

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 14th of February 2024 in the South Hinksey Village Hall

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

In Attendance: L Morrison Allsopp Clerk and RFO, Oxfordshire County Councillor Bob Johnston, Henry Mathews of Tactical Facilities Management. Two members of the public attended for parts of the meeting.

23/160. Apologies for absence: Cllr Clayton and District Cllrs Debby Hallett and Emily Smith,

23/161. Declarations of Interest:

All Councillors declared an interest in:

The Flood Alleviation Scheme

The A34

23/162. Approval of the draft Minutes of the Parish Council Meeting held on the 8th January 2024: The draft minutes were agreed as a correct record and signed and initialled by the Chair of the meeting.

Presentation by Henry Mathews of Tactical Facilities Management re Maintenance Contract

The May start this year was 2 months too late and caused problems because grass was too long to mulch, but Tactical managed to get it into a good state. March to October or March to November is preferred options.

Village Fete - apology for the embarrassment caused. No horses, so grass was very much longer than expected and the equipment hired for the task, broke. Quote covers 2 cuts instead of one for the Fete.

Can spread payments over 12 months rather than 9 months but prefer a 2-year contract with fixed price rather than one year.

On the Hill - OCC also appear to be doing the cutting. Clerk asked to clarify with OCC. **ACTION POINT.**

Work done was good but Tactical could not cover the work when equipment broke down or staff sickness. Tactical now doing only commercial work which helps with scheduling. All parties agreed communications are really important, particularly around the Burial Ground and the Village Fete.

Henry Mathews left the meeting.

23/163. Public Participation - questions, comments or representations:

A Member of the Public asked that Council investigate a plan B for the Betty Lane cycle/footpath, such as the installation of Toucan Crossings on the Hinksey Hill interchange as a cheaper and easier means to connect the parts of the Parish.

This has already been explored. The roundabout belongs to National Highways who are reluctant to participate. Previously explored and very expensive it would require major upgrade and National Highways reluctant because it would slow traffic considerably.

Member of the Public left the Meeting.

23/164. Reports from County and District Councillors

Cllr Johnston OCC provided a written report available in Dropbox.

In addition he reported, OCC Administration, presenting a balanced budget next week on the 20th. Gap in Budget closed completely. 4.99% increase in Council Tax. 12% increase for Children and Social Services. 8% increase for Adult Services. Labour tabling amendments on the 20th and he believes Tories are doing something similar. Budget must be agreed by the 29th of February.

District Cllrs Debby Hallett and Emily Smith provided a written report available in Dropbox.

23/165. Review of Actions

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. Completed**

23/138. Reports from Working Groups

Right of Way Application to be added to a future agenda, when the Working Group have produced the application. **ACTION POINT**

23/139. Finance:

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**

23/150. Planning applications – 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 Completed.

23/151. Reports from Working Groups

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**

c. Flood Alleviation Scheme

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

Clerk to send. **Action Point Completed**

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

Agreed Clerk to send. **Action Point Completed**

23/152. Finance:

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 Completed**

d) To agree virement of £1000 from Burial Ground Income to Burial Ground Operations to meet the shortfall.

Resolution Agreed. **Action Point Completed**

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 Completed**

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 Completed**

h) To consider Grant Application from Citizen's Advice Bureau

Agreed to £100 Grant. Resolution Agreed. **Action Point**

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 Completed**

23/166. Clerk's Report

Unity Trust Bank MultiPay Card

After chasing with Unity, I received this.

Planning Applications

Vale of White Horse have been using an old address for the Council, this has now been corrected.

Way of Working

I have amended my way of working. Previously I was giving priority to the Actions which was then leaving insufficient time for the priority work of Council. I am now doing the Actions that are time sensitive, the priority work of Council and using any time left for more of the Actions. In this way I can ensure the 35 hours are not exceeded. As was previously evidenced by the previous Clerk the basic work of Council requires a minimum of 31.5 hours.

SHINFO

Shinfo is switching to using WhatsApp. I will still have the facility to email information.

Chair with the agreement of Council took items 23/165 and 23/166 together because the Clerk's report highlighted how much time the basic tasks of Council leaving only about 3-3.5 hours for the actions. Councillors asked to bear this in mind.

Chair proposes that Clerk produces a table with actions prioritised for Council to consider. Agreed. **Action Point.**

COUNCIL MATTERS (Total 60 minutes)

23/167. Planning applications – Paper 3

- i) To agree a response to P24/V0070/HH

Application an inappropriate development in the Green Belt and the size is too great and Council has objected to smaller developments in the past. Council agreed a response prepared by Cllr Goodhead. **Action Point.**

- ii) To agree a response to P24/V0240/DIS
No comment from Council.

23/168. Reports from Working Groups

- b. Betty Lane Cycle and Pedestrian Path –

- i). To receive a report from the working party in relation to Betty Lane, with regard to the information provided on Rights of Way.

Waiting for a result from the Inquiry before taking further action on the Right of Way. A member of the working group has been in touch with Open Spaces and they have now passed this to their Agent in Oxford.

- c. Flood Alleviation Scheme –

- i) To consider and agree response and representation at the Planning Meeting of OCC where the OFAS application will be discussed.

Rash of speculation that the proposal was to be discussed at OCC Planning this month. Not this month but Council needs to be prepared. Wide variety of views in the community. Precise the comments from the planning responses in a paper. Council agreed to personal representation from one or two Councillors. **Action Point**

Spoil taken out on A34 on village access. Compound - loss of open access permanently with Environment Agency to retain the field, since buying rather than letting. Another paper coming to next meeting which has research data on the A34 usage. **Action Point**

- d. Woodland: Nothing to report.

- e. A34 Noise:.

- i) To consider response received from OCC and Vale of White Horse.

