

# 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 6<sup>th</sup> of November 2023 in the South Hinksey Village Hall

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

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

**23/115. Apologies for absence:** Cllr Clayton and District Councillors Emily Smith and Debby Hallett

**23/116. Declarations of Interest:**

To receive any Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct. This does not preclude any later declarations.

All Councillors declared an interest in:

The Flood Alleviation Scheme

The A34

**23/117. Approval of the draft Minutes of the Parish Council Meeting held on the 18<sup>th</sup> October 2023**

The draft minutes were approved as a correct record of the meeting.

**23/118. Public Participation - questions, comments or representations**

To facilitate public participation with regard to items on the agenda, the Council will receive any comments or questions from members of the public. Individual comments should not exceed five minutes. This is the opportunity for Parishioners to contribute to the Meeting. Any other participation can only be with the prior agreement of Chair and Council.

The Member of the Public reserved the right to speak to the planning item on the Thickets.

Cllr Goodhead proposed that **23/125. Planning applications – The Thickets** be brought forward to this point, while the County Councillor is still in the room. Council agreed.

The Planning Appeal is a matter to be noted. No further comment allowed. Cllr Goodhead submitted a personal comment at the time of the application. All comments are available on the Vale of White Horse Planning Portal and were considered as part of the District Council decision to reject the application.

**23/119. Reports from County and District Councillors**

Report from Cllr Johnston of Oxfordshire County Council (OCC).

Vale of White Horse District Council (VOWHDC) has a good record of defending its Planning decisions

A34 closure nothing he can do because it is Highways Agency and utilities, who has statutory rights.

Oxfordshire County Council (OCC) budget process starts on Friday with a scrutiny committee and there are budget pressures. Overspend of 19.1 million on children's social services and the OCC Precept rise is restricted more than it was last year.

Botley Road Rail Bridge – works extended by Network Rail to October 2024. Railway line cannot be closed because it is a major rail route particularly for MOD freight and high explosives. The work is to divert services including network services.

Chair's remarks to Cllr Johnson was that Parker Road at 60mph joins St Lawrence Road at 20mph on a blind corner. 20MPH has started in the village. Consultation comment that Parker Rd left still at 60mph because it is an arterial route. Also Betty Lane and road to Garden Centre, Council has requested inclusion in 20mph limits. Cllr Johnson will lobby for action.

### **Report from District Councillors**

The District Councillors gave their apologies but their written report available in Dropbox.

### **23/120. Review of Actions from the Minutes**

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

### **Burial Ground Levelling**

There is already one quote for this that previous 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. **All information provided for November Meeting.**

### **Annual Leave**

Discussion on how lack of Out of Office can be remedied, by use of Outlook. **Action Point. Agreed Clerk to get quote.**

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

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**

#### d. Woodland

Get quotes for a farm gate. **Action Point defer to budget**

Come back with ideas for an article on the Woodland in the Echo. **Action Point for Cllr Maitland**

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

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

### **23/103. Village Grounds Maintenance**

- b. To agree amendment to Grass Cutting Contract proposed by Oxfordshire County Council, (OCC). Contract amendment was agreed. **Action Point. Still waiting for amended document with correct address. Completed.**

### **23/104. Reports from Working Groups**

#### a. Betty Lane Cycle Path

iii) To agree to affiliate to the Open Spaces Society at a cost of £45/year. This society provides some support and resources with rights of way and access issues. To meet this cost from legal advice budget. Agreed. **Action Point Completed**

iv) To agree to begin the process of registering a right of way across this land and beyond to allow the walking/cycle path to be more formally established and improved.

Agreed that the Working Group will prepare the application and bring to the next meeting for agreement. When agreed the Clerk can submit the application as the Proper Officer. **Action Point**

v) To make contact with neighbouring parishes with shared ambitions in order to share ideas and offer support.

Agreed to contact Botley and North Hinksey, Wootton, Sunningwell, Kennington and Cumnor for their thoughts and feedback and impact on their Parishes. Working group to prepare a letter for agreement by Council and then circulation by the Clerk. **Action Point**

vi) To agree to contact the County Council Highways team to ask if our order could be extended (or a new order placed) to reduce the speed on Betty Lane and the Garden Centre Road to 20mph.

