



JUNE 2019

A MEETING OF THE PARISH COUNCIL WILL BE HELD ON THURSDAY 27th JUNE 2019, AT 8.00 PM, IN THE NEW SEACOURT HALL, BOTLEY.

INFORMATION FOR THE PUBLIC Members of the public are encouraged and welcome to attend meetings, but have no right to participate in the general proceedings of the Council, unless invited to do so by Council (the Chairman). However, to help create and sustain public interest in the Council's work a 15-minute period (which can in special circumstances be increased, if a majority of councillors agree) will be provided in all full Council and Committee meetings to put relevant questions. The Council will either provide a reply at the meeting or a written response after the meeting.

In order to allow the maximum use of the time allowed for questions, parishioners will be able to ask a maximum of two questions at any meeting, with no extra issues/questions raised within them. Initial questions will be answered in the order in which they have been received by the Council.

Following the asking of all initial questions the remaining time may be allocated to the answering of second question in the same order. It is not guaranteed that there will be sufficient time at the meeting to answer all questions, however written answers will be provided after the meeting to any questions not receiving a verbal answer at the meeting.

Parishioners may ask for clarification about any reply given at the meeting including a request for further detailed information on aspects of that specific topic which have only been revealed through the reply, but may not ask further questions that are not directly related to the reply.

Each question will be allocated a maximum of 5 minutes in total to be asked, and for the provision of any responses including clarification of the original response.

Questions must be notified in writing, (e-mail preferred), to the Chairman of the Council or Parish Clerk, no later than 72 hours before the scheduled start time of the relevant Council or Committee meeting.

It is expected that questions will be asked in a reasonable and polite manner. Where questions contain elements that are considered by the Parish Clerk to be unacceptable; then the parishioner will be informed of this fact and be asked to provide an acceptable version of the question in writing no later than 24 hours before the scheduled start time of the relevant Council or Committee meeting.

Examples of unacceptable content include: expletives or abusive comments towards individual Councillors or the Council as a whole (which the parishioner would be required to remove); statements within the question that include patently incorrect or misleading information being portrayed as a definite fact (which the parishioner would be asked to correct). It is also expected that in responding to questions Councillors should treat questioners with respect, in line with the Code of Conduct.

Should a delegation wish to discuss a notified matter with the Council, they should appoint a spokesperson to act on their behalf, prior to the meeting.

Outside of formal Council meetings it is possible for members of the public to submit questions to the Parish Clerk or to a relevant Councillor at any time, and answers should subsequently be provided within a reasonable period of time. This practice should be encouraged as a more effective way for Council to provide requested information quickly in most circumstances.

**FULL COUNCIL CURRENTLY CONSISTS OF 13 MEMBERS A QUORUM IS 5 MEMBERS
Councillors are asked to note that this meeting will be audio recorded.**

PART ONE-OPEN AGENDA

19/21 APOLOGIES FOR ABSENCE.

19/22 DECLARATIONS OF INTEREST

19/23 APPROVAL OF THE MINUTES OF:

- a). ANNUAL GENERAL MEETING OF THE PARISH COUNCIL MEETING 09/May/19
- b). PLANNING COMMITTEES 30th May & 20th June.19
- c). REMEMBRANCE COMMITTEE to follow

**Paper 1
Papers 2&3.**

19/24 APPROVAL/CONSIDERATION OF OTHER COMMITTEE MINUTES

There are no minutes for approval under this heading.

19/25 URGENT BUSINESS APPROVED BY THE CHAIRMAN OF THE PARISH COUNCIL

19/26 MATTERS RAISED BY MEMBERS OF THE PUBLIC

19/27 QUESTIONS RAISED BY COUNCILLORS

19/28 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

19/29 ACTION REVIEWS FROM THE LAST MEETING

18/185/4 Fen Survey.

Councillor Potter informed the April meeting that the Fen survey was to take place on 15th June 2019.

18/208 vi) Speaker at 2019 Remembrance Day Service.

The Clerk to contact Dr Rook to ask him to speak about the North Hinksey war dead.

18/208 vii) Anti-climb paint.

The Clerk to investigate possible use of anti-climb paint on the Pavilion to prevent access to the roof.

19/15 Position regarding the Scouts and the Pavilion Plans.

Councillor Potter to arrange a public meeting with the Scouts, and communicate NHPC's position on this matter.

19/30 CLERKS REPORT.

- 1) Playing fields: update on safety checks and recent vandalism (see also agenda item 19/32/3)
- 2) Replacement Caretaker

19/31 COUNCIL MOTIONS

1) Cllr L Berrett proposes and Cllr C Church seconds the following motion: Papers 5 & 6

- i) That Council AGREES to the setting up of a new Committee to be called the Environment and Wellbeing Committee. This will take on the role detailed in the proposed section 12 of a revised Terms of Reference for NHPC Committees document (circulated to Councillors as **Paper 5** with no initial budget of its own and initial membership of the Committee and the Chairman to be identified in this meeting.
- ii) Council also AGREES that all of the proposed amendments in sections 2a and 12 of the revised Terms of Reference for NHPC Committees document **Paper 5** are to be adopted with immediate effect.
- iii) Council also AGREES that the new Environment and Wellbeing Committee will become the parent body for the Expressway Working Group with immediate effect, rather than full Council, which is the current parent body.