Refer information from OCC to Working Group. Agreed. **Action Point**

23/169. 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							
<u>1.</u>	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	46.63	2007	3000.00	394.35
Expenditure for approval							
	LMA	Net Staff Costs	SO	509.00	2001	8765.00	2867.86
<u>3.</u>	Covered by LMA	SIM plan	OP	9.00	2012	300.00	149.40
<u>4.</u>	LMA	Re-imburse Clerk expenses	OP	158.00	2003	200.00	-143.65
<u>5.</u>	Unity Trust	Set up Fee	DD	50.00	2015	100.00	14.00
<u>5.</u>	Unity Trust	Service Charge	DD	18.00	2015	100.00	-4.00
		All attached invoices have been checked as correct by the Clerk.					
Vired £1000 from Burial Ground Income to Burial Ground Operations							
<u>10.</u>	HMRC	VAT Re-imburement		402.98	1006	1000.00	1603.70
Agreed by Council.							

- b) To consider and agree asset register and advise Clerk as to the number and position of Street lanterns since register agreed last year states 21 street lanterns but provides addresses for 20.
Should be 20 street lanterns agreed. **Action Point**
- c) To consider and agree the way forward on Parish Council email addresses and any increased costs necessary.
Gov.uk email addresses have higher level of security.
Clerk to get quotes for a new website with email addresses with more capacity. Agreed. **Action Point**
- d) To note financial projections for year end. **Paper 10**

South Hinksey Parish Council					
2023-24					
	Payments	total to date	February	March	balance
2001	Salaries	£ 5,897.14	£ 509.00	£ 509.00	£ 6,915.14
2002	Tax & NI	£ 1,222.63		£ 379.65	£ 1,602.28
2003	Clerk Expenses	£ 185.65	£ 158.00	£ 150.00	£ 493.65
2004	Staff Training	£ 132.00			£ 132.00
2005	Councillor Training				
2006	Grass-cutting and maintenance	£ 3,419.04			£ 3,419.04
2007	Burial Ground operations	£ 3,609.15	46.63	£ 66.00	£ 3,721.78
2008	Audit	£ 600.00			£ 600.00
2009	Insurance	£ 389.50			£ 389.50
2010	Venue hire	£ 112.00		£ 336.00	£ 448.00
2011	Subscriptions and Conferences	£ 35.00		£ 250.00	£ 285.00
2012	Office and supplies	£ 131.60	£ 9.00	£ 9.00	£ 149.60
2013	Accounts	£ 714.00			£ 714.00
2014	Website	£ 444.00			£ 444.00
2015	Bank charges	£ 104.00		£ 18.00	£ 122.00
2016	Grants	£ 400.00			£ 400.00
2017	Community Woodland			£ 2,494.00	£ 2,494.00
2018	Burial Ground New Plots				£ -
2019	Defibrillator	£ 329.40			£ 329.40

2020	Election Costs	£ 400.00			£ 400.00
2021	Traffic Calming			£ 3,000.00	£ 3,000.00
2022	Miscellaneous Expenditure	£ 28.00			£ 28.00
	Total Payments	£ 18,153.11	£ 722.63	£ 7,211.65	£ 26,087.39
	Receipts				
1001	Precept	£ 21,002.00			£ 21,002.00
1002	Bank interest	£ 747.44		£ 275.00	£ 1,022.44
1003	Grant Funding				£ -
1004	Burials and memorials	£ 12,645.00			£ 12,645.00
1005	Wayleaves	£ 21.01			£ 21.01
1006	VAT Refunds	£ 1,603.70			£ 1,603.70
1007					£ -
1008	Grass Cutting Payment	£ 680.68			£ 680.68
	Total Receipts	£ 36,699.83		£ 275.00	£ 36,974.83
	Balance				£ 10,887.44

Reserve looks good for the end of the year and the AGAR.

23/170. Oxfordshire Councils Charter: Further Consultation. Paper 11

Consultation closed. Clerk asked for an extension but has had no response.

23/171. Burial Ground Management by Clerk

Defer to next meeting.

23/172. Local Plan Consultation Response. Paper 12

Individual Councillors asked to respond.

23/173. To agree Dates of Council Meetings 2024-25. Paper 13

Dates of Council Meetings 2024-25

First Monday of the month or where that is a Public Holiday, the following Monday.

24.04.08	Council Meeting
24.05.13	Parish Meeting 6.00-7.00.
24.05.13	Council Annual Meeting
24.06.03	Council Meeting
24.07.01	Council Meeting
24.09.02	Council Meeting
24.10.07	Council Meeting
24.11.04	Council Meeting
24.12.02	Council Meeting
25.01.06	Council Meeting
25.02.03	Council Meeting
25.03.03	Council Meeting

Date and time set for Parish Meeting and all meeting dates agreed with 7pm start. Clerk volunteered to explore presentation by roads department at the Parish Meeting. **Action Point**

23/174. To consider and agree a response to the consultation on the Ward Boundaries for the Vale of White Horse.

Ward boundary within the Parish, with both Oxford City and Vale of White Horse, but District Councillors not present to consult with so agreed no comment.

23/175. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Monday 26th of February. 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.

23/176. Maintenance Contracts–

- a. To consider and agree woodland maintenance tender in the light of no further quotes. Woodland quote from ODS agreed since no further quotes. **Action Point**
- b. Tactical quote agreed with the following specification. **Action Point**

ODS already rejected as too expensive.

Tactical – yes agree with the following provisos

Cuts March to Oct.

Accept two-year contract proposal.

Fete Field two cuts. Payments spread over 12 months.

Cllr Peacock to produce and Clerk to check before notifying Tactical. **Action Point**

Date of the next meeting 4th March 2024