



# North Hinksey Parish Council



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18<sup>th</sup> June 2020

## A Meeting of North Hinksey Parish Council will be held on Thursday 25<sup>th</sup> June 2020 at 8pm via video conference

Following the passing of the **Coronavirus Act 2020 (c. 7)**, Councils are unable to meet in person during the COVID emergency. This meeting will be therefore be held online via the Zoom video conferencing system.

To view the meeting from a computer, tablet or smartphone, use this link:

<https://us02web.zoom.us/j/85219397324>

Alternatively go to the zoom website (zoom.us), click 'join a meeting'

Enter the **Meeting ID** 852 1939 7324

You will also be prompted to enter the following **Password:** 813594

Allow a few minutes to download and open the Zoom application if you have not used Zoom before.

You do not need to register with Zoom to join a meeting.

**To listen by telephone (including mobiles), dial:** +44 0203 051 2874 You might be prompted to enter the Meeting ID number and password (above).

### Information for Members of the Public

Members of the public are encouraged and welcome to attend meetings and can use the link to join from a computer or dial in on the numbers above. Members of the public have no right to participate in the general proceedings of the Council, unless invited to do so by Council (the Chairman). In online meetings they will be muted unless invited to contribute by the chair or if they have submitted a question.

There is a 15-minute period provided to put relevant questions at regular monthly Council meetings. The Council will either provide a reply at the meeting or a written response after the meeting.

**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.** Full details on Addressing the Council can be found on the website:

<https://northhinksey-pc.gov.uk/about/addressing-council-recording-meetings/>

Full Council currently consists of 14 members' a quorum is 5 members.

Attendees are asked to note that this meeting will be audio recorded.

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## AGENDA

**20/23: Apologies for Absence**

**20/24: Declarations of Interest in Items on the Agenda**

**20/25: Approval of the Draft Minutes of the Annual General Meeting 21<sup>st</sup> May 2020 Part 1**

**20/26: Approval of the Draft Minutes of Committee Minutes:**

1. Communications Committee 15<sup>th</sup> April
2. Allotments Committee 16<sup>th</sup> April
3. Recreation & Amenities Committee 30<sup>th</sup> April
4. Environment & Wellbeing Committee 14<sup>th</sup> May

**20/27: Urgent Business Approved by the Chairman of the Parish Council**

**20/28: Matters raised by Member of the Public**

**20/29: Questions raised by Councillors**

**20/30: Reports from County & District Councillors**

**20/31: Review of Actions**

19/49 *LM Field Zip wire repairs*

19/70 *Pavilion Planning Application – phase 2 tender*

19/98 *Burial facilities*

19/113 *Key Objectives*

19/158 **COUNCIL MATTERS:**

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

*Resolution (a) Zoom account*

*Resolution (d) cheque signatory*

*7) Neighbourhood Plan letters to the Vale and Government*

19/176 **CLERK'S REPORT: Complaint to Police ref use of MUGA - additional signs**

19/178 **COUNCIL MATTERS**

*8) Request from Citizens Advice North Hinksey for financial support*

20/14 **CLERK'S REPORT:**

*- Clerk to circulate to Councillors the FOI requests received from James Wynne.*

*- Seacourt Hall wi-fi – the Clerk to contact County Council again to progress.*

*- Clerk to pay annual invoice to SHMC for Seacourt Hall rental.*

*- Clerk to request grant application form from Botley Bridges.*

20/15 **Council Motions: Liaison with Sovereign Housing**

20/16 **Council Matters: Establish fee for completion of end of year accounts by outgoing clerk**

**20/32: CLERK'S REPORT**

**20/33: COUNCIL MOTIONS**

**20/34: COUNCIL MATTERS**

**1. Annual Internal Auditor's (IAA) Report**

**a. Consideration of the Independent Internal Auditor's (IIA) Report 2019/2020 (Paper 1)**

By law the Parish Council must consider the report of the IIA and any recommendations contained in it. It must be minuted that the report has been considered and the actions taken by the council. The IIA's internal audit report for 2019/2020 is attached and Councillors are asked to CONSIDER it and any RECOMMENDATIONS made by the IIA.

**b. Consideration of Annual Internal Audit Report 2019/20 (Paper 3 – page 3 of 6)**

Councillors to REVIEW and NOTE responses made by Internal Auditor in page 3 of the Annual Return.

**2. Annual Governance Statement (Paper 3 – page 4 of 6)**

It is a requirement of the annual audit process for the External Auditor that Councillors acknowledge their responsibilities as indicated in the attached Annual Governance Statement, (Section 1, page 4 of 6 of the Annual Return). To meet this requirement Councillors are asked to AGREE the responses given so that the Chairman of the Parish Council and the Clerk can sign that section following the meeting.

