



North Hinksey Parish Council



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APRIL 2020

MINUTES OF VIRTUAL PARISH COUNCIL HELD ON WEDNESDAY 15TH APRIL 2020, AT 7.00 PM

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

In Attendance: C A Ryde, Clerk and 3 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 and the detailed regulations authorising alternative virtual meetings such as the Zoom video conference platform. 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.

19/164: APOLOGIES FOR ABSENCE. None.

19/165: DECLARATIONS OF INTEREST: Councillor Dowie declared an interest in agenda item 19/166 Council motion 19/157 by virtue of being an allotment holder. As a result he could take part in discussions but not vote on the motion.

19/166: COUNCIL MATTERS

Council to conclude discussions from the meeting held on 2nd April 2020 prior to legislation being in place to allow Council to hold meetings and make decisions via online remote meetings. Specifically Council is to AGREE amendments to NHPC Policies to implement appropriate measures to counter the impact of the Coronavirus covid-19, and to RATIFY any other decisions made at that meeting by means of AGREEING all resolutions / motions detailed on this agenda (all subsequent numbering on this agenda refers to agenda items from the meeting on 2nd April 2020):

19/151 APPROVAL/CONSIDERATION OF OTHER COMMITTEE MINUTES

Council AGREED the minutes from the full Council meeting held on 20th February 2020.

19 /157 COUNCIL MOTIONS.

Council AGREED the motion (13 votes for, with Councillor Dowie unable to vote) proposed by Councillor MacKeith and seconded by Councillor Church: NHPC is to waive the fees for allotment tenants for the coming year to encourage full take up of allotment plots.

19/158 COUNCIL MATTERS:

1. Measures to counteract the impact of the Coronavirus covid-19: Papers 1B, 2B and 2C

Resolution (a) PROPOSED by Councillor Kay, **SECONDED** by Councillor Church:

Council AGREED (13 votes for; 1 against) to adopt the recommendations contained in Paper 2B 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, and AGREED the proposed changes to NHPC's Standing Orders detailed in Paper 2C enabling the implementation of the recommendations in Paper 2B.

Resolution (b) PROPOSED by Councillor Kay SECONDED by Councillor Fairclough:
Council AGREED unanimously to the following changes to the NHPC meetings calendar, subject to the full enactment of legislation allowing this to occur:

- the Recreation and Amenities Committee meeting originally planned for the 2nd April 2020 should now be held on the 30th April;
- the Communications Committee meeting originally planned for the 9th April should now be held on 15th April;
- the Annual Parish Meeting originally planned for 19th March 2020 should now be held on the 21st May;
- all other meetings after the 2nd April should go ahead on the scheduled dates as detailed in the meetings calendar agreed at the Council meeting held on 20th February 2020.

Resolution (c) PROPOSED by Councillor Kay SECONDED by Councillor Mackeith:
Council AGREED to delegate responsibility to the Communications Committee for coordinating a programme of community support to provide help to parishioners during this crisis. A budget of £200 from general funds is allocated directly to the Communications Committee for printing of posters and other literature as part of this community support programme. Any further funds required to be allocated by full Council from earmarked Emergency Funds.

Resolution (d) PROPOSED by Councillor Kay SECONDED by Councillor Fairclough:
Council AGREED to authorise the use of online banking by the Clerk where possible for payment of approved expenditure in order to minimise the need for signing cheques. In addition the number of other cheque signatories is to be increased to three Councillors, including the NHPC Chairman, NHPC Vice-Chairman and one other Councillor selected by full Council at this meeting. It was also AGREED that Councillor Rankin should be the additional Councillor signatory.

Councillor Allen left the meeting at this point.

Consideration of Paper 1B on delegation:

Councillor Kay explained that additional information had been obtained after the Council meeting on 2nd April about actions taken by other Parish Councils regarding delegation, which had led to the proposals contained in Paper 1B. The only significant change to Council procedures in Paper 1B was that the proposals would allow any Chairmen of Committees to deputise for the NHPC Chairman or Vice Chairman in their absence under the 3 Chairman Rule for authorising urgent expenditure. The bulk of the additional text was for clarification purposes only, with much of it having been borrowed verbatim from a delegation policy document recently introduced by Cumnor Parish Council.

Resolution (e) Proposed by Councillor Kay and seconded by Councillor Dykes. Council CONSIDERED and AGREED by 10 votes for, 2 abstentions (Councillors Potter and Blase) and Councillor Dowie voting against; to additional amendments to NHPC Policies that would enable the Council to implement appropriate measures (in particular relating to the issue of delegation) to counter the impact of the Coronavirus covid-19, and enable Council to continue to act speedily and efficiently during this crisis. The agreed changes to NHPC Policies are as detailed in Paper 1B.

2. NHPC Annual Accounts 2019-20:

PROPOSED by Councillor Kay, SECONDED by Councillor Church, Councillors AGREED 12 votes for, 1 against) the draft Annual 2019/2020 Accounts as circulated in advance of the meeting as PAPER 3 and supporting reports.

3. Replacement Parish Clerk & Responsible Finance Officer:

Following the resignation of the Clerk, with a leaving date of the 31st May 2020, Councillors AGREED on the process for recruiting a replacement:

- that Councillors Kay, Potter, Rankin and Fairclough manage the recruitment process, and initially bring back to Council at its meeting on 23rd April draft documents (e.g. job description, contract and wording for an advertisement) plus
- a plan and budget for advertising the job and carrying out interviews.

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

As PROPOSED by Councillor Kay ,SECONDED by Councillor Church ,Councillors AGREED unanimously that the proposed changes to NHPC Policy documents including the Terms of Reference as circulated prior to the meeting (PAPER 5), should be adopted with immediate effect.

5. New notice board for community hub building:

PROPOSED by Councillor Kay, SECONDED by Councillor Church, Council APPROVED unanimously an addition of £14 to the originally agreed budget of up to £2,000 for the purchase of 2 noticeboards. The quote received from G. Sillman (see PAPER 6) is for £2,014.

6. Neighbourhood Plan:

PROPOSED by Councillor Kay SECONDED by Councillor Fairclough, Councillors AGREED unanimously that Councillor Kay should draft letters for subsequent approval by full Council to encourage the Government to urgently strengthen sustainability planning requirements, and for the District Council to speedily introduce similar policies to the original Policy UT2 within their overall Development Plan.

7. Grant request from North Hinksey Conservation Volunteers:

PROPOSED by Councillor Kay SECONDED by Councillor Fairclough; Councillors AGREED unanimously to a grant request for £200 from the North Hinksey Conservation Volunteers.