



North Hinksey Parish Council



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD AT 7.00PM, THURSDAY 21st MAY 2020 VIA VIDEO CONFERENCE

Present: Councillor D Kay (Chair) and Councillors, Fairclough, Blase, Bastin, Dowie, Rankin, Dykes, Allen, MacKeith (part of meeting), Potter, Church, Bolder, Jones and Berrett (part of meeting).

In Attendance: C A Ryde, Clerk, Sharon Henley (locum Clerk designate), Councillors Judy Roberts, Debby Hallett and 6 members of the public.

20/01: APOLOGIES FOR ABSENCE: None

12 Members were present to vote during items 20/02 and 20/03 (Cllrs Berrett & MacKeith absent at this point)

20/02: ELECTION OF CHAIRMAN: Councillor Kay was elected as Chair by 9 votes for ,1 against (Councillor Dowie) and 2 abstentions (Councillors Potter and Allen.)

20/03: ELECTION OF VICE-CHAIRMAN: Councillor Fairclough was elected as Vice Chair by 5 votes for (Cllrs Fairclough, Potter, Jones, Bastin and Kay), 1 against (Councillor Dowie). The balance of Councillors (6) abstained.

Cllrs Berrett and MacKeith joined the meeting at this point giving a total of 14 councillors present

20/04: APPOINTMENT TO COMMITTEES AND THEIR RESPECTIVE CHAIRMAN

Prior to the meeting Councillors had nominated themselves for Committees. This was discussed and the relevant Chairman posts agreed by those committee members as follows:

a). PLANNING COMMITTEE

Members confirmed as Councillors Allen, Dowie, Dykes, Kay and Rankin. Cllr Rankin was nominated as Chairman and this was agreed by 4 votes for and 1 abstention (Cllr Allen).

b). ALLOTMENTS COMMITTEE (including North Hinksey Nature Reserve and the Community Orchard)

Members confirmed as Councillors Bolder, Dowie, Fairclough and MacKeith. Cllr MacKeith was nominated as Chairman and agreed with 3 votes for and 1 against (Cllr Dowie).

c). COMMUNICATIONS COMMITTEE

Councillor Berrett was elected as Chair by all members of the committee made up of:

Members confirmed as Councillors Berrett, Church, Dowie, Kay and Potter. Councillor Berrett was nominated and unanimously agreed as Chair.

d). RECREATION AND AMENITIES COMMITTEE (includes LM Playing Fields, Copse & Fen, Nature Reserve & Community Orchard, and cutting grass at NH Village Green and Churchyard)

Members confirmed as: Councillors Allen, Bastin, Berrett, Blase, Bolder, Dowie, Fairclough, Kay, MacKeith, Potter and Rankin.

Councillor Potter was nominated as Chair and agreed by 7 votes for (Councillors Allen, Dowie, Blase and Potter abstained).

e). REMEMBRANCE DAY COMMITTEE

Members confirmed as Councillors Berrett, Dykes, Fairclough and Rankin.
Councillor Fairclough was nominated and agreed unanimously as Chair.

f). ENVIRONMENT & WELLBEING COMMITTEE

Members confirmed as Councillors, Bastin, Berrett, Blase, Church, Kay, MacKeith, Potter, Jones and Dowie. Councillor Church was nominated as Chair and agreed by 8 votes for 1 against (Councillor Dowie).

g). FINANCE AND GENERAL PURPOSES COMMITTEE

The committee was confirmed as the Chairman and Vice-Chairman of the Council, and Chairmen of all the other Committees, with Chairman of this committee being Council Chairman, Cllr Kay. All Chairs then voted for the Councillor with extensive knowledge of the Parish confirmed unanimously as Councillor Blase and 1 further councillor also agreed unanimously as Councillor Bastin.

