

NORTH HINKSEY PARISH COUNCIL

MINUTES OF THE OPEN MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 17TH JANUARY 2019, AT 8PM, IN THE NEW SEACOURT HALL, (OLD GRANT THORNTON BUILDING), BOTLEY.

Present: The Chairman of the Parish Council, Councillor D. Kay and Councillors L. Berrett, J Bolder Mrs. V. Carr, Mrs. A. Dykes, , C. Potter, A Mac Keith, A. Rankin, A Pritchard

Others Present: C A Ryde (Parish Clerk) and 2 members of the public.

The Chairman announced that the meeting would be audio recorded. He asked for anyone recording the meeting to comply with the Parish Council's guidelines.

18/134 APOLOGIES FOR ABSENCE

Apologies were received from Councillors, A Hardiman, C. Church, L. Kunzemann, R. Mayne

18/135 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/136 APPROVAL OF THE MINUTES

- i). The minutes of the PARISH COUNCIL MEETING held on THURSDAY 20th December 2018, were AGREED as an accurate record and signed by the Chairman of the Parish Council.
- ii). The minutes of the PLANNING COMMITTEE MEETINGS held on THURSDAY 13th December 2018 were agreed as an accurate record and signed by the Chairman of The Parish Council

18/137 APPROVAL/CONSIDERATION OF OTHER COMMITTEE MINUTES

There were no other Committee minutes for approval

18/138 URGENT BUSINESS APPROVED BY THE CHAIRMAN OF THE PARISH

i). Botley Centre Street Naming

The Chair informed the meeting that NHPC had received a request from the Botley Centre developers via The SODC street naming and numbering department, to consider a name for addresses within the development. There were a number of suggestions: including West Way Place, West Way Forum, Botley Place and Botley Square.

Councillors AGREED to e-mail their suggestions to The Chair and following a vote by e-mail he would forward the top 2 or 3 suggestions to SODC. Councillors also AGREED that the overall development should be referred to as West Way Place (i.e. 2 separate words) rather than the current 'Westway Place'.

18/139 MATTERS RAISED BY MEMBERS OF THE PUBLIC

J Marriott

"When exactly and where is the written evidence that Cllr Potter communicated to the full NHPC that the 4th Oxford Scouts wanted to keep their own scout hut as she mentioned at the December meeting, I quote from the Dec. 2018 meeting "so the first mention that they would like to keep their scout hut came a few days after the public consultation event, the consultation was still live... "

Answer from Cllr C Potter:

"The first written evidence that the 4th Oxford Scouts wanted to keep their own scout hut was in the form of a letter dated 19th June 2018 from Scouts representatives to NHPC representatives of the Working Group. The first time that this intention was expressed verbally by the Scouts representatives was in a meeting with me on 2nd May 2018, four days into a two-week public consultation that began on 28th April. The Secretary of the 4th Oxford Scouts contacted me by email on 30th April to request this meeting, to which I suggested that we convene the first Working Group meeting, and to which he responded

that they would like to ‘touch base’ with just me before any formal working group meeting. At their request, the meeting was an informal meeting in a public venue; no written notes were recorded. After the issue of retaining the scout hut was raised, I noted that we were in the middle of a public consultation and suggested that we convene the Working Group as soon as possible after the consultation closed. This was agreed, and the Working Group met on 21st May, as referred to in the Scouts’ letter of 19th June.”

Julia Hammett

“Where is the scale drawing of the current masterplan for the LM Fields and Pavilion as it doesn't seem to be in the public domain and is this lack of information and transparency yet another example in the PCs 'agenda' for 'developing' the LM Fields, which has bypassed due process, discussion and real democracy?”

