



# North Hinksey Parish Council



Colin Ryde, Clerk to the Parish Council  
29 Long Close, Eynsham Road, Botley, Oxford OX2 9SG

E-mail: [clerk@northhinksey-pc.gov.uk](mailto:clerk@northhinksey-pc.gov.uk)  
Tel. 01865 861992

Web-site: [www.Northhinksey-pc.gov.uk](http://www.Northhinksey-pc.gov.uk)

APRIL 2020

## **MINUTES OF VIRTUAL PARISH COUNCIL HELD ON THURSDAY 2ND APRIL 2020, AT 8.00 PM ALL DISCUSSIONS & DECISIONS SUBJECT TO RATIFICATION AT A FUTURE PARISH COUNCIL MEETING**

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

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

### **Statement from the chair ref nature of meeting ref changes resulting from the Coronavirus Act 2020;**

The Chairman introduced the meeting saying that it had been convened in accordance with UK Government Social distancing rules but in advance of the detailed regulations authorising alternative virtual meetings such as the Zoom video conference platform being trialled by NHPC. As a result; any votes would be purely indicative, and these would need to be ratified at a subsequent Parish Council meeting, to be convened as soon as the regulations allowed. Apart from the latter the meeting would follow the normal format. The chairman then informed the meeting how the Zoom meeting would be conducted and how members of the public could observe and take part should they wish to. He then asked Councillors if they required any clarification and received confirmation that all Councillors were happy to continue with a virtual meeting on the above basis.

**19/149 APOLOGIES FOR ABSENCE.** Councillors Jones and Bolder.

**19/150 DECLARATIONS OF INTEREST:** Councillor Dowie declared a minor pecuniary interest in Agenda item 19/158 by virtue of being an allotment holder and as such could take part in the discussion but could not vote.

**19/151 APPROVAL/RECEIPT OF MINUTES:** the minutes of the last Parish Council meeting of 20<sup>th</sup> February 2020 were approved.

**19/152 APPROVAL/CONSIDERATION OF OTHER COMMITTEE MINUTES:** None.

**19/153 URGENT BUSINESS APPROVED BY THE CHAIRMAN OF THE PARISH COUNCIL:** None.

**19/154 MATTERS RAISED BY MEMBERS OF THE PUBLIC:** None.

**19/155 QUESTIONS RAISED BY COUNCILLORS.** None.

**19/156 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.**

Reports were received and noted from Councillors Roberts and Smith. Councillor Roberts informed the meeting, that the flood alleviation scheme for Oxford had been withdrawn.

**19/157 REVIEW OF ACTIONS.**

19/49 *LM Field Zip wire: No progress.*

19/70 *Pavilion Planning Application: Carry over.*

19/98 *Burial facilities: Carry over.*

19/113 *Key Objectives: Carry over.*

19/128 *Co-opted members of Committees: agenda item.*

*New notice board for community hub building: agenda item.*

19/136 *1) Newsletter: completed 2) CIL monies: Completed.*

19/143 *Scout hut lease and progress on the new Pavilion: agenda item.*

*Voting Rights of Co-opted members of Committees: agenda item.*

*Neighbourhood Plan: Chair action completed.*

End of Action reviews.

**19 /158 COUNCIL MOTIONS.**

Councillors considered a motion proposed by Councillor MacKeith and seconded by Councillor Church: that NHPC waive the fees for allotment tenants for the coming year to encourage full take up of allotment plots.

Councillor Mackie explained the reasons for the motion, answered questions and Councillors voted in favour of the proposal by 10 for and 1 abstention plus Councillor Dowie being unable to vote.

**19/159 COUNCIL MATTERS:**

**Coronavirus Act 2020;**

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

Councillors CONSIDERED measures set out in pre circulated **Papers 1A & 2A** in the light of the Coronavirus covid-19 pandemic and voted on the following resolutions.

(a) Council CONSIDERED and AGREED unanimously the following resolution proposed by Councillor Kay and seconded by Cllr Church.

Council adopts the recommendations contained in Paper 2A for all future Council and Committee meetings to be held online using video conferencing until such time as it would be safe to return to face to face meetings, subject to the removal of references to an Emergency Protocol in section 3 of Paper 2A.

(b) The following resolution proposed by Cllr Kay and seconded by Cllr Dykes was NOT AGREED as it failed to reach the two thirds majority required for changes to Standing Orders:

In preparation for a situation where Council might declare a 'Period of Emergency' Council AGREES to implement the following changes to policies and procedures with immediate effect:

- Council adopts a new Emergency Protocol as a Policy, with the content of that document to be as stated in section 1 of Paper 1a;
- Amendments are made to other NHPC Policies as stated in section 2 of Paper 1A;
- A new committee named the Cabinet Committee is set up as a result of the adoption of an Emergency Protocol, with members and delegated powers as described in that Protocol and the amended Policies - detailed wording as in Paper 1A;

VOTES FOR: Councillors Kay, Dykes, Bastin, Mackeith, Rankin and Church, AGAINST: Councillors Dowie, Fairclough and Blasé, ABSTAINED: councillors Potter and Berrett. Council did however agree informally that F&GP might be the most logical forum to respond in an emergency, and alternative solutions were to be discussed at a subsequent meeting.