20/05: APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

a). LOUIE MEMORIAL PAVILION TRUST (MAX. OF 2)

Councillors Bolder and MacKeith were confirmed as members.

b). SEACOURT HALL MANAGEMENT COMMITTEE (MAX. OF 4)

Councillors Berrett, Kay, Potter and Fairclough were confirmed as members.

c). BOTLEY TRAFFIC ADVISORY COMMITTEE (MAX. OF 4)

Councillors Bastin, Blase, Dykes and MacKeith were confirmed as members.

d). PARISH TRANSPORT REPRESENTATIVE (1)

Councillor Church was confirmed as the representative.

e). OXFORD GREEN BELT NETWORK REPRESENTATIVE (1)

Traditionally the Chairman of the Planning Committee, and confirmed as Councillor Rankin.

f). WEB-SITE MANAGEMENT (MAX. OF 2)

Councillors Berrett and Kay were confirmed as members.

20/06: DECLARATIONS OF INTEREST: Councillor Dykes declared a non-pecuniary interest in the issues concerning Knights solicitors and Councillors Bolder and MacKeith in the grant application for the sprout funding ref the Botley in Bloom competition

20/07: APPROVAL/RECEIPT OF MINUTES: The minutes of the Council meeting of 23rd April 2020 were approved subject to the second paragraph of item 19/178 (6) being amended to read: *“Councillors discussed at length the issues raised by the 4th Oxford Scout Group, and the majority of the Councillors approved corrections to several statements including the following”*.

20/08: APPROVAL/CONSIDERATION OF OTHER COMMITTEE MINUTES: None

20/09: URGENT BUSINESS APPROVED BY THE CHAIRMAN OF THE PARISH COUNCIL.
None.

20/10: MATTERS RAISED BY MEMBERS OF THE PUBLIC: None

20/11: QUESTIONS RAISED BY COUNCILLORS: None

20/12: REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.

Councillor Roberts highlighted County Council issues concerning:

- The Botley Post Office consultation concerning the intended move to the new Co-Op store.
- Schools to start back from 1st June but as academies in the area were self-managed they would be able to make their own decisions on opening.
- A decision to move the 20mph speed limit further up Botley Road which would still leave the 20 to 30mph change in limits 100m from the pedestrian crossing. She had suggested that whole Botley Road corridor was looked at with a review of the speed limit of the whole project.
- North Hinksey Lane yellow lines being discussed at a County meeting on 16th July.
- Botley Library still being closed but operating many virtual facilities (see Oxford Libraries website for details).
- Cllr Jones raised the matter of a safe crossing around the Cumnor Hill / Eynsham Road junction. Cllr Roberts advised that phase 1.6 of the project would cover this area. Active Travel were a group put together to discuss the Botley Corridor and they had come up with several ideas for the junction. Cllrs Roberts invited input from Parish Councillors. The first phase of the project was around Seacourt Park and Ride, with the second phase outside Westway place. There was going to be synchronisation of all the traffic lights to move traffic smoothly.

Councillor Hallett updated the meeting about District Council matters including:

- There was government funding for discretionary a business grant but only 5% of the original grant monies were now available (a total of just of £800,000), so many companies would not receive a grant. They were working out how to select those eligible.
- The Westway final phase planning application had been called in.
- The Tilbury Fields planning applications were being considered on 3rd June.
- Applications were still welcome to Councillor Hallett's discretionary fund ref Covid 19 support. Cllr Hallett advised that there was £2,000 per councillor, with most of hers still left. Any groups providing Covid assistance were welcome to send her an application. Cllr Church was advised that he could still claim for the cost of producing the leaflet.
- Councillor Hallett agreed to contact Councillor Church with details of the District Council's next climate change meeting.

20/13 REVIEW OF ACTIONS.

19/49 LM Field Zip wire repairs carried over.

19/70 Pavilion Planning Application – phase 2 tender carried over.

19/98 Burial facilities carried over.

19/113 Key Objectives carried over.

19/158 COUNCIL MATTERS:

1) Measures to counteract the impact of the Coronavirus covid-19:

Resolution (a) Zoom account. Clerk to action by end of May.

Resolution (d) cheque signatory. Clerk to action by end of May.

7) Neighbourhood Plan letters to the Vale and Government. Carried over.

19/176 CLERK'S REPORT: Complaint to Police ref use of MUGA - additional signs, Councillor Rankin agreed at the meeting to post fresh signage by the end of May.

19/178 COUNCIL MATTERS

2) Replacement Clerk & RFO: appoint temporary Locum Clerk. Actioned, see agenda item.

