

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 8th of January 2024 in the South Hinksey Village Hall

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

In Attendance: L Morrison Allsopp Clerk and RFO, Cllr Johnston Oxfordshire County Council (OCC) and one member of the public for part of the meeting.

23/143. Apologies for absence: Cllr Maitland, District Cllrs Debby Hallett and Emily Smith.

23/144. Declarations of Interest:

All Councillors declared an interest in:

The Flood Alleviation Scheme

The A34

23/145. Approval of the draft Minutes of the Parish Council Meeting held on the 4th December 2023: The draft minutes were Agreed as a correct record with the following amendment and signed and initialled by the Chair of the meeting. Goodhead instead of Greenhead in three instances.

23/146. 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.

23/147. Reports from County and District Councillors

Cllr Johnston OCC reported on two things. 1. budget worsened due to an unexpected reduction in the government grant. 2. Lane rental scheme means utilities will be charged per day to dig up the main roads which will produce a modest income. A Scrutiny Committee on the 19th which will provide more information. Botley Rd work continues with the start of work on new railway platform. Speed issue reported and scheme under review.

Report from District Councillors available on Dropbox

23/148. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision.

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 agreed the Clerk can submit the application as the Proper Officer. **Action Point**

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. Agreed. **Action Point.**

23/136. Clerk's Report

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

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. **Completed**

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. **Completed**

- 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. **Completed**

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.

Completed

23/139. Finance:

- c) Council to agree new salary direct debit of £509.00 following NJC pay increase, as per Clerk Contract of Employment. **Resolution Agreed Completed**
- d) Council to agree amendment to Finance Regulations to allow Chair and Vice Chair to produce the Council Budget. **Resolution Agreed. Completed**
- e) **After discussion the budget was Agreed with the above amendments in red and moving £1000 from Betty Lane earmarked reserves to General Reserve. Completed**
- g) To consider and agree a 10% increase in all Burial Fees from First of April 2024. Resolution Agreed 10% increase. **ACTION POINT for March**
- 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. Completed**

- 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. **Completed**

23/149 Clerk's Report

Church Tap

There has been correspondence with the Incumbent of St Lawrence Church about the Church Tap which after work on the wall was sited on the Burial Ground side instead of the Church side. The maintenance of the closed Church Yard only covers the grass cutting and not work on the tap. This was confirmed by Cllr Smith, who suggested that the tap was the responsibility of the Church Commissioners. There may be further correspondence around this issue.

Burial Ground

There have been two burials and a memorial amendment since the last meeting. I am now using Scribe to issue invoices. This allows payments to be made directly into the Current Account. This is a lot less labour intensive for me than cheques and also provides a better audit trail and record on bank statements.

Unity Trust Bank MultiPay Card

This seems to be progressing.

Work of the Clerk

Reminder that as per item **23/50** any extra work in addition to the 35 hours per month is to be agreed by Council in advance. Any such extra hours can only be requested by Council as my employer, not by individual Councillors. I am trying to streamline the work, e.g. by the using Scribe but most of the 35 hours available are required to cover normal Council running.

CIL Payment

CIL monies have now been paid into the correct Bank Account.

Vodafone SIM

I have switched this from Pay as you Go to contract at a saving of £1 per month.

Conduct in Meetings

I reiterate my request, made at the last meeting that only one person should speak at a time. When a Councillor wishes to be heard, they should wait for the Chair to acknowledge them after the previous speaker finishes. Councillors should not be talking over each other or having muttered private conversations in the background. As someone who uses hearing aids, this is a necessity.

Action Points in the Minutes

The Action Points given in the Minutes are the Action Points from the Paper presented at the Previous Meeting and are therefore from the resolutions of two meetings ago.

Planning Matters

A reminder to Councillors that there is an item on every agenda allowing planning applications received between the agenda being posted and the Meeting. I have tweaked this slightly to include any other urgent planning matter. However any such matter would still have to be open to the public.

The Chair requested that any emails requesting individual work be forwarded to her.

Member of the Public joined the meeting

COUNCIL MATTERS

23/150. 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 or any other urgent planning matter.

No applications received.

- b) To consider that proposal by Cllr Goodhead that in addition to planning applications being circulated to Councillors with the agenda or in the period between the agenda being published and the meeting, that the Clerk also circulate them to Councillors on receipt.

Proposal Agreed Action Point

23/151. Reports from Working Groups

A Betty Lane Cycle and Pedestrian Path –

- i). To receive a report from the working party in relation to Betty Lane, with regard to their latest deliberations.

Cllrs Goodhead and Clayton provided information on the working party discussions.

