



North Hinksey Parish Council



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MINUTES OF THE PARISH COUNCIL HELD ON THURSDAY 20TH FEBRUARY 2020, AT 8.00 PM, IN THE NEW COMMUNITY HALL, 3 CHURCH WAY, BOTLEY.

Present: Councillor D Kay (Chair) and Councillors, Fairclough, Blase, Bastin, Dowie, Rankin, Dykes, Jones, Allen, Bolder, Mackeith and Berrett.

In Attendance: C A Ryde, Clerk to NHPC, District and County Council members Smith and Roberts plus one member of the public.

19/132 APOLOGIES FOR ABSENCE. Councillors Church and Potter.

19/133 DECLARATIONS OF INTEREST: None.

19/134 APPROVAL/RECEIPT OF MINUTES: The minutes of the following committees were received noted and approved: 16th January 2020 Parish Council, 9th & 23rd January 2020 Planning and the 9th January 2020 allotments Committee.

19/135 APPROVAL/CONSIDERATION OF OTHER COMMITTEE MINUTES: None.

19/136 URGENT BUSINESS APPROVED BY THE CHAIRMAN OF THE PARISH COUNCIL

- 1) Newsletter: The chair asked Committee Chairmen to submit newsletter copy to him by Wednesday 26th February
- 2) CIL monies: Councillor Kay proposed, Councillor MacKeith seconded, and it was AGREED unanimously that the clerk request the payment by Vale of White Horse District Council of all CIL monies to NHPC.

19/137 MATTERS RAISED BY MEMBERS OF THE PUBLIC: None

19/138 QUESTIONS RAISED BY COUNCILLOR: None

19/139 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS: District Councillor Smith had the impression that the Expressway was likely to be scrapped. The next District Councillors surgery was on 12 March @ 3 pm White Heart.

County Councillor Roberts was still hopeful of having the Old Botley Triangle pavement issues included in the Botley Corridor development. Councillor Mackeith AGREED to forward the original PowerPoint presentation making the case for the pavement in the old Botley Road corridor to Councillor Roberts.

19/140 REVIEW OF ACTIONS

19/49 CLERKS REPORT.

Council **AGREED** to the purchase and replacement of safety matting and a retrospective action to claim to HGS.

The clerk reported that following a meeting on site with representatives from HGS and himself, Councillor Rankin and Graham Sillman; HGS had agreed to repair the Zip wire and replace the substandard Safety surface beneath the Zip wire. The Clerk was awaiting a date for the work to be carried out.

No date at time of meeting

19/70. 5) Pavilion Planning Application:

Council AGREED that the appointment of architects to carry out phase 2 of the project be put out to tender and the Clerk to request tendering templates from the Vale of White Horse DC.

Clerk to Action.

It was reported that members of The Vale of White Horse DC Leisure & recreation department who had helped with the original tendering process had again offered their assistance. Action: clerk to follow up.

See agenda item 1.

19/98 COUNCIL MATTERS.

1) Burial facilities:

It was AGREED by Council that an informal group consisting of Councillors, Kay, Fairclough, Mackeith and any other interested Councillors should review the possibility of NHPC providing a burial facility within NHPC and report back to Council. Carried over to the March meeting.

Councillor Fairclough was to attend a meeting about the proposal for a site near the Tilbury Fields development and agreed to report back to a future Parish Council meeting.

Councillor Fairclough reported that the area proposed was in Cumnor Parish and that it had not been taken beyond an initial feasibility study.

19/113 COUNCIL MATTERS.

1) Key Objectives:

Council CONSIDERED a new set of Key Objectives for the period up to May 2023 to replace the current Key Objectives as established by the last Council. Councillor Berrett to draw up a list of draft new Key Objectives based on outline objectives agreed in the meeting, and circulate this to Councillors for further discussion in the next Council meeting on 16th January 2020.

This issue was deferred until the March 2020 Parish Council meeting.