Agreed that Clerk should write to Oxfordshire County Council Roads to request this. **Action Point Completed**

vii) To agree that the Parish Council work with the Community Working Group to produce a short communication for parishioners outlining the current ambition, progress and next steps.

Agreed that the Working Group will prepare a draft communication and bring to the next council meeting for agreement. The Clerk can then circulate. **Action Point**

viii) To consider and agree a response to the 965 SUoH Inquiry Note 2 from the Public Inquiry Inspector. **Paper 6 Completed**

Cllr Goodhead read out the comments from Mr Dawton and suggested that it would be appropriate to add visual reinforcement to back up his statement. It was agreed that the Clerk would forward photograph with explanation, to the Inspector, illustrating the other side of the roundabout. **Action Point Completed.**

b. Flood Alleviation Scheme

i) To consider and agree motion from Cllr Clayton that the Parish Council contact Vale of White Horse District Council to register its objection to the scheme with them. **Paper 7**

Cllr Goodhead proposed that in the absence of the Chair, this be deferred to the next meeting.

Cllr Clayton proposed that since the Parish Council has formally objected to the Scheme that we take an extract from the previous objection and send that to Vale of White Horse District Council with a short cover note to reiterate the Parish council's objection. Agreed by a majority. **Action Point. Completed.**

e. **To review Budget information Paper 13**

The first draft of next year's budget will come to the next meeting. The following virements reflect actual spend by Council.

To agree virement of funds from General Reserve of

£554.20 to cover maintenance shortfall due to noticeboard cost and installation being over CIL reserve.

£100 to cover Audit shortfall.

£39.50 for Insurance shortfall.

£80.00 for Subscriptions shortfall

£79.40 for the Defibrillator shortfall.

£595 for the Scribe accounts package.

£1,015 salary shortfall and for the projected salary increase of £1 per hour backdated to the 1<sup>st</sup> of April.

£744 Woodland shortfall between budget and agreed cost of contract

£3207.10 Total **Action Point Completed.**

**23/109. Partnership Charter** – to discuss the proposal and agree a representative.

Meeting to discuss this on Thursday 26<sup>th</sup> October from 6:30pm to 8:30pm. Proposal that Cllr Jones should attend or if she is not available Cllr Goodhead should attend. Agreed. Clerk to book a place. **Action Point. Completed**

**23/110. Clean Air Website** – to note Clean Air Website. Website noted. Cllr Clayton asked if the South Hinksey monitor was included. Cllr Maitland confirmed it was and expressed his surprise that the levels recorded were not higher. Cllr Clayton asked the Clerk to research and provide information on the South Hinksey Monitor. **Action Point. Completed.**

## 23/121. Clerk's Report Paper 2

### Burial Ground

All the information for the new plots is in Dropbox for this meeting. I have two families with the same name looking to update their headstones. This requires the transfer of the EROB for one of them, the other one the contact was from the Funeral Directors asking me to provide all the requisite information.

### Unity Trust Bank MultiPay Card

The application has been submitted but no feedback yet from Unity Trust.

### Bank Accounts

As you will have seen from the Bank Statements available at the last meeting, while the Savings Account has monthly statements the Current account does not. I have requested that Unity Trust amend this to allow monthly statements for both accounts. Also the Extraordinary Meeting payment to the Village Hall agreed at the last Parish Council meeting has not been fully authorised and has not been paid.

### Scribe

This has been my major activity since the last meeting. I have set up the system and all the receipts and payments for this year have been added, as you will see all the bank reconciliations have been done and the VAT claim submitted for quarters one and two. I still need to add the Asset Register and the info from the AGAR, but the system is functioning.

### Pay Increase for 23/24

It was announced on the 1<sup>st</sup> of November that the pay increase for 23/24 has now been agreed at £1925, pro rata for part time staff, an increase of £1 per hour. This was too late for our agenda so this cannot be implemented until December after it has been ratified by Council.

