



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

E-mail: clerk@northhinksey-pc.gov.uk

Tel: 07494 054581

Seacourt Hall, 3 Church Way, Botley, Oxford OX2 9TH

A Meeting of North Hinksey Parish Council will be held at 8pm on Thursday 15th October 2020 via

For the transaction of business as stated in the Agenda. Members of the public and press are welcome to attend. 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.**



Sharon Henley, Clerk to the Council

Date: 9th October 2020

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

<https://us02web.zoom.us/j/88490283087>

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

Enter the **Meeting ID:** 884 9028 3087

You will also be prompted to enter the following **Passcode:** 998953

To listen by telephone (including mobiles), dial: +44 203 481 5240 (United Kingdom). You might be prompted to enter the Meeting ID number and password (above).

Papers relating to agenda can be viewed on Dropbox at the link below:

<https://www.dropbox.com/sh/yfw86yts36b8k1h/AADvC2o6z8zJEZLRzw6E79tia?dl=0>

AGENDA

20/74: Apologies for Absence

20/75: Declarations of Interest in Items on the Agenda

20/76: Approval of Draft Minutes

1. Parish Council Meeting on 10th September 2020
2. Recreation & Amenities Committee Meeting 10th September 2020
3. Environment & Wellbeing Committee Meeting 17th September 2020
4. Communications Committee Meeting 17th September 2020
5. Allotments Committee Meeting 24th September 2020

20/77: Matters raised by Member of the Public

20/78: Questions raised by Councillors

20/79: Reports from County & District Councillors

20/80: Review of Actions**19/98 Burial Facilities: CARRIED OVER****19/158** (1) Councillors to be added as a cheque signatory: **IN PROGRESS**(7) **Neighbourhood Plan** letters to the Vale & Govt by Cllr Kay: **ACTIONED**20/66 Cllrs MacKeith, Dowie and Bastin to attend OCC meeting on 17th Sept where parking and yellow lines will be discussed.20/69 Clerk to write to Thames Water and Env Agency **ACTIONED**

20/70:

1. Website. Cllr Berrett & Kay to add text to images: **ACTIONED** LB to liaise with Kitson on (b) **ACTIONED**
2. School lease. Clerk & Cllr Potter to liaise with School to finalise lease. Clerk & Cllr Kay to sign lease **ACTIONED**
3. Scout Hut lease. Clerk to write to Knights and 4th Ox Scout Group: **ACTIONED**
4. Tree Survey. Clerk to obtain further quotes and arrange for urgent works **Contractor instructed for urgent works. Further quotes requested for 12 month items.**
7. Council Policies – clerk to make agreed amendments to the Complaints Handling Policy and the Habitual or Vexatious Complaints Policy and publish: **ACTIONED**
8. Clerk to submit comments on planning consultations a & b: **ACTIONED**
10. Clerk to contact Conduent with details of parking issues: **ACTIONED**
12. Clerk & DK to liaise with Prime Site Media and County Council, draw up new draft contract and establish budget available plus recommendations for spend: **IN PROGRESS**
13. Grant. Clerk to pay CAB grant of £300: **ACTIONED**
15. Legal guide. Clerk to buy: **ON ORDER**
16. Privacy Policy & Notices. Clerk to update and place online: **ACTIONED**

20/81: CLERK'S REPORT**20/82: COUNCIL MOTIONS**

Motion Proposed by Cllr Dowie and Seconded by Cllr Allen

NHPC accepts the principle of Completeness of Information (NHPC Standing Orders Part I, Section 20) and that any member may for the purpose of his duty (but not otherwise), inspect any document in possession of the Council or a committee and if copies are available shall, on request, be supplied for the like purpose with a copy (NHPC Standing Orders Part II, Section 64) and therefore Knights Solicitors be requested to make available a copy of the full solicitors file to any Parish Councillor that requests a copy.

20/83: COUNCIL MATTERS**1. Council Policies & Statutory Documents**

- a. **Register of Interests Form:** Councillor Kay and the Clerk to remind councillors of their obligations
- b. **Council Policies & Code of Conduct:** Councillors to consider the following proposal: *The Clerk to report back to subsequent Council meetings under the Clerk's Report any instances of inappropriate behaviour by Councillors to provide information about why their behaviour is inappropriate, and allow them an opportunity to explain their behaviour outside of the formal complaints process. If agreed then this process would be brought into practice at the next Council meeting on 26th November when all relevant instances dating back to the start of this Council would be reported to Council, but this process would not apply retrospectively to any instances before May 2019.*