3) Neighbourhood Plan: notify VWHDC. Actioned

- 4) **Communications Committee Report:** submit grant application to SSEN. *Actioned* and grant application successful raising £1500 for Botley Bridges. *Clerk to transfer funding when received.*
- 7) **Proposal from SDC for a sign to thank NHS workers,** *Actioned*
- 8) **Request from Citizens Advice North Hinksey for financial support.** *Clerk to action by end of May.*

19/185 (**CONFIDENTIAL AGENDA ITEM**) **SCOUT HUT LEASE:** letter to Knights. *Actioned*

20/14 CLERK'S REPORT:

- Communications from James Wynne / 4th Oxford Scout Group. The Clerk reported on a number of emails which he had acknowledged and were now subject to responses from NHPC's solicitors, other than FOI requests submitted personally by James Wynne which would continue to be dealt with by the Clerk. It was agreed that the Clerk would circulate to Councillors the FOI requests received from James Wynne in 2020. It was noted that contact had finally been made by NHPC solicitors with solicitors acting on behalf of the Scout Association.
- NHPC noticeboards. The order had been placed and Councillor Kay was to assist the Clerk with co-ordinating the installation process once manufactured.
- The Clerk acknowledged help offered by Cllr Bastin in assisting delivery of Wi-Fi for the new NHPC office where it was still hoped to piggy back on the County Council's installation for The Botley Library, with NHPC being billed for the NHPC connection. The outgoing Clerk to contact County Council again to progress, copying in Cllrs Kay, Berret, Bastin and County Cllr Roberts. Subsequently the matter to be co-ordinated by the incoming Clerk.
- The Clerk and Chairman reported on a recent serious water leak that had occurred in the riser cupboard in Seacourt Hall caused by the faulty installation of one of the main water pipes. This had now been resolved and luckily there was no long-term damage caused. Cllr Berrett thanked Cllrs Kay and Fairclough who bailed out Seacourt Hall during a recent water leak as it had taken 4 hours for maintenance staff to arrive. Cllr Berrett to take this up with Savills and SDC.
- An invoice had been received for NHPC's rental of Seacourt Hall over the coming year.
- Botley Post Office. Councillors were made aware of the potential move of the Post Office to the new Co-op, and the Post Office consultation process, which Councillors were encouraged to participate in as individuals.

Councillors then agreed that Item 20/16 (11) should be taken at this point of the meeting to allow Cllr MacKeith to update Council on this matter. Cllr MacKeith subsequently left the meeting at the end of that agenda item and before item 20/15 below.

20/15: COUNCIL MOTIONS:

Council support for installation of wi-fi in Field House:

Cllr Berrett reported that Sovereign Housing had been approached and had a short term solution which was a mobile portable hot spot and sim card which gives 90 days' access to internet. It was their long term intention to provide wi-fi in the building as the short term solution was not cost effective for 60 people.

Councillors discussed and agreed that NHPC could best support residents by engaging with Sovereign. It was agreed to advertise on the website for old equipment which Cllr Fairclough offered to check and re-format before donating to the Sovereign House residents for use. This to be followed up separately from the actions included in the main motion.

The following motion, containing minor amendments to the wording as submitted under the supplementary agenda, was then proposed by Cllr Church and seconded by Cllr Berrett and AGREED by Councillors unanimously:

This council notes that increasing amounts of important information about the current crisis are primarily available online, access to this information is important for all people within the parish but especially for those who are elderly and isolated, and residents in Sovereign Housing properties, notably Field House, currently lack Internet access unless they pay for this themselves, which involves purchasing a router, contract etc.

This council believes that older residents in social housing should have fair and low-cost access to online information

This council AGREES to continue to liaise with Sovereign Housing with a view to them committing to the installation of a router system within Field House to allow all residents with a suitable device to access the internet cheaply and easily.

Thirteen members were present for the item below. Cllr MacKeith was absent.