Answer from Cllr C Potter:

“The current drawing was circulated to all councillors just ahead of the last meeting on 20th December and is not yet in the public domain because it has not been fully discussed and approved by full Council; that is on the agenda for tonight’s meeting. However, the earlier version of the building plan that was shown at the public consultation last spring has been on the parish council website since that time, along with all other drawings and slides shown during the consultation. The building shape and footprint have not changed since the public consultation, although there have been internal revisions to the layout of meeting rooms, toilets, storage, etc. The process has been a well-advertised and transparent one, with multiple opportunities for all parishioners to give their feedback on the proposals, and all approved drawings, reports, etc. placed in the public domain shortly after their consideration by Council. There will be further public consultation at such time as an approved planning application is formally submitted to Vale District Council, which is the democratic process by which proposed developments are considered. “

18/140 QUESTIONS RAISED BY COUNCILLORS

Councillor V Carr (3 questions)

1. **New Pavilion /retention of Scout hut** “Can Councillor Potter please update us on any further discussions with the Scouts held since the last Parish Council meeting.”

Answer from Cllr C Potter:

“There have been no further face-to-face discussions with the Scouts since the last Parish Council meeting. The day after that meeting I emailed the four Scouts representatives to thank them for attending the December Council meeting and to assure them that it still very much NHPC's intention to continue the Working Group discussions in the new year, with the aim of coming to a satisfactory agreement about how to address their remaining concerns about the new joint-use building. I received a polite reply from the 4th Oxford Scout Group Secretary expressing the Scouts’ intention to meet in the new year. I followed up by email on 8th January to suggest a Working Group meeting this week, but this was not possible for the Scouts representatives. We are currently attempting to draft and agree a written report from all Working Group members for review at next week’s R&A Committee meeting.”

2. **Rejuvenation of the fields** “Can Councillor Potter please provide a copy of the Budget for the ‘Rejuvenation’ of the LM Fields, to include all monies so far spent, planned or pending for work undertaken or likely to be scheduled within the term of office of this Parish Council, indicating the source of funding in each case. “

Answer from Cllr C Potter:

“There is no formal budget as such, but I assume that you refer to the two sets of allocated funds for the Louie Memorial Fields rejuvenation project that all councillors will have been aware of when they were approved:
£20k of funds granted by Vale District Council from its budget in 2017 to support the first phase of master planning work. Parish Council funds of £6,750 (ex VAT) from the Playing

Fields and Pavilion Redevelopment Earmarked Reserve to support the first Stage 2 planning work, as approved by full Council at its October 2018 meeting. Exact amounts spent to date are recorded in the full Council minutes under 'Accounts for Payment'. My understanding is that we have spent just under the £20k of Vale funds as of this year, with the first payment from Parish Council funds expected soon for the work undertaken by SWA Architects in December and January.”
The Clerk undertook to provide a summary of costs to the next meeting

3 Point re minutes.

“I asked a question in the last meeting which is not recorded and has not been answered. Can I therefore put it as a third question? If the Scouts were to decide that the new Pavilion is not suitable for their use and were to go elsewhere, who are the people and which are the groups that would take up the use of the Pavilion instead? My question related to the need for this council to be sure that a new Pavilion is a viable proposition and not a drain on the Council finances in the future. “

Answer from Cllr C Potter:

“This question might be more fully answerable by the Pavilion Trustees, who have detailed knowledge of current Pavilion bookings and inquiries. The Scouts’ decision on whether or not to make use of the new Pavilion will have no bearing on current regular users such as the North Hinksey Youth Club, craft group, and street hockey club. Should the 4th Oxford Scouts no longer wish to be based at Louie Memorial Playing Fields then other Scouts and Guides groups operating within the parish might wish to make use of the current facilities; at present there is a further Scouts group and at least two Guides groups who hire other halls in the parish who might be attracted to the new purpose-built facilities. Botley Bridges has expressed interest in using the new facilities, and other groups who have previously enquired about using the current Pavilion but have not done so because of its small size and/or poor quality are potential users of the new facilities. “

Councillor Pritchard

1. “What steps has the Communications Committee taken to inform concerned local parishioners about the work currently being carried out on the Upper Louie Memorial Field?”

Answer from Councillor Berrett

“Councillor said that it had originally been planned to leaflet local residents informing them of the planned works but that this had been overlooked when the installation date changed. While the information had been placed on the NHPC web site and Facebook page with an above average number of visits; it was acknowledged that as many Parishioners had limited or no access to Social Media, there should have been non-electronic communication.”