3. **Consideration of the Audited Final Accounts and Annual Report for 2019/2020 (Paper 3 a-g) and the RFO's Out-Turn Report 2019/2020 (Paper 4)**  
Councillors are asked to CONSIDER and AGREE the attached reports/comments:
  - a) The attached statutory Annual Report which contains the audited accounts for 2019/2020
  - b) The Responsible Finance Officer's report in relation to the 2019/20 accounts.
4. **Local Councils in England Annual Governance and Accountability Return for the Year Ended 31<sup>st</sup> March 2020 (Paper 3 – page 5 of 6)**  
The completed and duly certified annual return for North Hinksey Parish Council has by law to be submitted to its external auditor, Moore within the specified timescales.  
Councillors MUST CONFIRM that the audited accounting statements shown in Section 2 – Accounting Statements (page 5 of 6) in the statutory Annual Return for 31 March 2020, were seen and APPROVED by council. The Responsible Finance Officer to present the signed and dated statement to the meeting for completion and signature by the Chairman following approval.
5. **Confirmation of the following Committee Vice Chairmen**
  - 5.1. Finance & General Purposes Committee
  - 5.2. Planning Committee
  - 5.3. Remembrance Day Committee
6. **Election of Committee Vice Chairmen**
  - 6.1. Allotments Committee
  - 6.2. Communications Committee
  - 6.3. Recreation & Amenities
  - 6.4. Environment & Wellbeing
7. **Clerk / RFO replacement.** Update from Councillors Kay, Fairclough, Rankin and Potter.
8. **New NALC Model Member Code of Conduct consultation. Paper 2.** Councillor Kay to brief Councillors on this consultation.
9. **Request for a grant from Botley Bridges. Papers 5 a-e.** Councillors to CONSIDER a request from Botley Bridges for a grant of £5,000 and AGREE a sum to be paid from the major grants budget.
10. **Coronavirus-19.** Update from Councillor Berrett and request by SHMC for a further £1,000 from NHPC to continue paying for the supply of toilet rolls to parishioners by the Botley Community Fridge.
11. **Key Objectives. Paper 6.** Councillor Berrett to brief Council on the proposed set of new key objectives for the period up to 2023. Councillors to DISCUSS and AGREE on the wording for the key objectives that the Council will be aiming to achieve in the remainder of this term. Objectives will be reviewed quarterly.
12. **Kennington Health Centre. Paper 7.** Councillors to CONSIDER a request via an e-mail dated 12.6.20 from Botley and Kennington Patients Participation Group to write to Layla Moran MP and Julia Dandridge of the Oxfordshire Clinical Commissioning Group in support of keeping the Kennington Health Centre open.
13. **Tree survey. Papers 8 a, b & c** from Cllr Potter. CONSIDERATION of contractor tree survey quotes.

14. **Neighbourhood Plan.** Update from Councillor Kay.

15. **Seacourt Hall.** Update from Councillor Berrett on plans for potential reopening.

16. **Botley Centre redevelopment.** Verbal update from Councillors Kay and Berrett. Also Council to consider additional information provided by Mace on the revised plans for phase 2 of the redevelopment and AGREE any additional comments that they would like to submit to the VoWHDC before their Planning Committee meeting where those plans will be discussed.

17. **Matthew Arnold School Lease: Paper 9.** Councillor Potter to brief the Council on proposed terms for lease extension requested from September. Councillors to AGREE terms for new lease.

**20/35 Accounts for Payment:** See supplementary agenda.

**20/36 Other Documents & Letters Received:**

**20/37 Date of Next Meeting:** Thursday 16<sup>th</sup> July 2020 at 8pm. Venue tbc.

**End of Open Meeting**

**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 – a report on a complaint 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 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.**

**20/38: Apologies for Absence**

**20/39: Declarations of Interest in Items on the Agenda**

**20/40: Approval of the Draft Minutes of the Annual Meeting 21<sup>st</sup> May 2020 Part 2 Confidential Section**

**20/41: Scout Hut Lease. Paper 10**

Update from Councillor Kay and the Clerk on further communications from the Scout Association and 4<sup>th</sup> Oxford Scout Group, plus any further legal advice from Knights. Councillors to consider and AGREE further appropriate actions based on the three possible situations occurring at the end of June, namely:

- (a) a legal challenge to the Section 25 Notice has been made by the Scout Association, or
- (b) no legal action has been mounted and a 1 year lease has been requested by the Scouts, or
- (c) no further action has been taken by the Scouts at all.