20/16: COUNCIL MATTERS

1) Financial Year End 2019-2020 update / what is required to complete process (Paper 1)

Councillors discussed and AGREED the following items (a), (b) and (c) below:

- a) REVIEWED and AGREED the updated policy documents: 1.4a, to 1.4d as required by the internal auditor.
- b) RECEIVED and NOTED the responses to internal audit questions set out in paper 1 and the marginally adjusted year end position since the last report on April 2nd.
- c) NOTED that an issue with the RBS software has delayed the final closure of the 2019/2020 final accounts and that submission of the AGAR form to the External auditors is therefore delayed until the next Council meeting by which time the internal audit process will have been completed and ACKNOWLEDGED, next steps NOTING that subject to internal audit acceptance of the answers given in paper 1, *at the next Council meeting* Councillors would be asked to AGREE the Annual Governance Statement, CONSIDER any RECOMMENDATIONS made by the internal auditor and receive and note the final 2019-2020 NHPC accounts; as adjusted in the light of any internal audit recommendations.

Councillors voted on the correctness of the above documents (a), (b) and (c) above and whether to progress these matters. Eleven members voted in favour of the motion and one against (Cllr Dowie) and one abstention (Cllr Allen) and therefore it was agreed to proceed on that basis.

Councillors also NOTED that to complete the financial year end, process the completed and duly certified Annual Return North Hinksey Parish Council had by law to be submitted to its external auditor, Moore Stephens **NO LATER THAN 30TH JUNE 2020.**

By the latter date Councillors MUST HAVE CONFIRMED that the audited accounting statements in the statutory Annual Return for 31 March 2020, had been seen and APPROVED by council. The Chairman of the Council and the Responsible Finance Officer would then have to sign the return confirming this fact and provide minute references.

The current Clerk was leaving at the end of May but had offered to complete the internal audit and AGAR in June for an agreed fee. The following resolution proposed by Cllr Kay and seconded by Cllr Church was AGREED with 10 Councillors in favour and 1 abstention:

“The Chair and Vice Chair are authorised to establish an acceptable fee for the year end accounts to be finalised by the outgoing Clerk during June, with payment of that fee then being authorised by those two Councillors plus a further Committee Chair under the three Chairman Rule.”

Regarding the Fixed Asset register it was noted that one of the two grit spreaders was listed as still being held by former Councillor Julia Hammett. The Clerk is to investigate and retrieve this item for storage elsewhere, potentially in the Pavilion.

5) Insurance Review

Councillors AGREED the BHIB insurance renewal premium of £2033.30p as tabled at the meeting.

6) Replacement Clerk & RFO:

Councillor Kay introduced Sharon Henley as a temporary replacement Clerk & RFO. The Chairman and other Councillors then expressed their thanks to the outgoing Clerk & RFO Colin Ryde for his hard work over the last 18 months.

7) Coronavirus Covid-19:

Councillor Berrett updated Council on community support:

The website had been updated and Botley Responders were still working well. Leaflets and posters had been delivered to those not on-line or other networks with the first printing of 800 and almost half of the second printing of 400 leaflets delivered, reaching c.1000 households in and beyond the parish. Cllr Berrett working with parishioner Jan McHarry and Botley Responders had worked with shielded people, 34 since the end of March referred by the District Council. The Community Fridge had done a good job of providing food and a prescription service had been offered through Oxford Scouts. Financial support – the PC had donated toilet rolls for the Community Fridge so there were no immediate financial needs. If people were feeling isolated they could link with Oxford Hub for phone support.

Councillor Church read an e mail from District Councillor Emily Smith which said that there had been many emails giving positive feedback about NHPC’s assistance during the lock down.

Cllr Kay thanked Councillor Berrett for her work in coordinating the response which was much appreciated. Cllr Kay added that homeless people and rough sleepers were currently in hotels funded by the City Council but support was not on-going so this support might stop in the next few weeks but overall there was not likely to be a large impact on our parish.

8) Neighbourhood Plan:

Councillor Kay updated Council on the current position stating that The VWHDC planners had agreement to go forward to a referendum and that NHPC volunteers were updating the Neighbourhood Plan in the light of agreed amendments. In the meantime, the UK Government had agreed that Plans awaiting a referendum would be given more weight when referred to in relation to planning applications.

9) Environment & Wellbeing Committee Report:

Councillor Church reported back from the Environment Committee meeting held on the 14th May which included a request for financial support from The Sprout for the proposed Botley In Bloom competition. Annual accounts and bank statement from The Sprout were circulated.