## COUNCIL MATTERS

### 23/122. Village Grounds Maintenance –

- a. Report from Cllr Peacock and proposal to amend the specification for next year and the tender process.  
Resolution for Cllr Peacock and Clerk to meet and bring amended specification for 2024 to next meeting for agreement. **Action Point**

### 23/123. Reports from Working Groups

- a) Betty Lane Cycle and Pedestrian Path
  - i). To agree the wording of a short communication for parishioners outlining the current ambition, progress and next steps and authorise the Proper Officer to circulate it.

It was resolved to change paragraph to secure grant funding. Change to Public Inquiry. At the top insert clerk email address. Insert date 30<sup>th</sup> November. Set up Survey Monkey account. Shinfo has new email address, Chair will check the details with new web master. Cllr Goodhead will provide details of group on the Hill. Poster on Noticeboards. Information on the Website. Email Mr and Mrs Sweetman and Mr and Mrs Barneys. **Action Point**

- ii). To agree the wording of letter to neighbouring parishes outlining the current ambition, progress and next steps and authorise the Proper Officer to circulate it.

Agreed with amendments. **Action Point**

- b) Flood Alleviation Scheme

CPO's Public Inquiry starts tomorrow. North and South Hinksey most affected. Vale Councillors have not discussed the scheme with these parishes and have ignored their comments. Council noted the Chair's

comments.

c) Woodland

- i). To consider maintenance specification for 2023 and consider and agree any amendments for 2024. **Paper 6**

Item 3 remove this cut from one path, item 5 and remove completely. Might save £500.

Resolution agreed. **Action Point**

d) A34 Noise: **Paper 7**

- i) for Council to consider the consultation data and express its formal support for the work of the Working Party  
 Cllr Jones went through the results. Noise affects people significantly. SHPC does not appear in the National Highways data. This is true of some other Parishes and the proposal is to join with them. Need to present evidence in terms of noise monitoring. A four week survey would cost £4000. Resolution to express support.
- ii) Council to agree to write to the Director of Environmental Services at the Vale of White Horse and the County Council asking them to conduct noise level monitoring and in the absence of this to make suggestions on how the Parish Council can fund this Proposal withdrawn.
- iii) for Council to agree to write to both the Vale of White Horse District Council and National Highways with the local concerns over noise pollution and a request they consider contributing towards noise monitoring.
- iv) for Council to consider making a contribution to the costs of noise monitoring of at least £1k. went through recommendations express support.

Council can agree a grant of £500, for this year, but application from a constituted organisation required. Parish Council could commission.

**23/124. Finance: Paper 8**

- a) Approval of Receipts and Payments against Budget since last Council Meeting. All agreed payments to be authorised by Cllrs Maitland and Clayton after the meeting.

**Receipts & Payments for notification or approval at Council Meeting against Budget November**

	Payee	Description	Method of Payment	Total Amount including VAT £	Budget Code	Amended Budget Total £	Budget Balance £
<b>Paid - expenditure previously approved at Council Meeting or urgent /regular payments</b>							
<a href="#">1.</a>	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	66.23	2007	3000.00	1155.60
2.	VoWHDC	Burial Ground Rates	DD	52.00	2007	3000.00	1103.60
	LMA	Net Staff Costs Sept. Balance after Extra Hours Sept and October	SO OP	466.00 281.40	2001	8765.00	4266.06
<a href="#">4.</a>	Ox Direct Services	Digging Fee	OP	610	2007	3000.00	493.60

<a href="#">5.</a>	Ox Direct Services	Digging Fee Ashes	OP	120.00	2007	3000.00	373.60
<a href="#">6.</a>	Tactical Services Aug	Grass Cutting	OP	330.00	2006	4054.20	1080.00
<a href="#">7.</a>	Starboard Systems Ltd	Scribe Accounts	OP	714.00	2013	595.00	-119.00
<a href="#">8.</a>	Covered by LMA	SIM top up	OP	10.00	2012	300.00	188.40
<a href="#">9.</a>	Open Spaces Society	Membership	OP	45.00		5000	4955
		All attached invoices have been checked as correct by the Clerk.					
<a href="#">10.</a>	Scottish & Southern Electricity Networks			21.01	1005	25.00	-3.99
<a href="#">11.</a>	HMRC	VAT Reclamation		1,200.72	1006	1000.00	200.72
<a href="#">12.</a>	VoWHDC	CIL Payment		1,501.05	1007	0.00	1,501.05
<a href="#">13.</a>	Unity Trust	Savings Account Q1 Interest		216.09	1002	20.00	216.09
<a href="#">14.</a>	Unity Trust	Savings Account Q2 Interest		262.07	1002	20.00	458.16

Payments agreed. VAT Reclamation money not received yet. CIL Payment not received yet, has been paid to an old account.