2. “What progress has been made in identifying "Freddie McIntyre" and "@SRBOXFORD" whose tags appear on the Louie Memorial Pavilion and the shelter, and how long does the R&A committee propose to leave the graffiti, some of which are obscene, to offend parishioners and create a negative impression of North Hinksey Parish for all those who use the Field and Pavilion?”

Answer from Cllr C Potter:

“As NHPC currently has no policy for responding to graffiti, it is not clear if or how it should be ‘making progress’ to identify the source of this anti-social behaviour. Similarly, the R&A Committee has not made any proposals one way or the other about how to respond to the graffiti, since it has appeared since the last R&A Committee meeting in September. In the absence of a clear policy graffiti has in the past been removed through the good will of Pavilion Trustees and the Louie Memorial Pavilion caretaker, with whom I as R&A chair will liaise for suggestions of how and when the current graffiti will be cleared.”

18/141 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Councillor Smith drew the meetings attention to the training available for Councillors in Planning
Councillor J Roberts reported on the following:

- **County Council Budget**

Councillor Roberts reported that while significant budgetary pressure remained the County, Council had managed to set a balanced budget for 2019/20.

- **Flood Alleviations project Consultation**

Councillor Roberts urged attendees to submit comments ref this project during the consultation period

- **Yellow Lines**

The meeting discussed relining areas in Lime Road and North Hinksey lane, requesting that Councillor Roberts consult residents. Councillors AGREED that the relining of North Hinksey Lane take place after the current construction at the northern end had been completed. Councillor Pritchard asked if a weight limit could be applied to North Hinksey Lane. Councillor Roberts undertook to make enquiries.

18/142 ACTION REVIEWS FROM THE LAST MEETING

18/103 COUNCIL MATTERS

8). **Data Protection.**

Action: All Data Controllers to produce IRPA data log sheets for their details for the June 2018 meeting, detailing what data they received and what they did with it.

Action: As this matter needed sorting out quickly, the Chairman of the Parish Council, Councillor D. Kay asked that councillors concerned came back to him by Wednesday 18th July 2018.

Action: Carry forward as an action point to the January 2019 meeting.

Councillor Kay informed the meeting that the required paperwork was now in place

18/99 OXFORD AND CAMBRIDGE EXPRESSWAY

This item was discussed under Council Matters

18/143 CLERKS REPORT.

The Temporary NHPC office is now fully operational and staffed Tuesday to Thursday 9.30 am to 3.PM. The Clerks e mail is: clerk@northhinsey-pc.gov.uk and the telephone number remains 01865 861992. Calls will automatically be transferred to a linked mobile telephone when the office is unstaffed. Queries should be raised by e mail or via the telephone in the first instance

18/144 COUNCIL MOTIONS

There were no Council Motions

18/145 COUNCIL MATTERS

1). **Temporary Seacourt Hall and proposed New Seacourt Hall and overall development works In Botley Centre**

Councillors L Berrett and D Kay reported that Mace had accepted Carter Jonas as the New Managing Agent who were to attend the next Gateway Meeting taking place on the 23rd January.

2). **Update on Louie Memorial Playing Fields Rejuvenation Project**

The Chair of the Recreation and Amenities Committee; Councillor C Potter,-updated the meeting on the rejuvenation project.

- The installation of new Hags Play equipment

This was due for complete ion on Friday 18th January and in response to the issue raised by Councillor Carr, Councillor Potter undertook to request the contractors cleared mud from pavements soiled by construction traffic

- The proposed planning application

Councillor Potter drew attention to new drawings that showed elevations and roof pitch of the proposed new Louie Memorial Pavilion. Councillors preferred a less urban design similar to images of a Village hall in Beckley that Cllrs Berrett and Potter were to visit. While Councillors preferred the wood cladding on the Beckley development; concerns were raised about how Graffiti proof it was. Councillor Potter AGREED to enquire and report back to the February PC meeting and AGREED to obtain large copies of the current plans and elevations and have them posted in The NHPC Office

3). Neighbourhood Plan

Councillor Kay reported that VWHDC were happy with the plan having suggested only minor changes to the Basic Conditions Statement (which have now been made), such that VWHDC would shortly be forwarding the Plan to the External Independent Examiner.