(c) The following resolution proposed by Cllr Kay and seconded by Cllr Mackeith was AGREED unanimously by Councillors:

Council AGREES the following changes to our meetings calendar, subject to the full enactment of the Coronavirus Act 2020 allowing this to occur:

- the Recreation and Amenities Committee meeting originally planned for the 2<sup>nd</sup> April 2020 should now be held on the 30<sup>th</sup> April;
- the Communications Committee meeting originally planned for the 9<sup>th</sup> April should now be held on 15<sup>th</sup> April;
- the Annual Parish Meeting originally planned for 19<sup>th</sup> March 2020 should now be held on the 21<sup>st</sup> May;

- all other meetings after the 2<sup>nd</sup> April should go ahead on the scheduled dates as detailed in the meetings calendar agreed at the Council meeting held on 20<sup>th</sup> February 2020.

#### **(d) Community Support**

Councillors discussed Community support, including the distribution of relevant information through appropriate channels, and acting in a co-ordinating role for neighbourhood support groups and other organisations which are providing help to parishioners during this crisis. They were made aware of County and District Councillors funds that could be used.

Councillor Berrett shared with the meeting what the NHPC was doing including listing street coordinators on the NHPC web site plus relevant information about shop opening hours as well as safeguarding issues for volunteers and the Shield process. Councillor Berrett asked councillors to contact her if they could assist.

Councillors discussed providing grants to established organisations such as the Association of Botley Communities.

Councillor Kay PROPOSED and Councillor Berrett SECONDED and councillors AGREED (11 votes for, 1 abstention) that:

- the Communications committee be tasked with organising the response.
- No budget was to be delegated to the communications committee at this stage apart from £200 towards printing costs. Earmarked emergency funds of £2,600 were identified as appropriate for use during this Covid-19 crisis which could be allocated as required by full Council at future meetings.
- Councillors Church and Berrett were asked to put forward a paper to council proposing which organisations should receive grant aid, the amounts and an idea of what NHPC was prepared to should fund.

In the meantime, councillors AGREED to use the current NHPC systems to respond to requests for emergency funding, and to direct individuals towards alternative emergency funding sources.

#### **(e) Banking**

Councillor Kay PROPOSED and Councillor Dykes SECONDED and Councillors AGREED that cheque signatories should include one further Councillor in addition to the Clerk, Chair and Vice Chair: Councillor Rankin was chosen as the additional signatory.

### **2. NHPC Annual Accounts 2019-20:**

Councillors received and noted the 1<sup>st</sup> draft Annual 2019/2020 Accounts as circulated in advance of the meeting as PAPER 3 to be ratified at a future Parish Council meeting.

### **3. Replacement Parish Clerk & Responsible Finance Officer:**

Following the resignation of the Clerk, with a leaving date of the 31<sup>st</sup> May 2020, Councillors AGREED that a panel made up of the Chair and Councillors Potter, Rankin and Fairclough would identify an appropriate recruitment process and carry this out. A proposed budget is to be requested at a future meeting.

### **4. Scout hut lease:**

Councillors Kay and Bastin updated Council on recent communications received from the 4<sup>th</sup> Oxford Scouts in the form of an informal e-mail. See PAPER 4 as circulated to Councillors in advance of the meeting which contains advice from NHPC solicitors regarding this informal message. NHPC was still awaiting a formal response from the Scouts regarding the granting of a short-term lease and their response to the NHPC solicitors in relation to the Section 25 Notice. Until such time as these formal communications are received it was noted that it would be very difficult for Council to make any progress in the negotiations.

**5. Voting Rights of Co-opted members of Committees:**

Councillors CONSIDERED the proposed changes to NHPC Policy documents including the Terms of Reference as circulated prior to the meeting (PAPER 5), and AGREED unanimously the final wording to be adopted with immediate effect. Proposed Cllr Kay SECONDED Cllr Fairclough

**6. New notice board for community hub building:**

Councillors AGREED the quote received from G. Sillman (see PAPER 6) for £2,014 as proposed by Cllr Kay and seconded by Cllr Church.

**7 Neighbourhood Plan:** Councillor **Kay** PROPOSED & councillor Fairclough SECONDED and Councillors AGREED unanimously that Councillor Kay should write in support of the original wording and aims of Policy UT2 (as rejected during the Independent Examination phase) to the Government and the District Council, with a draft being circulated to Councillors to comment on before being sent.

**8 Grant request from North Hinksey Conservation Volunteers:** Councillors CONSIDERED the grant request for £200 from the North Hinksey Conservation Volunteers. Councillor KAY PROPOSED, Councillor Bastin SECONDED and Councillors AGREED unanimously to the request.

**19/160 CLERK'S REPORT.** Nothing additional to report.

**19/161 ACCOUNTS FOR PAYMENT.** A full report would be attached to the minutes.

**19/162 OTHER DOCUMENTS AND LETTERS RECEIVED:** SDC reported that they were taking a strict view on removing contractors from site if they did not observe social distancing. The Clerk was asked to request an update from SDC as MACE had declared that all work other than that required for safety / security purposes was being halted on their sites nationally, despite which work appeared to be continuing as normal in Botley.

**19/163 DATE OF FUTURE MEETINGS:** Special Meeting of Council to ratify votes in this meeting- date TBC, next standard Council meeting 23<sup>rd</sup> April 2020.