- b) To note Bank Reconciliations and for Chair to sign. For Cllr Peacock the non-finance involved Councillor to review and check reconciliations against bank statements and report to next meeting. Chair signed the reconciliations.
- c) Council to note Financial Reports. Council noted.
- d) For Council to consider initial draft Budget and report back to next meeting.

		Actual	Agreed	Amended	Current	Projected
<b>Income</b>		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025
1001	Precept	£ 20,696.00	£ 21,002.00	£ 21,002.00	£ 21,002.00	
1002	Bank Interest	£ 271.00	£ 20.00	£ 20.00	£ 478.16	£ 977.00
1003	Grant Funding	£ 1,677.66	£ 700.00	£ 700.00	£ -	£ -
1004	Burials & Memorials	£ 6,700.00	£ 2,500.00	£ 2,500.00	£ 6,100.00	£ 7,000.00
1005	Wayleaves	£ 21.01	£ 25.00	£ 25.00	£ 21.01	£ 21.00
1006	VAT Refund	£ 2,123.00	£ 1,000.00	£ 1,000.00	£ 1,200.72	£ 1,500.00
1007	CIL Community Infrastructure Levy	£ -	£ -	£ -	£ 1,501.05	£ 1,500.00
1008	OCC Grass Cutting Payment	£ -	£ -	£ -	£ 680.68	£ 680.00
<b>Total Income</b>		£ 31,488.67	£ 25,247.00	£ 25,247.00	£ 30,983.62	£ 11,678.00
		Actual	Agreed	Amended	Current	Projected
<b>Expenditure</b>		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025
2001	Salaries	£ 6,250.00	£ 7,750.00	£ 8,765.00	£ 4,498.94	£ 6,500.00
2002	Tax/NI	£ -	£ -		£ 705.56	£ 1,400.00

2003	Clerk Expenses	£ 72.80	£ 200.00	£ 200.00	£ 185.65	£ 370.00
2004	Staff Training	£ -	£ 300.00	£ 300.00	£ 110.00	£ 300.00
2005	Councillor Training	£ -	£ -		£ -	£ 300.00
2006	Grounds Maintenance	£ 2,007.00	£ 3,500.00	£ 4,054.20	£ 2,974.20	£ 4,000.00
2007	Burial Ground Operations	£ 3,735.12	£ 3,000.00	£ 3,000.00	£ 2,626.40	£ 3,500.00
2008	Audits	£ 475.00	£ 500.00	£ 600.00	£ 600.00	£ 600.00
2009	Insurance	£ 345.02	£ 350.00	£ 389.50	£ 389.50	£ 390.00
2010	Venue Hire	£ 650.00	£ 300.00	£ 300.00	£ 112.00	£ 336.00
2011	Membership Subscriptions	£ 261.80	£ 250.00	£ 330.00	£ -	£ 330.00
2012	Office Supplies	£ 240.61	£ 300.00	£ 300.00	£ 111.60	£ 250.00
2013	Accounts	£ -	£ -	£ 595.00	£ 595.00	£ 500.00
2014	Web Site	£ 600.00	£ 450.00	£ 450.00	£ 444.00	£ 450.00
2015	Bank Service Charges	£ 34.20	£ 100.00	£ 100.00	£ 36.00	£ 150.00
2016	Grants	£ 1,050.00	£ 1,000.00	£ 1,000.00	£ 300.00	£ 1,000.00
2017	Community Woodland	£ -	£ 1,750.00	£ 2,494.00	£ -	£ 2,750.00
2018	Burial Ground New Plots	£ 1,845.00	£ 5,500.00	£ 5,500.00	£ -	£ 5,500.00
2019	Defibrillator	£ -	£ 250.00	£ 329.40	£ 329.40	£ 200.00
2020	Election Costs	£ -	£ 650.00	£ 650.00	£ 400.00	£ 650.00
2021	Traffic Calming	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00
2022	Miscellaneous Expenditure	£ -	£ -	£ -	£ 28.00	£ -
4001	General Fund	£ 7,165.23	£ -	£ -	£ -	£ -
4002	CIL Community Infrastructure Levy	£ -	£ -	£ -	£ -	£ -
4003	Betty Lane Legal	£ -	£ -	£ -	£ -	£ 1,000.00

