

# 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 4<sup>th</sup> of December 2023 in the South Hinksey Village Hall

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

**In Attendance:** L Morrison Allsopp Clerk and RFO, Cllr Johnston Oxfordshire County Council (OCC), Cllr Emily Smith Vale of White Horse District Council (VoWHDC) and no members of the public.

**23/130. Apologies for absence:** District Cllr Debby Hallett.

**23/131. Declarations of Interest:**

All Councillors declared an interest in:

The Flood Alleviation Scheme

The A34

**23/132. Approval of the draft Minutes of the Parish Council Meeting held on the 6<sup>th</sup> November 2023**

The draft minutes were Agreed as a correct record with the following amendment and signed and initialled by the Chair of the meeting.

Page 2 Point at the top raised was national speed limit, in Parker Road meets 30mph on blind bend.

**23/133. Public Participation - questions, comments or representations** There were no Members of the Public present.

**23/134. Reports from County and District Councillors**

**Cllr Johnston OCC** reported that Balfour Beattie had been appointed as the contractor for the Lodge Hill slips contract previously reported. They would be starting work early in the new year. From another pot of money, the Hinksey Hill Weight Restriction has also been agreed. OCC is well into the Budget process for the February deadline. The present £9.1 million shortfall is small in context of the total. OCC has been in the habit of always increasing Council Tax by the maximum allowed, so is in a better position than some other Councils. Increased financial pressure on social services. Since the administration is now minority Liberal Democrat, one of the other two groups must agree to the budget. Neither has asked for information to produce their own. Cllr Johnston predicted that the Labour Group will suggest a slight amendment, which will be Agreed and the Budget will go through. Consequences too great for it not to.

20mph speed limit for Parker Road raised again.

Question on School Transport. financial position is not comfortable but less so than other councils.

**Cllr Emily Smith VoWHDC.** Report in Dropbox. She attended Botley West Solar meeting, which will have a huge impact on the roads with all the other developments going on. So big that it will be a national decision and will not consider the other local applications. She apologised for missing the Noise Working Group meeting, but has asked about the monitoring. Noise data important to get heard. Working group looking to work with District and County. Question on Solar farms on green belt. Plan for it to continue as agricultural land after closure. Two-year build time, thirty-eight years in situ. Can improve the soil. Will improve water quality in Thames with no phosphate run off and they plan to plant as wild flower meadow with low level sheep grazing. This is first part of the formal consultation.

Cllr Clayton raised Public Inquiry for flood alleviation CPOs. SHPC has resubmitted their objection to VoWHDC. Cllr Jones felt response from Vale of White Horse District Council poor. Reference to South Hinksey and the channel is incorrect. Provides no benefit, in fact Parish is a significant net loser. Compound as planned, still backs on to gardens. Four times dates for rail application but still nothing. Total lack of engagement by VoWHDC with the three parishes impacted. There will be more people using the Compound than live in the Village. A34 is going to be a significant choke point for the district and all the other projects planned for the same period. VoWHDC has gone on record as supporting the Compulsory Purchase Order required for the Channel. Cllr Smith supports the scheme, she represents her whole Ward. Parish Council initial support came with strong caveats and did not include the Channel, but none of these have been put in place.

Cllrs Johnston left the meeting.

The Clerk requested that only one person speak at a time, to defer to the Chair and wait until asked to speak.

### **23/135. Review of Actions from the Minutes**

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

a. Betty Lane Cycle Path

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 Resolution Agreed the Clerk can submit the application as the Proper Officer.

**Action Point**

#### **23/122. Village Grounds Maintenance –**

Resolution for Cllr Peacock and Clerk to meet and bring amended specification for 2024 to next meeting for agreement. **Completed**

#### **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. **Completed**

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.