4) Report from The Communications Committee including the Parish Newsletter

Councillors received and noted a written report tabled at the meeting

Copy for The Sprout

Councillors AGREED to running a competition in the April edition of The Sprout to find new photographs featuring the parish to be used on The NHPC website. During further discussions about the Sprout Councillor Pritchard was reassured that the Sprout was a Publication Independent of NHPC and that, that independence was not compromised by NHPC aiming to submit one article a month for publication.

Annual Parish Newsletter

Councillors AGREED the deadlines for the Annual Parish Newsletter:

- 3rd Feb Text and images to Chair with same word limit as previously
- 17th Feb print ready
- 22 Feb copies available
- 24th Feb-3rd March delivery by Councillors

It was AGREED that last year's newsletter would be circulated to Councillors by the Chair.

5). Annual Parish Meeting on 21st March

Councillor D Kay invited Councillors to submit suggestions for topics to include for the Annual Parish meeting. The Expressway and Botley Centre redevelopment were suggested

6). Oxford to Cambridge Expressway

Councillor D Kay informed the meeting that he had not had a response from Matt Stafford of Highways England to the proposed additional public meeting date for 28th February on the Expressway. However, Councillor Church had provided the names of speakers to put the case against the Expressway and Councillor Kay would continue to seek confirmation from Matt Stafford.

7). Councillor Surgeries

There was no agreement on dates for the reintroduction of Councillor Surgeries and the item was deferred to the February 2019 meeting. The intention is still to hold Councillors Surgeries in combination with other events where possible.

8). Quarterly reports from Chairs of other Committees including progress and items of Interest

- i). Planning Committee: Nothing to report
- ii). Allotments Committee including North Hinksey Nature Reserve and Community Orchard

Councillor Mac Keith reported on a change to the Allotment billing period which would now coincide with the growing period and drew Councillors attention to recent clearance work in The Nature Reserve undertaken by The Conservation Volunteers and the proposed hedge cutting Councillor Mac Keith reassured Councillor Pritchard that The Hedge cutting was to be carried at the correct time of year ;taking account of bird nesting and feeding It was acknowledged that a work plan was needed to deal with graffiti in The Minns Memorial Garden
- iii). Communications Committee: As previously reported
- iv). Finance and General Purposes Committee: No meetings since last Parish Council Meeting
- v). Recreation and Amenities Committee

The next meeting would be on the 24th January and topics on the Agenda included discussions about renewal of The Mathew Arnold School's use of The LM Field and MUGA
- vi). Remembrance Day Committee: Nothing to report

Other Connected Organisations

- vii). Louie Memorial Pavilion Management Trust (PC Representatives): Nothing to report

viii). Seacourt Hall Management Committee: Nothing to report; next meeting on 7th February 2019

18/146 ACCOUNTS FOR PAYMENT.

Councillors AGREED the following accounts for payment

Date	Ch No	Payee	Expenditure	Amount
4/01/19	103001	HMRC	NI & Income Tax on NHPC payroll	£ 2876
4/01/19	103003	G Sillman	NH village green notice board	£ 784
4/01/19	103003	Fairfield Group	Installation of BT line to NHPC office	£ 354
Total				£ 4014

18/147 OTHER DOCUMENTS AND LETTERS RECEIVED

No other letters or documents had been received

18/148 DATES OF FUTURE MEETINGS

24th January 2018 Recreation and Amenities Committee (7.00pm)
24th January 2018 Planning Committee (7.45 pm)

Council is required to pass the resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they involve agreeing the minutes of a complaints panel and as such the press and public are Excluded from this part of the meeting.

Open meeting ended at 9.35PM

2nd draft inc chair input 28th Jan 2019