Councillor Church proposed and Councillor Berrett seconded a resolution that a grant of £250 be given to The Sprout to help towards posters and prizes. This was AGREED with Councillors MacKeith, Bolder and Allen abstaining, Councillor Dowie voting against, and all other Councillors voting in favour.

10) Remembrance Day Service 2020:

Councillor Fairclough updated the Council on the current position. The Committee usually start planning in June for the November service, however, social distancing might still be in place later this year, and with many attendees senior in years there would be potential health risks, and certain organisations might choose not to attend. The possibility of holding a virtual service with a minimum number of people attending, which could be filmed and broadcast online was put forward, and met with general approval, in principle. It was agreed that the Remembrance Day Committee should investigate the practicalities of holding this type of service in collaboration with the Communications Committee. The Clerk noted the requirement to establish the views of both the City Council and the Commonwealth War Graves Commission.

11) Botley Corridor works / Old Botley:

Councillor MacKeith updated Council on progress. Changes requested by NHPC were still being considered. Councillor Roberts informed the meeting that the design consultants were to review the issues with lack of pavement in Old Botley in June and would consider a shared space design where pedestrians would be given priority over cars. Cllr MacKeith thought that current on road parking would have to be removed to accommodate this.

12) Botley Centre redevelopment works & planning application P20/V0921/FUL:

Councillor Rankin updated Council on the new planning application for 30 additional flats in the Botley Centre redevelopment which the NHPC planning committee had objected to because: The additional floor makes the building too large (over massing). The extra storey is in contradiction to the Botley Centre SPD. The extra units have been added without the addition of extra parking availability. District Cllr Debbie Hallett had called the application in and cited a number of very similar concerns

20/17: ACCOUNTS FOR PAYMENT. The following payments were received, noted and approved as scheduled non the pre circulated supplementary agenda (as attached)

20/18: OTHER DOCUMENTS AND LETTERS RECEIVED. None

20/19: DATE OF FUTURE MEETING: 25th June 2020

The open meeting closed at 21.38 hours.

The Chairman then read the following statement:

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 – consideration of legal advice from NHPC’s solicitors, and as such the press and public are excluded from this part of the meeting.

PART TWO - CONFIDENTIAL MEETING

Councillors were reminded that papers/discussions under this heading are and must remain confidential, unless the Parish Council agrees to release them into 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.

CONFIDENTIAL

MINUTES OF THE CONFIDENTIAL MEETING OF THE PARISH COUNCIL ON THURSDAY 21st MAY 2020

20/20: APOLOGIES FOR ABSENCE: Councillor MacKeith

20/21: DECLARATIONS OF INTEREST: None

20/22: SCOUT HUT LEASE

The Chairman reminded councillors that all papers and discussions in this section of the meeting were CONFIDENTIAL and that unauthorised sharing any of this information would constitute a breach of the NHPC Code of Conduct.

The Chairman stated that an audio recording of this meeting, and of the previous Council meeting in April, would be retained, as raised in communications from the 4th Oxford Scout Group, however recordings from previous meetings had already been deleted in line with standard Council procedures, and as such they would not be available during any potential legal proceedings.

Councillor Kay and the Clerk updated Council on the current situation regarding further communications from the 4th Oxford Scout Group and the Scout Association, plus further advice from Knights Solicitors as circulated as Papers 4, 5 and 6 in response to the 4th Scout Groups letter of 16th April. James Wynne had provided contact details for an individual at the solicitors representing the Scout Association but this contact had not yet responded with the formal views of the Scout Association regarding the Section 25 Notice and their intended actions in the run up to the Scout Hut lease terminating at the end of June.

Councillor Kay proposed, and Councillor Fairclough seconded, and Councillors AGREED by 12 votes in favour (Councillor Allen abstained) the following resolution:

Council authorises the Chair and Clerk to ask Knights to draw up a draft short-term lease should the Scout Association and 4th Oxford Scout Group decide to accept one of NHPC's alternative proposals. This draft lease is to be brought to full Council for approval before being passed on to the Scout Association for their approval.

The meeting closed at 22.12 hours