In addition to the revised Terms of Reference a document entitled 'Towards an Environment and Wellbeing Committee for NHPC' has also been circulated to Councillors in advance in support of this motion as Paper 6.

2) Cllr D Kay proposes and Cllr L Berrett seconds the following motion:

That Council AGREES to adopt the further revisions to sections 2, 4 and 11 of the Terms of Reference for NHPC Committees document (circulated to Councillors in advance as **Paper 7** with immediate effect.

3) Cllr D Kay proposes and Cllr L Berrett seconds the following motion: Papers 8,9&10

That Council AGREES to adopt the revised NHPC Privacy Policy and two Privacy Notices ((circulated to Councillors in advance as **Papers 8, 9, and 10**, with immediate effect. The revisions in these documents solely being an update of the NHPC website links and the Parish Clerk contact details.

19/32 COUNCIL MATTERS

1) Election of additional Council members and co-opted members to Committees

Currently the Allotments Committee is inquorate, having only three Councillor members. Cllrs C Church and G Fairclough have both requested that they be allowed to join the Committee to resolve this situation. Council as a whole (as there are insufficient Allotment Committee members to hold a quorate vote) to AGREE to their membership with immediate effect.

The following individuals are proposed for co-opting onto the Allotments Committee. Members of the Allotments Committee (or if this Committee remains inquorate then all Councillors) are to AGREE to co-opt them with immediate effect: L Kunzemann, Rev Sugden, J Stephens.

Additional Councillors wishing to join other Committees also to make themselves known, and members of those Committees to AGREE to their membership.

2) Flood Alleviation Scheme traffic related implementation issues

Presentation by Cllr Pat Jones of South Hinksey Parish Council on potential negative impacts resulting from Environment Agency plans for removal of the spoil from the site. NHPC are being approached for support in lobbying on this issue because of the likely knock on impact on the local roads in North Hinksey Parish. Council to CONSIDER the issues and AGREE on actions to support this request.

3) Revised drawings for the Pavilion planning application

Revised drawings to follow or be tabled; have been produced to take into account recommendations from Sport England on the layout of the changing block, and from the Highways Officer on the parking spaces. Council to Consider and AGREE these plans for submission to the District Council.

4) Play equipment issues

Cllr Potter to update Council on play equipment issues including the repair of the damaged trampoline. Council to AUTHORISE use of funds from the general reserves should these be required to cover replacement costs.

5) Oxford to Cambridge Expressway

Councillor Kay to report on the Expressway Working Group meeting held on the 29th May.

6) Seacourt Hall new Constitution and other Charity Commission matters. Papers 11,12&13

Councillors Berrett and Kay to update Council on the proposed draft new Constitution for SHMC, and the public meeting to approve surrender of the current lease and signing of the lease for the new community building. This item is primarily for information; however, Councillors should consider the draft new Constitution and pass on to SHMC any concerns so that these can be considered by SHMC before this document is submitted to the Charity Commission for approval. It should be noted that Councillor members of SHMC have been heavily involved in drawing up this new Constitution, and in discussions at the meeting on the 13th June where it was approved by SHMC. The following documents have been circulated to Councillors in advance: **Paper 11**; current lease incorporating Constitution, **Paper 12**; clean copy of the proposed new Constitution, and **Paper 13**; proposed new Constitution showing changes made to the Charity Commission model Constitution.

7) The Botley Centre redevelopment and the new Seacourt Hall building.

Councillors Kay and Berrett to provide an update on the latest position.

8) Neighbourhood Plan

Councillor Kay to update Council on the latest position.

19/33 ACCOUNTS FOR PAYMENT.

See supplementary agenda.

19/34 OTHER DOCUMENTS AND LETTERS RECEIVED

19/35 DATES OF FUTURE MEETINGS: 18/07/19 & 12/09/19

Council is required to pass the resolution under the Public Bodies (Admission to Meetings) Act 1960 Section1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they involve – a report on the initial investigation of complaints against a parish councillor, and as such the press and public are excluded from this part of the meeting.

PART TWO - CONFIDENTIAL AGENDA

Councillors are reminded that papers/discussions under this heading are and must remain confidential, unless the Parish Council agrees to release them in to the public domain. Any disclosure of confidential papers or discussions without the express permission of Council is a breach of the Parish Council's Code of Conduct and its Standing Orders.

19/36 APOLOGIES FOR ABSENCE

19/37 DECLARATIONS OF INTEREST

19/38 COMPLAINT AGAINST A PARISH COUNCILLOR

A complaint has been received by the Parish Clerk. Councillors are asked to AGREE to the appointment a panel of 3 councillors to consider the parishioner's complaint and DECIDE an outcome.

19/39 UNRESOLVED COMPLAINTS FROM PREVIOUS COUNCIL

Councillors are asked to REVIEW the current position ref unresolved complaints from the previous Council concerning a Councillor, and DECIDE further action if necessary. Details (including Confidential minutes and reports to Council) relating to these complaints will be circulated to Councillors separately as Paper C1 if necessary, as attempts continue to resolve the issues before the meeting.