2. **Water pollution:** Update from the Clerk on responses from Thames Water and the Environment Agency. Council to consider any appropriate further actions.
3. **Works arising from the tree survey:**
 - a. Cllrs Potter and MacKeith plus the Clerk to update Council on progress.
 - b. remove some lower branches overhanging the concrete path (as per site visit with Cllr Potter) £128 and clearing back of vegetation at the rear of Lime Road houses, by the disused double gates £135.
4. **Remembrance Day Service:** Cllr Fairclough to update Council on current plans.
5. **Bus shelters:** Cllr Kay and the Clerk to update Council on progress.
6. **NHPC Bank Accounts:** The Clerk to update Council on possible options for changing bank accounts away from Barclays (**see Paper 1**). Council to consider the proposal to move £85,000 from the current Barclays accounts into a current account with the Unity Trust bank offering online banking to use for day to day income and expenditure purposes. In addition, there would be a consolidation of the remaining funds into a single Barclays savings account, and closing of the second savings account (currently used to top up the current account) plus the current account.
7. **Scout Hut lease:** Council to consider the recent communications between Knights and the Scouts, and decide on appropriate next steps in the process.
8. **Purchase of office equipment:**
Resolution for the Clerk to purchase display screen equipment items for the Parish Office totalling £180.46 (**Paper 2**).
9. **NHPC Key Objective - Resilience:** Cllr Berrett to update on the following:
Key Objective 7 adopted in July is to "Extend emergency support established during the COVID-19 pandemic into a longer-term plan for operating as a resilient community (ie a community that supports its most vulnerable residents and is able to effectively respond to emergencies)".
This encompasses:
 - Ongoing support during the COVID-19 pandemic
 - Working to address isolation and digital exclusion
 - Emergency response / resilience plan
 - Work with stakeholders including the Botley Community Fridge, Botley Responders, District and County Council, and other service providers and charities.
 The objective was agreed to be the responsibility of the Communications Committee and the Environment & Wellbeing Committee.
Cllr Berrett proposes that a working party be established of up to 5 Councillors from these 2 Committees to propose a strategy and action plan to achieve this objective to be agreed by full Council. The remit of the group is simply the objective and activities as agreed and the Working Party will report to full Council at least quarterly. This is for discussion with the intention to agree the set-up of the working group and the members.
10. **Environment Committee Issues:**
Cllr Church to update Council on Environment & Wellbeing Committee issues. Councillors to discuss and agree the following proposals:
 1. This Council notes the upcoming consultations on the Oxfordshire 2050 plan and the County Local Transport and Connectivity Plan and recognises the importance of these to our future development. Council agrees to take part in these consultations and nominates the Chairman of the E&W Committee to be the first point of contact and to draft responses to be shared with other Councillors. Method of finalising responses to be agreed in meeting.

2. This Council notes the upcoming Tree Week. It is proposed that NHPC explores the possibility of organising a community tree planting event and locating suitable land for this. The Council should encourage other organisations and landowners to take part in Tree Week and welcomes the participation of Oxford RFC. Tree planting is one activity that the Council can undertake as part of our commitment to tackle climate change. To this end the Council will
 - Look for suitable places to plant trees in our parish and engage with landowners
 - Talk with local groups who might like to help
 - Commit up to £250 towards tree and relevant materials
3. The Council notes 'Climate and Nature Emergency action plan for North Hinksey Parish Council' (**Paper 3**). This was discussed and amended at the last Environment and Wellbeing Committee. The Council agrees the Plan and its aims, which are in line with previous declarations, and supports moves in the attached three month plan to take this work forward.

11. Allotment Committee Issues: Allotment Committee members to consider and approve:

- a. Grounds Maintenance works in Nature Reserve £1,023 to be taken from Earmarked Reserves (Minns Funds). See quotes and options in **Paper 4**
- b. Purchase of bench for the Community Orchard to be funded by NR Maintenance budget– two options:
 - 1.8m wide stainless steel and Iroko hardwood bench at a cost of £610 (no VAT).
 - OR Kara bench seat SF75-19 1800mm wide, £320 + £70 carriage + VAT.
- c. Cut back of vegetation and bolt down bench to concrete base at £80 (no VAT)

12. Recreation & Amenities Committee Issues: Committee members to consider and approve:

- a. Consideration of quote to replace two 150mm square oak bollards around LM car park, to same spec as recent replacements £267 each, total £534.
- b. Resolution for Oxford Conservation Volunteers to complete an additional working day on the Fen at £125 on Sat 14th November.

13. Public Art in Botley Centre: Cllr Kay to update Council on progress.

14. Botley Centre redevelopment: Cllr Berrett to update Council on current issues.

15. Seacourt Hall: Cllr Berrett to update Council on the reopening of the Hall to users and the current position.

16. Financial regulations: (Paper 5)

Councillors to carry out an initial discussion on proposals from the Clerk for changes to the Financial regulations. A revised new draft version of the Financial regulations taking into account Councillors' comments is to be produced for finalising at the Council meeting on 26th November.

17. Resolution to dispose of 'Kustom' amplifier, speaker and microphone system, induction loop and associated cabling from original Seacourt Hall. Not listed on current Fixed Asset Register.

18. Resolution for Council to Adopt the General Power of Competence: As outlined in **Paper 6**.

19. Adoption of Parish Noticeboard Monitors: Councillors to discuss viability of appointing councillors to display agenda and notices on their nearby NHPC noticeboards.

20/84 Approval of Receipt & Payments: See list circulated. (**Paper 7**)

20/85 Other Documents & Letters Received:

20/86 Date of Next Meeting: Thursday 26th November 2020 at 8pm via video conference.

End of Meeting