Resolution Agreed with amendments. **Completed**

## C) Woodland

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

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

Resolution agreed. **Completed**

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

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

#### **Action Point**

### **23/136. Clerk's Report Paper 2**

#### **Burial Ground**

All the present plots have been sold with the last being allocated to a resident of Hinksey Hill. The funeral director wanted a late burial to fit with the availability of their chapel of rest. ODS were not available at that time and the funeral director wanted to employ another grave digger. I had to point out that SHPC policy was to employ ODS and only ODS. I also had to clarify that the widow needed to buy the EROB from SHPC and not from him. This allowed me to ensure that the widow knew to specify in her will who would inherit the EROB. I have just had another funeral directors try and organise and pay for transfer of ownership. Transfer can only happen after the burial of the EROB owner and the grant of probate.

We have another 2 burials in graves to be re-opened. I also had multiple emails wanting a plot for a lady where she and her family have done large amounts of work for the ecclesiastical parish of St Johns in New Hinksey. I had to explain that at present there are no more vacant plots and I could not squeeze in another plot. I offered a cremation plot but received no response.

Funeral Directors are proving very needy. They want to organise burials on the phone, based on information on a grave stone, when we need to know details of the Exclusive Right of Burial. There is a failure to understand that while their relationship with the owner of the EROB lasts for the time to complete a burial or erect a headstone the relationship with the Burial Ground lasts a minimum of 50 years.

I have copied into an email from my predecessor to ODS asking for a duplicate memory stick from the grave inspections in February because he washed the original and damaged it.

The time spent on the Burial Ground has reduced the time available for other work.

#### **Add item for discussion to a February agenda. ACTION POINT**

#### **Unity Trust Bank MultiPay Card**

The application was returned because it was on the wrong form. Somewhat confusing since it was on the form found on the Unity Trust Website. New form was completed and hand delivered to Cllr Maitland in a stamped addressed envelope for him to complete and pass on to Cllr Clayton. I also used the opportunity of the trip to the Hill to hand deliver the EROB as above.

#### **Duties of the Clerk**

The duties and responsibilities of a Parish Council Clerk are set out in legislation. The Clerk is employed by the corporate body that is the Council. The Clerk offers help, advice and legal information and carries out tasks delegated by Council. The Clerk cannot undertake tasks for individual Councillors.

#### **Agenda**

The agenda must be published with three clear day's notice. The day of posting and the day of the meeting do not count toward the three days and neither does public holidays or Sunday. I also prefer not to include Saturday. I need an additional two days to prepare the agenda. However I am being sent items with a request that space be saved on the agenda on the date of publication, which was then cancelled at

8.30pm. Since the request was for the item to be early on the agenda, I have had to renumber nearly all the agenda items and papers. I then got another request for an item to be deleted and again had to renumber the agenda. This has wasted the limited time the Parish Council has.

**Cllr Goodhead took exception to this comment from the Clerk which she felt was directed at her. Cllr Goodhead was informed of a Planning Enforcement matter on Sunday which was why she requested space on the Agenda on Wednesday morning, but at her request a District Councillor dealt with the matter resulting in her follow up request to cancel. She felt the re-numbering was not required, the item could simply be marked cancelled. She suggested that there be a future agenda item that planning matters be at the start of the agenda when the County and District Councillors are still in the meeting. When the Clerk does extra work, she supports the Clerk being paid for it, however the Clerk made it clear that she expects the work to fit within her contracted hours. Chair suggested that we should all agree that items have to be dealt with within a deadline so that our Clerk can use her time efficiently but sometimes stuff happens and we have to try to accommodate this in the best way possible.**

### **Shinfo**

I was given a new email address for Shinfo, however it wasn't working. After several attempts I contacted again to be told the email address given was incorrect. The delay has forced me to change the date for feedback on the pedestrian/cycleway project.

### **CIL Payment**

Since the savings account Vale had sent it to was closed, HSBC returned it to Vale. They were given the savings account details but specified it had to be paid into the current account, details of which they already have for the payment of the precept. This should happen at the end of month run. When the monies are paid, I will ask that these be vired to the Savings account.

