

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

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Minutes of a Meeting of South Hinksey Parish Council held at 7pm on Wednesday the 4th of March 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 and Cllr Smith Vale of White Horse District Council. One member of the public.

23/177. Apologies for absence: Cllr Maitland and District Cllr Debby Hallett.

23/178. 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

Cllrs Goodhead and Clayton declared an interest in the Cycle lane/Footpath Project.

23/179. Approval of the draft Minutes of the Parish Council Meeting held on the 14th February 2024: The draft minutes were agreed as a correct record with the addition of the attendance of Cllr Johnston of OCC at the meeting and signed and initialled by the Chair of the meeting as a correct record.

23/180. Public Participation - questions, comments or representations: No comments.

23/185. Reports from Working Groups

a. Flood Alleviation Scheme –

i) To consider the report on likely A34 lorry movements and agree action.

With the agreement of Council this was taken at this point, to allow District Cllr Emily Smith to be in attendance.

This report has come to Council with a request that they support its contents with the Vale of White Horse.

A34 is the only access and egress for the village. Despite four deadlines being given by the Environment Agency a planning application to move spoil by rail has not come forward, therefore it seems unlikely that this is an option, particularly given the start date of the project.

Proposal from Cllr Jones that comment at end on page 15 about buildings on the flood plain should be removed.

Proposal from Cllr Clayton that the document is endorsed as it is.

Counter proposal from Cllr Jones that letter of support be sent to the case officer to include the likely increase in air pollution, when Botley has the highest level of air pollution in the Vale of White Horse and does not include the flood plain comment. Proposal that the Chair consult with the Clerk to agree a letter to be sent to the case officer. **Action Agreed**

23/181. Reports from County and District Councillors

Cllr Johnston OCC reported the Budget was agreed with a 4.99% increase. 6 million pounds more for pothole repairs. Childrens social services have an increase of over 10%. Adult social services an increase of 8.6%. Cllr Johnston as Chairman of the OCC pension fund committee confirmation from Brunel pool that fund to disinvest from FTSE 100 to remove investments in deforestation etc. This will further decarbonise the pension fund.

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

District Council responsible for litter and done by Biffa, as the Contractor, along the A 34 but only when it is closed for another reason. Has been closed five times recently, but still a litter problem. Ward Boundaries no change proposed.

Air Quality report highlights the high level of air pollution in the area of Botley. A34 needs a bypass round Oxford.

Oxford County Councillor Johnston and District Councillor Smith left the meeting.

23/182. Review of Actions from the Minutes: Report on progress of outstanding items which do not require further decision.

Review of Actions

Minute Reference	Action	By Whom	Progress
23/165	Clerk to produce Actions as a table with highest priorities at the top	Clerk	Ongoing
23/139	Increase Burial Fees 10% for 1 st April	Clerk	
23/104. a 23/138	Betty Lane Prepare Application to Register Right of Way	Betty Lane Working Group	Ongoing
23/150	Circulate Planning Applications on receipt	Clerk	Ongoing
23/151	Register interest with Land registry	Clerk	Ongoing
23/151	Ask Open Spaces to attend PC Meeting	Betty Lane Working Group	Ongoing
23/152 b	Finance Cllrs Goodhead and Peacock to swap roles	Clerk	Ongoing
23/152 h	Pay CAB £100 grant	Clerk	Ongoing
23/162/3	Clarify with OCC who is mowing Hinksey Hill verges	Clerk	Ongoing
23/168 c	Flood Alleviation Two Councillors as representative at OCC Planning Committee	Cllrs	
23/168 e	A34 Noise refer OCC advice to Working Group	A34 Noise Working Group	Ongoing
23/173	Book a speaker from Highways for Annual Parish Meeting	Clerk	
23/169 c	Source quotes for Website revamp and increased email storage	Clerk	
23/169 a	Agreed payments authorised on Unity Trust	Bank Signatories	Partly completed
23/169 b	Complete Asset Register and add to website	Clerk	Completed
23/173	Add dates of 24/25 meetings to website and make Hall Bookings	Clerk	Completed

23/176 a	Agree Woodland Maintenance quote	Clerk	Completed
23/176 b	Agree Grass Cutting Maintenance quote with provisos	Cllr Peacock and Clerk	Completed
23/151	Contact OCC Rights of Way Officer re Betty Lane	Betty Lane Working Group	Completed
23/151	Provide Open Spaces Membership Number to Betty Lane Working Group	Clerk	Completed
23/167	P24/V0070/HH prepare and send response	Clerk	Completed
23/151	Request timeline for decision re Stopping up Order	Clerk	No longer required

Cllr Goodhead said that this document was not in Dropbox but Cllr Jones confirmed that she had accessed it in Dropbox through the agenda on the Website. The Clerk confirmed that there can be a delay between the agenda being circulated and all the documents being loaded into Dropbox, particularly with the actions where the Clerk is trying to complete as many as possible in the short time available for them. Cllr Goodhead confirmed that if a document was not there at her first attempt she would try again later.