4) Grant Request from the Women's Institute:

Council CONSIDERED and AGREED a grant request for £6,000 received from the WI; the Clerk to issue this grant payment to the WI. A cheque was to be signed and issued after the meeting.

19/128 COUNCIL MATTERS:

6) Calendar of Council meetings for 2020-21:

Councillors CONSIDERED a proposed calendar of full Council and Committee meetings as circulated in advance of the meeting and AGREED the schedule of full council meetings to be as circulated with the exception of the May 2020 meeting being amended to 21st May, and the February 2021 meeting being amended to 25th February.

Councillor Church was asked to review the number and timing of the Environment Committee meetings for 2020/2021 and send suggested revised dates to the Clerk, plus other Committee Chairs to also review and confirm to the Clerk whether the proposed dates for their meetings were acceptable. All responses to be provided by 13th February at the latest. The clerk undertook to circulate a revised draft of proposed committee meeting dates for final approval at the next council meeting.

See agenda item 3.

7) Co-opted members of Committees:

Councillors briefly CONSIDERED the meaning of voting rights for co-opted members under the category 'Management of Land' in the context of the Allotment Committee and R&A Committee. The Allotment and R&A Committees are to CONSIDER in detail appropriate definitions of these voting rights and provide the Clerk with their recommendations by 13th February at the latest for full Council to CONSIDER and AGREE at the February Council meeting.

See agenda item 4.

9) New notice board for community hub building

Councillors CONSIDERED and AGREED 2 new notice boards for the new community hub building to be funded from the NHPC reserves set aside ref the new Seacourt Hall up to a maximum of £2k; the clerk is to obtain quotations.

The Clerk was awaiting quotations.

19/141 CLERK'S REPORT

The Clerk updated Councillors as to why there was still not any Wi Fi in the new Parish Council Offices and he was hopeful that the development company would help resolve the issue.

The Clerk confirmed that NHPC had been re-registered with the Pension Regulator under the required 3 yearly redeclaration of compliance.

19/142 COUNCIL MOTIONS: None.

19/143 COUNCIL MATTERS:

1. Scout hut lease and progress on the new Pavilion:

Councillors Kay and Bastin updated Council on the current situation stating that there had been no formal response to either the Section 25 notice or to NHPC's last correspondence to the 4th Oxford Scouts offering a 1-year lease with a 3-month notice clause.

Councillors understood that this was a difficult issue for the Scouts and reiterated that they did not want to lose them from the site at an unnecessarily early date, but nevertheless NHPC would not be able to allow them to remain in the current Scout Hut if no replacement lease had been negotiated by July.

Councillor Fairclough PROPOSED, Councillor Blase SECONDED and it was AGREED by 11 votes for and 1 against: (Councillor Dowie); that NHPC write to the national Scout Association requesting that they mediate and encourage the 4th Oxford Scouts to participate in discussions about the lease. Councillor Bastin undertook to circulate a draft for comment.

There was to be a meeting at the Vale of White Horse DC on 2nd March to discuss various issues including funding for the New Pavilion.

2. New Seacourt Hall and the Botley Centre redevelopment:

Councillors Kay and Berrett, updated Council on the Seacourt Hall open day held on 25th January which was extremely well attended. Bookings for the new Seacourt Hall were 50% up on the same period last year with many new groups using the facility.

The recruitment process was underway for a new Hall Manager and the cleaning part of this role had been outsourced to a cleaning company.

There had been a meeting with the Development Company about parking charges, and it was hoped that the current policy would be changed so that there would be free parking from 6pm to midnight.

3. Calendar of Council meetings for 2020-21: PAPER 1

Councillors CONSIDERED a pre circulated revised draft of proposed committee meeting dates (Paper 1), and AGREED a final version of the calendar for 2020-21 by 11 votes for with Councillor Dowie abstaining.