**Cllrs Smith left the meeting.**

## **COUNCIL MATTERS (Total 60 minutes)**

### **23/137. Village Grounds Maintenance –**

- a. To consider and agree grounds maintenance specification. Specification Resolution Agreed with amendments and the addition of the need for a demonstration of Resilience in the quote. Resolution Agreed with amendments and Clerk asked to request quotes from ODS, Tactical and BGG to come to next meeting. **ACTION POINT**

### **23/138. Reports from Working Groups**

- a. Betty Lane Cycle and Pedestrian Path – no information on the result of the Public Inquiry. Inspector made it clear that the decision is a matter for the Minister for Transport and would take some time.  
Right of Way Application to be added to a future agenda, when the Working Group have produced the application. **ACTION POINT**  
Letters have been sent to the local Parish Councils and article in Shinfo. Clerk to collate responses and publish. **ACTION POINT**
- b. Flood Alleviation Scheme  
Crowd funding page has been set up to pay cost of a Barrister run by Ferry Hinksey Charitable Trust. As stated earlier, poor response from leader of VoWHDC. Working Group will bring forward a letter for next meeting to Chief Executive and leader of Council for OCC and VoWHDC Agreed. **ACTION POINT**
- c. Woodland: no report.
- d. A34 Noise: no report. Information from District Councillor covered earlier re support of VoWHDC. Resolved that working group bring a letter to the next Parish Council Meeting for agreement. **ACTION POINT**

**23/139. Finance:**

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

	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="#"><u>1.</u></a>	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	66.23	2007	3000.00	307.37
<a href="#"><u>2.</u></a>	ICO	Membership	DD	35			
<a href="#"><u>3.</u></a>	LMA	Net Staff Costs Balance after Extra Hours November and back dated pay increase	SO OP	466.00 309.60	2001	8765.00	3956.46
<a href="#"><u>5.</u></a>	Covered by LMA	SIM top up	OP	10.00	2012	300.00	178.40
		All attached invoices have been checked as correct by the Clerk.					
<a href="#"><u>10.</u></a>	Edward Carter Funeral Directors	Rosemary Allsworth Inscription		120.00	1004	2500.00	3720.00
<a href="#"><u>11.</u></a>	White	ERoB Purchase		1,040.00	1004	2500.00	4760.00
<a href="#"><u>12.</u></a>	Allsworth	ERoB Transfer		90.00	1004	2500.00	4850.00
<a href="#"><u>13.</u></a>	Jerams Brothers Funeral Directors	White Burial		725.00	1004	2500.00	5,575.00

Clerk confirmed that the salary increase is the back dated NJC pay increase. It does not include the incremental rise because it required an appraisal before the budget and there has not been time for this. The Chair thanked the Clerk for foregoing her incremental rise for this year. Payments agreed.

- b) Bank Reconciliations: Cllr Peacock the non-finance involved Councillor reported on first and second quarter’s reconciliations and return signed copies to the Clerk.
- c) Council to agree new salary direct debit of £509.00 following NJC pay increase, as per Clerk Contract of Employment. **Resolution Agreed ACTION POINT**
- d) Council to agree amendment to Finance Regulations to allow Chair and Vice Chair to produce the Council Budget. **Resolution Agreed. ACTION POINT**
- e) For Council to consider and agree draft Budget as proposed by Chair and Vice Chair.

		Actual	Agreed	Amended	Current	
Income		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2023 - 2024
1001	Precept	£ 20,696.00	£ 21,002.00	£ 21,002.00	£ 21,002.00	£ 21,002.00
1002	Bank Interest	£ 271.00	£ 20.00	£ 20.00	£ 478.16	£ 478.16
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	£ 6,100.00
1005	Wayleaves	£ 21.01	£ 25.00	£ 25.00	£ 21.01	£ 21.01
1006	VAT Refund	£ 2,123.00	£ 1,000.00	£ 1,000.00	£ 1,200.72	£ 1,200.72
1007	CIL Community Infrastructure Levy	£ -	£ -	£ -	£ 1,501.05	£ 1,501.05
1008	OCC Grass Cutting Payment	£ -	£ -	£ -	£ 680.68	£ 680.68
	Betty Lane	£ -	£ -	£ -		£ -

<b>Total Income</b>	£ 31,488.67	£ 25,247.00	£ 25,247.00	£ 30,983.62	£ 30,983.62
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		Actual	Agreed	Amended	Current	
Expenditure		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2023 - 2024