23/183. Clerk's Report

ODS Invoices (Oxford Direct Services)

Money was debited from the Current Account with no matching invoice. When I chased this up with the accounts department, they sent me two invoices which match the amount. I also received a reminder in the post that the sum of £610 was owed. When I checked with them, the invoice in question from three burials ago had not been received. This has now been emailed. I previously had two invoices which duplicated ones already received. It seems that Parks and Cemeteries has a high staff turnover which is being reflected in the issuing of invoices.

Body Corporate

The Parish Council is a Body Corporate and information is forwarded to Councillors on the basis of that membership. Information provided to Councillors between meetings is not in the Public Domain until it has been added to the agenda and published, unless it has been published by the original source.

Authorisation of Bank Payments

All bank payments are set up on Unity Trust when the agenda is being prepared and posted. The Councillors responsible for agreeing the payments authorised by Council should do so as soon as possible after the meeting. Any payment not authorised should be rejected by those Councillors. The payments agreed at the last Council Meeting have only been authorised by the Councillor who was unable to attend so have not been paid. This includes the Clerk's expenses incurred during October to December 2023.

Valuation Office Agency Request for Information

A request for information on the Burial Ground has been received from the above Government Agency. I can find no evidence on the Laptop that this is a repeat request. It must be returned within 56 days of receipt.

Hall Bookings for next Financial Year

Bookings have been requested

Annual Leave

I have six days annual leave to take before the end of March. I propose to take these on the 18th to 25th inclusive.

The bank payments from last meeting have still not been authorised. It was agreed that the Councillors who are bank signatories would Diary it for the day after the meeting and if it does not happen then the Clerk will send a reminder email. **Action Agreed.**

The Oxford Direct Services are causing a lot of confusion and a waste of the Clerk's time. She has raised this with ODS and will continue to monitor the situation.

Valuation Office documents nothing on the laptop. Councillors have not got the information so Clerk will work it out and forward it to the Valuation Office. Councillors to note Clerk's annual leave.

COUNCIL MATTERS

23/184. Planning applications –

- i) To note new planning rules re wildlife enhancements.

Important for this Parish. Noted.

- ii) To discuss and agree any planning applications received between the agenda being posted and the meeting.

None received

23/185. Reports from Working Groups

- b. Woodland: No report, but ODS quote for next financial year agreed.

- c. A34 Noise:.

- i) Report from the working group following advice from Oxfordshire County Council and consider what further action required by Council. **Defer to future meeting.**

23/186. 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	4000.00	1347.96
2.	Ox Direct Services	Burial Ground hire and Emptying of waste Bin	DD	46.63	2007	4000.00	1301.33
3	Lloyds Bank	MultiPay Card Feb and March	DD	6.00	2015	100.00	-10.00
4	Unity Trust	Interest Q4	DD	18.00	2015	100.00	-28.00
Expenditure for approval							
	LMA	Net Staff Costs	SO	509.00	2001	8765.00	811.03
6.	Covered by LMA	SIM plan	OP	9.00	2012	300.00	140.40
7.	CAB	Grant Payment	OP	100.00	2016	500.00	100.00

8.	OALC	Membership	OP	168.00	2011	250.00	75.00
9.	SLCC	Membership	OP	91.50	2011	250.00	-16.50
10.	Ox Direct Services	Burial White	OP	610.00	2007	4000.00	691.33
11.	HMRC	Tax/NI	OP	325.20	2001	8765.00	485.83
		All attached invoices have been checked as correct by the Clerk.					
All Payments Agreed							

- b) To agree virement of the following funds.
£150 to Clerk expenses from Staff Training
£30 Bank Service Charges from Office Supplies

£20 Membership Subscription from Office Supplies

To meet the requirements of the financial regulations the virements were agreed. **Action**

- c) To note Bank reconciliations and statements for quarter 3 and receive report from Cllr Peacock. One of the statements for October missing. The Clerk will check and forward. Clerk will forward the Quarter four documents for Cllr Peacock to check and return before the April meeting.

23/187. Burial Ground Management by Clerk.

Unfortunately several burials took place in October which increased the work load for that month. When this happens Council needs to be aware that time will not be available for other activities.

23/188. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 28th of March. 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.

23/189. Betty Lane Stopping Up Order

- a. To consider and note decision of Secretary of State, to receive report from Working Group and request they produce a Project Plan for the completion of the project.

In the absence of a written report from the Working Group, the members present provided their comments on the decision of the Secretary of State for Transport and their suggested proposals.

The Council has raised expectations in both this Parish and surrounding Parishes which must be considered. Alternative Route going all way down A34 and avoiding Betty Lane was discussed.

Proposal to go forward with a route. Agreed.

Proposal to go ahead with an appeal or a judicial review. Rejected.

Proposal to write to the Secretary of State expressing our disappointment and asking for clarification was rejected by a casting vote.

Proposal to write to the Secretary of State and making it clear the Council is disappointed think decision is perverse with one. Agreed with one abstention.

Registering an interest in the land as previously agreed, Clerk will research further and see if a phone number is available to ask for advice on how this can be done.

An alternative route has been discussed by the working group. This was agreed by Council and the Working Group was asked to action this and produce an action plan.

Proposal that the Working Group contact National Highways. Rejected.

Working Group to bring a letter to Council to be agreed at the next meeting and sent to National Highways. Agreed.

Date of the next meeting 8th April 2024.

Meeting closed at 21.06 hours.