 Quarters to the October Meeting.

#### **Freedom of Information Request**

I have received a request, to which I will respond.

## COUNCIL MATTERS

**23/84 Electric Charging Points;** To consider a suggestion by a Parishioner that the Parish Council provide Electric Charging Points and possible funding.

**Council agreed that this be discussed earlier in the Meeting.**

**23/85 Village Grounds Maintenance** – verbal report from Cllr Peacock

Cllr Peacock has been monitored the maintenance and will bring a report on this year and proposals for next year to the next meeting. Clear the pub “car park” edge and turn internal area into a wild flower meadow with a cut to allow seeds to set. Proposal that this be agreed with Tactical provided there is no extra cost. **Action Point**

**23/86. Reports from Working Groups**

- a. Betty Lane Cycle Path
  - I. Submission to Public Inquiry has been submitted. PowerPoint also needs to be distributed.
  - II. Programme and Plan of Action for fundraising and building. Action Group will bring to Council before Christmas. A lobby group has organised itself on the Hill. They have circulated information with the email address for the Clerk and for the member of staff from the Department for Transport. The DfT email address is personal and should not have been used without consent.
- b. Flood Alleviation Scheme  
Public Inquiry 14<sup>th</sup> November in Osney Meade. Land notices on the noticeboards. May also go to a Planning Committee.
- c. Woodland
  - I. Get quotes for a farm gate. **Action Point**
  - II. Come back with ideas for an article on the Woodland in the Echo. **Action Point**
- d. A34 Noise  
Working group has done a consultation and update available third week in September.

**23/87. Finance**

**a. 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 £
<b>Paid - expenditure previously approved at Council Meeting or urgent /regular payments</b>							
<u>1.</u>	Unity Trust	Quarterly Bank Charge	DD	18.00	19	100.00	82.00
<u>2.</u>	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	47.59	9	3000.00	2689.70
<u>3.</u>	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	45.91	9	3000.00	2643.79
	VoWHDC	Burial Ground Rates	DD	52.00	9	3000.00	2591.79
<b>For Approval</b>							
	LMA	Net Staff Costs July	SO	466	7	7750	5270.66
	LMA	Net Staff Costs August	SO	466	7	7750	4804.66
<u>7.</u>	HMRC	Tax &NI	BT	177.87	7	7750	4626.79
<u>8.</u>	Tactical Services June	Grass Cutting	BT	330.00	8	2081.30	1751.30

9.	Tactical Services July	Grass Cutting	BT	440.40	8	2081.30	1310.90
<a href="#">10.</a>	South Hinksey Village Hall	Venue Hire for Extraordinary Meeting	BT	28.00	12	300.00	188.00
<a href="#">11.</a>	Covered by LMA	SIM top up	BT	10.00	15	300.00	248.40
<a href="#">12.</a>	Covered by LMA	SIM top up	BT	10.00	15	300.00	238.40
		All attached invoices have been checked as correct by the Clerk.					
Receipts							
Explanations							

Proposed and Agreed by Council for payment. Authorised Councillors to complete agreed payments.

- b. **Corporate MultiPay Card:** To consider and agree an application to Unity Trust Bank for a Corporate MultiPay Card at a monthly cost of £3.

This will be set up to match the Financial Regulations. In an emergency the Clerk can pay up to £500. At the moment she can only do so using her own money, as she did with the money owed to HMRC. Councillors authorise on the Unity Trust account the payments agreed by Council. Any emergency payment must come to Council to be agreed in retrospect. Card will also be used to cover the SIM card payments. **Action Point**

- c. **Scribe Accounts Package;** To consider and agree the use of the Scribe Accounts Package at an initial cost of £595.

Agreed to purchase it. Clerk to bring a proposal to the next meeting for budget. **Action Point**

- d. **Clerk Attendance at Public Inquiry:** the Clerk has suggested that she attend the Public Inquiry, for Council to consider and agree if this is out with the contracted 35 hours per month and if it should incur an additional payment.

Chair will discuss this with Clerk and bring a proposal to the next meeting. **Action Point**

**23/88. Planning applications** – to consider any applications received from Vale of white Horse District Council detailed below and any other planning applications submitted and published on the VoWHDC planning portal between the circulation of this agenda and the meeting.

**Decision Notice** P23/V0643/HH noted.

**23/89. Community Transport Funding:** to consider Community Transport provision in the Parish and if an application for funding is appropriate.

No bus service in the village, half hourly service on the Hill. Agreed to pass on this for the moment.

**23/90. Landscape Evidence Study:** To consider and agree comments

Cllr Maitland and Clerk to look at this and feedback to next meeting. **Action Point**

**23/91. Winter Preparations:** to consider and agree if any further salt bins are required at a cost of £250 each and if any additional bags of salt are needed.

Cllrs Peacock and Maitland to feedback on requirements to the Clerk. **Action Point**

**23/92. Deep Cleanse Services:** to note the deep cleanse planned by South and Vale and consider any District Council land that should be highlighted.

Agenda for next meeting Councillors to bring suggestions. **Action Point**

**23/93 Additional Work Hinksey Hill Noticeboard:** to consider and agree quote for additional work to Hinksey Hill Noticeboard at a cost of a further £500.

Defer to next meeting. **Action Point**

**23/94 Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting. Everything, has been circulated.

Respond to letter from Barneys thank you for your email sorry for but we have nothing to add. **Action Point**

**23/95 Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Tuesday 26<sup>th</sup> September.

Date of next meeting 2<sup>nd</sup> October 2023

There being no further business the meeting closed at 20.55.