4. Voting Rights of Co-opted members of Committees: PAPER 2

Councillors to CONSIDERED proposed definitions for elements of 'Land Management' where co-opted members of the Allotments Committee and Recreation & Amenities Committee would have voting rights (Paper 2).

Councillor Kay PROPOSED; Councillor Mackeith SECONDED, and Councillors AGREED (11 votes for 1 abstention: Councillor Blase) to the version highlighted green as the definition of Land Management with reference to the R&A Committee.

Councillors then considered the definition of Land Management with reference to the Allotments Committee. There was a consensus that the definition should be similar to the R& A definition but should be amended to exclude tenancy issues as PROPOSED by Councillor Dowie SECONDED by Councillor Mackeith and AGREED unanimously.

Action: Councillor Kay to produce and circulate draft amendments to NHPC Policy documents including the Terms of Reference, based on the above agreed positions for Committees for approval by Council in the March 2020 meeting.

5. Neighbourhood Plan: PAPERS 3,4,5&6

Councillor Kay updated Council on the current position asking Councillors to AGREE a response to the Vale consultation on deviations from the Independent Examiner's recommendation to delete policy BU1 (Paper 3). Councillors were supportive of the reworded version of Policy BU1 as put forward for consultation by the Vale.

Councillors were then asked whether they wished to accept the Vale's position of not reinstating the original wording of policy UT2 (in line with the Independent Examiners recommendations) and proceeding to the public referendum, or to take alternative actions (see Papers 4, 5 and 6).

The alternative actions considered included the possibility of initiating a judicial review. Councillors considered the likely cost (which had been estimated at potentially £20k to £30, or possibly even higher) and were reminded by the clerk that NHPC had embarked on one legal process concerning the lease of the Scout Hut and should therefore think carefully before embarking on a second, especially as sufficient funds to cover the expected costs were not currently budgeted for under legal costs, or available from general funds.

After a lengthy discussion; it was PROPOSED by Councillor Kay, SECONDED by Councillor Dykes and AGREED unanimously that NHPC should; not mount a legal challenge but should seek to get the Neighbourhood Plan adopted; agreeing VWHDC proposals for the wording of policy BU1.

While Councillors were disappointed that UT2 was not being adopted by VWHDC; Councillors AGREED to continue to work towards getting improved environmental standards but AGREED to allow the Neighbourhood Plan to progress towards a public referendum. Action: Councillor Kay to submit a response to the Vale's consultation putting forward Council's agreed position.

6. Allotments Committee management plans. PAPER 7

Members of the Allotments Committee CONSIDERED a pre - circulated set of draft proposals for an ongoing management plan for the Nature Reserve as a whole as set out in paper 7. For clarification, the nature reserve includes the pond, Community Orchard and the Memorial Garden.

Councillor MacKeith PROPOSED; Councillor Fairclough SECONDED and members of the Allotments Committee AGREED to accept the proposal set out in Paper 7 by 4 votes for (Councillors Kay voting as NHPC chair, Mackeith, Fairclough and Bolder) with Councillor Dowie voting against.

Members of the Allotments Committee CONSIDERED pre - circulated draft proposals (Paper 8) for an outline management plan for the Memorial Garden (located within the Nature Reserve) relating to initial expenditure of a grant provided to NHPC by Kevin Minns for the purposes of improving and maintaining the site.

It was PROPOSED by Councillor Mackeith, SECONDED by Councillor Fairclough; and AGREED by 4 votes for (Councillors Kay voting as NHPC chair, Mackeith, Fairclough and Bolder) with Councillor Dowie voting against; that the management plan for the Memorial Garden be recommended to Council for adoption, and that Council be asked to release £2500 from the Earmarked reserve (Minns funding) to be reviewed in 3 months' time, to enable immediate remedial work as in the proposal.

7. Memorial Garden management plan: PAPER 8.

All Councillors considered the recommendations and request for the release of funds as detailed under agenda item 19/143 7 above.