- ii). The Working Group ask the Council to authorise the Parish Clerk to write to the relevant authority to ask for the expected timetable for a decision in relation to the Stopping Up Order related to Betty Lane.

Resolution Agreed

Action Point

- iii). Proposal from the Working Party that Council authorise the working group to seek external funding for the purchase of the disputed land. **Item Withdrawn.**

Clerk asked to write to Land Registry to declare interest in the land Linda G to provide map ref. **Action Point**

Contact OCC officer to discuss Rights of Way and invite Open Spaces to attend a council meeting or arrange a meeting with the working group. Clerk to provide membership number. **Action Point**

- iv). To note the comments from Parishioners and Letters of support from surrounding Councils added to the Parish Council website.

Noted.

- c. Flood Alleviation Scheme

Letter Agreed with the amendment and the addition of date Jan 2024.

Clerk to send. **Action Point**

- d. Woodland: To note report from ODS on interaction with Forestry Commission and planned interaction with VoWHDC.

Noted.

- e. A34 Noise: Letter to the higher tier Local Authorities.

Agreed Clerk to send. **Action Point**

Member of the Public Left the meeting

23/152. Finance:

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.

	Payee	Description	Method of Payment	Total Amount including VAT £	Budget Code	Amended Budget Total £	Budget Balance £
Paid - expenditure previously approved at Council Meeting or urgent /regular payments							
1.	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	46.39	2007	3000.00	260.98
2.	Central England Co-op Funerals	Return of excess payment for search	OP	65.00	1004	2500.00	7685.00
Expenditure for approval							
	LMA	Net Staff Costs Balance after Extra Hours December	SO OP	509.00 70.60	2001	8765.00	3376.86
3.	Covered by LMA	SIM top up	OP	10.00	2012	300.00	158.40
4.	HMRC	Tax & NI	OP	517.07	2001	8765.00	2859.79
5.	Ox Direct Services	Digging Fee	OP	410.00	2007	3000.00	-149.02
6.	Ox Direct Services	Digging Fee	OP	410.00	2007	3000.00	-559.02
		All attached invoices have been checked as correct by the Clerk.					
Recommendation to Vire £1000 from Burial Ground Income to Burial Ground Operations							
10.	Edward Carter Funeral Directors	Allsworth Burial		2175.00	1004	2500.00	7750.00
Payments Agreed Action Point							

- b) Role swap: To agree that Cllr Peacock become a Bank signatory while Cllr Goodhead becomes the non-finance involved Councillor.
Resolution Agreed. **Action Point**
- c) To agree transfer of £1,501.05 CIL Monies from Current Account to Instant Access Savings Account as an Earmarked Reserve.
Resolution Agreed. **Action Point**
- d) To agree virement of £1000 from Burial Ground Income to Burial Ground Operations to meet the shortfall.
Resolution Agreed. **Action Point**
- e) For Council to consider and agree final Budget as proposed by Chair and Vice Chair.
Further £500 transfer from Betty Lane legal fund. Resolution Agreed. **Action Point**
- f) For Council to agree the Precept and request the Clerk submits it to Vale of White Horse District Council before the 15th of January.
Agree £22928 precept. Resolution Agreed. **Action Point**
- g) To note the CIL return for 2022-23 submitted to VoWHDC

Noted.

- h) To consider Grant Application from Citizen's Advice Bureau
Agreed to £100 Grant. Resolution Agreed. **Action Point**

23/153. Oxfordshire Councils Charter: Further Consultation.

Defer decision to next meeting. Resolution Agreed. **Action Point**

23/154. Greenbelt Seminar to receive a report from Cllr Goodhead.

Noted.

23/155. Botley Traffic Advisory Group to receive a report from Cllr Goodhead.

Noted.

23/156. High Sheriff Awards: To consider nomination of a Parishioner who has made an outstanding contribution to the community.

Resolution that a Parishioner be nominated. Cllr Jones to write the nomination for the Clerk to forward. Resolution Agreed. **Action Point**

23/157. Use of Microsoft Business 365: Response from Website Supplier and agreement to purchase

Agree to purchase for the Clerk. Resolution Agreed. **Action Point**

23/158. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Monday 29th of January. Any items submitted after that date will not be considered.

It is Resolved that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

Agreed.

23/159. Maintenance Contracts–

- a. To consider and agree grounds maintenance tender **Paper 18**
Defer to next Meeting invite Tactical to attend.

- b. To consider and agree woodland maintenance tender **Paper 19**
Defer to next Meeting.

Date of the next meeting 5th February 2024