2001	Salaries	£ 6,250.00	£ 7,750.00	£ 8,765.00	£ 4,498.94	
2002	Tax/NI	£ -	£ -		£ 705.56	
2003	Clerk Expenses	£ 72.80	£ 200.00	£ 200.00	£ 185.65	
2004	Staff Training	£ -	£ 300.00	£ 300.00	£ 110.00	
2005	Councillor Training	£ -	£ -		£ -	
2006	Grounds Maintenance	£ 2,007.00	£ 3,500.00	£ 4,054.20	£ 2,974.20	
2007	Burial Ground Operations	£ 3,735.12	£ 3,000.00	£ 3,000.00	£ 2,626.40	
2008	Audits	£ 475.00	£ 500.00	£ 600.00	£ 600.00	
2009	Insurance	£ 345.02	£ 350.00	£ 389.50	£ 389.50	
2010	Venue Hire	£ 650.00	£ 300.00	£ 300.00	£ 112.00	
2011	Membership Subscriptions	£ 261.80	£ 250.00	£ 330.00	£ -	
2012	Office Supplies	£ 240.61	£ 300.00	£ 300.00	£ 111.60	
2013	Accounts	£ -	£ -	£ 595.00	£ 595.00	
2014	Web Site	£ 600.00	£ 450.00	£ 450.00	£ 444.00	
2015	Bank Service Charges	£ 34.20	£ 100.00	£ 100.00	£ 36.00	
2016	Grants	£ 1,050.00	£ 1,000.00	£ 1,000.00	£ 300.00	
2017	Community Woodland	£ -	£ 1,750.00	£ 2,494.00	£ -	
2018	Burial Ground New Plots	£ 1,845.00	£ 5,500.00	£ 5,500.00	£ -	
2019	Defibrillator	£ -	£ 250.00	£ 329.40	£ 329.40	
2020	Election Costs	£ -	£ 650.00	£ 650.00	£ 400.00	
2021	Traffic Calming	£ 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	£ -	£ -	£ -	£ -	£
4004	Air Quality	£ -	£ -	£ -	£ -	£

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

### Summary / Proposal

- Recommend asking for a Precept of £23,430 (two equal payments of £11,715).
- 23/24 Precept was £21002.00;

### Earmarked Reserves

Community Woodland	£463.48
Election Costs	£0.00
Transparency Grant	£100.09
Community Infrastructure Levy	£1,501.05
Burial Ground New Plots	£20,000.00
Betty Lane - Legal Contingency	£4965.00

<b>Total Earmarked Reserves</b>	<b>£27,029.62</b>
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**After discussion the budget was Agreed with the above amendments in red and moving £1000 from Betty Lane earmarked reserves to General Reserve. ACTION POINT**

- f) For Council to consider the level of Precept. Final decision to be made at January meeting for submission to Vale of White Horse District Council before the 15<sup>th</sup> of January.
- g) To consider and agree a 10% increase in all Burial Fees from First of April 2024.

Resolution Agreed 10% increase. **ACTION POINT**

- h) As previously discussed, to consider and agree purchase of Microsoft 365 Business Basic at a cost of £58.80 per year plus VAT.  
Cllr Maitland expressed concerns that use of Microsoft for the Clerk would disable the Councillor gov.uk email addresses. **Further investigation requested. ACTION POINT**
- i) To agree repayment of £65.00 to Central Cooperative Funeral Care. £95 has been paid for transfer of deed instead of £25 for search because the original deed has been lost. Transfer of Ownership can only occur after burial and the granting of probate and requires proof of inheritance.  
Resolution Agreed. **ACTION POINT**

#### **23/140. Planning applications –**

- a) To consider any planning applications 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.  
No Applications
- b) To note change of property name **Paper 12**  
Noted.
- c) To note planning training materials **Paper 13**  
**Noted**

#### **23/141. Survey Monkey –** To note a survey monkey account has been set up.

Noted.

**23/142. Items for information or next Agenda only –** all items for the next agenda to be submitted to the Clerk by Wednesday 21st of December. Any items submitted after that date will not be considered.

Date of the next meeting 8<sup>th</sup> January 2023