<b>Total Expenditure</b>	£ 27,731.78	£ 29,150.00	£ 32,357.10	£ 14,446.25	£ 33,476.00
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	Actual	Agreed	Amended	Current	Projected
<b>Summary</b>	2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025
Total Expenditure	£ 27,731.78	£ 29,150.00	£ 32,357.10	£ 14,446.25	£ 33,476.00
Total Income	£ 31,488.67	£ 25,247.00	£ 25,247.00	£ 30,983.62	£ 11,678.00
Precept	£ 20,696.00	£ 21,002.00	£ 21,002.00	£ 21,002.00	£ 21,798.00

### **Summary / Proposal**

- Recommend asking for a Precept of £21,798 (two equal payments of £10,899).

- 23/24 Precept was £21002.00;

- Currently we have £29566.37 in Ear Marked Reserves

- General Reserves stands at £20,817.04

Agreed that Chair and Vice Chair will produce budget for next meeting. Councillors to let them know what areas for increases and decreases and amounts.

e) To note Service Improvements offered by Oxford Direct Services.

**23/125. Planning applications** – to consider the planning applications on the planning agenda below and any received from Vale of White Horse District Council submitted and published on the VoWHDC planning portal between the circulation of this agenda and the meeting. **Paper 9**

a. Planning Application Agenda

<b>New Applications</b>			
Ref	Address	Proposal	Deadline

<a href="#">P23/V2293/HH</a>	Pin Farm Barleycott Lane South Hinksey Oxford OX1 5BB	Removal of 20th century conservatory and Outshut to rear. Erection of single-storey rear extension, extended opening created from dining room into extension by removal of 20th century French doors and masonry and removal of 20th century window and stonework below to create full height opening from study to extension. Conservation type roof light to replace Velux roof light to rear slope of main roof. Removal of impermeable paint to existing stonework.	16.11.2023
<b>Comment: South Hinksey Parish Council (SHPC) supports this planning application, but would prefer to see a flood risk assessment.</b>			
<a href="#">P23/V2294/LB</a>	Pin Farm Barleycott Lane South Hinksey Oxford OX1 5BB	Removal of 20th century conservatory and Outshut to rear. Erection of single-storey rear extension, extended opening created from dining room into extension by removal of 20th century French doors and masonry and removal of 20th century window and stonework below to create full height opening from study to extension. Conservation type roof light to replace Velux roof light to rear slope of main roof. Removal of impermeable paint to existing stonework.	16.11.2023
<b>Comment: South Hinksey Parish Council (SHPC) supports this planning application, but would prefer to see a flood risk assessment.</b>			

b. To note the Planning Appeal for Thickets Hinksey Hill Oxford OX1 5BQ. (Taken earlier in the meeting)

**23/126. Burial Ground Development** – to review position and agree next steps. **Paper 10**

Resolution to send specification for tender and have it itemised, including not having a road for the hearse. Agreed. **Action Point**

**23/127 CONSULTATION – Partnership Charter** to receive feedback from Cllr Jones on the meeting she attended. Officers and Councillors are asked to respond individually to the consultation. **Paper 11**

Agenda January meeting for copy of Charter. Agreed

**23/128 CONSULTATION – Lane Rental Scheme** - to consider and agree a response. **Paper 12**

Council agreed this was not something they could comment on.

**23/129. CONSULTATION – Health and Wellbeing Strategy** - to consider and agree a response. **Paper 13**

Council agreed this was not something they could comment on.

**23/129. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Friday 24<sup>th</sup> of November.

Date of the next meeting 4<sup>th</sup> December 2023