Councillor Kay proposed, Councillor Mackeith SECONDED and Full Council AGREED by 10 votes for (Councillor Dowie voted against and Councillor Allen abstained); to release £2500 from Earmarked reserves to fund immediately required remedial work in the Memorial Garden.

8. Oxford to Cambridge Expressway.

Councillor Kay updated Council on the current position, which is that although several Conservative MPs have leaked the message that the Expressway project would be cancelled, this has yet to be confirmed officially. Further news is expected in the March budget. It is important to note that nobody has yet to suggest that the Growth Arc and its associated extra housing and infrastructure would also be cancelled.

19/144 ACCOUNTS FOR PAYMENT.

The Clerk read out the list of invoices paid /to be paid since the last meeting which Councillors noted and approved.

19/145 OTHER DOCUMENTS AND LETTERS RECEIVED. None

19/146 DATE OF FUTURE MEETING: 26/MARCH/2020.

END OF OPEN MEETING.

Councillor Dowie left before the Confidential meeting commenced.

MINUTES OF THE CONFIDENTIAL SECTION OF THE PARISH COUNCIL MEETING ON THURSDAY 20th FEBRUARY 2020

19/147: Code of conduct complaint against an NHPC Councillor.

The Clerk advised Councillors on the nature of a complaint which the Vale of White Horse Monitoring Officer was to deal with.

19/148: Clerk's statement concerning appropriateness of individual Councillors direct contact with external organisations.

The Clerk advised councillors on:

- appropriate behaviour when Councillors disagree with a majority vote in full Council or a Committee, particularly when this involves an outside body, and
- direct contact with outside organisations by Councillors who have not been given authority by full Council or a Committee to do so.

This advice was as follows:

(A) Appropriate behaviour by Councillors who oppose a motion that is subsequently carried:

- When Councillors disagree with any decision approved by a vote in full Council or in a Committee meeting they may have registered their disagreement by voting against the motion, possibly asking for a named vote at that time so that their opinion was recorded in the minutes. They may also subsequently restate their position and refer to the vote in Council or Committee meetings if the issue is discussed again at a future date.
- If Councillors have concerns that the Council or Committee may not have either the budget or powers to implement the approved action, or that the action may be illegal, then these concerns should be raised with the Clerk and Chairman of the Council at the earliest opportunity. They will then be able to provide confirmation on whether the motion is to remain or to be overturned. In the latter case all Councillors would be advised, and if appropriate the matter would be reconsidered at a later meeting.
- If a motion is not overturned for one or more of the above reasons then Council has determined a position on that issue, and any actions approved through that motion should be carried out within any agreed deadline. It would be inappropriate for any Councillor to subsequently carry out any action (either deliberately or accidentally) which had the effect of blocking any such approved Council business, causing either a delay or cancellation of agreed actions. For example, where the agreed actions involve outside organisations no Councillor has the authority to contact those organisations in a manner which could potentially impact negatively on their willingness to carry out any desired actions or could jeopardise the relationship between NHPC and that organisation, even if the Councillor in question would normally be authorised to contact them.

(B) Direct contact with outside organisations by Councillors without authority to do so:

- Councillors who are authorised to contact outside organisations on Council business are the Chairman of the Council and Chairs of Committees (on business relevant to their specific committee), or in their absence the relevant Vice Chairs, plus any individual Councillors who have been authorised to do so for particular identified organisations in a Council or Committee meeting.
- No other Councillors are authorised to contact outside organisations on Council business, or to purport to be representing Council or any of its Committees through such contact. In particular this type of action is highly inappropriate when there is any potential negative impact on the relationship between

NHPC and that organisation, on any actions that NHPC wished the organisation to carry out, or on public perception of the Council.

It was made clear to all Councillors that this matter was being taken very seriously, that failure to adhere to these guidelines in the future would result in the Councillor in question being reported to the Monitoring Officer by the Clerk, and also that they potentially ran the risk of being removed from a Committee if their actions were impacting negatively on the Committee's ability to carry out its required role effectively.