



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

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A Meeting of North Hinksey Parish Council will be held at 7.30pm on Thursday 25th February 2021 via video conference

Councils are unable to meet in person during the COVID emergency but can meet via video conference in accordance with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

Members of the public and press are welcome to attend. Attendees are asked to note that this meeting will be recorded.

Sharon Henley, Clerk to the Council

Date: 19th February 2021

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

<https://us02web.zoom.us/j/83441192189>

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

Enter the **Meeting ID: 834 4119 2189** and **Passcode: 066398**

To listen by telephone (including mobiles), dial 0203 051 2874. 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: [Dropbox](#)

AGENDA

20/134: Apologies for Absence

20/135: Declarations of Interest in Items on the Agenda

20/136: Approval of Draft Minutes (5 minutes)

1. Parish Council Meeting 21st January 2021
2. Recreation & Amenities Committee 28th January 2021
3. Communications Committee Meeting 4th February 2021
4. Finance & General Purposes Committee Meeting 11th February 2021

20/137: Matters raised by Members of the Public: (Max 5 mins / question, 15 mins total)

20/138: Reports from County & District Councillors (10 minutes)

20/139: Review of Actions (Paper 1) (5 minutes)

20/140: CLERK'S REPORT (5 minutes)

20/141: COUNCIL MOTIONS

20/142: COUNCIL MATTERS

Finance (Total 20 minutes)

1. To approve Receipts & Payments (**Paper 2**)
2. To approve list of items for writing off from Fixed Asset Register at a total value of £2,525.09 (**Paper 3**)
3. To approve updated and re-stated Fixed Asset Register 2021 (**Papers 4a & 4b**)
4. Clerk/RFO to report back from F&GP Committee meeting on 11th Feb including:
 - a. Updates on Scribe and external audit
 - b. Third quarter reports (**Paper 5**)
5. To review draft updated Financial Risk Assessment (**Paper 6**)
6. To approve F&GP/Clerk recommendation to discontinue BT Cloud Phone for Parish Office
7. Reschedule F&GP Meeting from 8th to 15th April.

General (Total 30 minutes)

1. Matters arising from the 4th Feb Communications Committee meeting including:
 - a. To consider the draft agenda for the APM (**Paper 7**)
 - b. Production of Video on future plans for the Pavilion and Skatepark (**Paper 8**): To approve expenditure of £200 from the Contingency budget for professional editing services
 - c. Annual Parish Newsletter - To finalise production and distribution details and confirm printing costs of £198 plus VAT for full colour, as approved by 3 committee chairmen.
2. Resolution to upgrade to Zoom Business account for up to 300 attendees for APM at £40 plus VAT.
3. Grass cutting contract for 2021.
 - a. To consider quote from BGG as recommended by R&A Committee) (**Paper 9**) for the following areas:
 - i. LM Playing Fields
 - ii. Village Green
 - iii. Churchyard
 - iv. Nature Reserve
4. Recreation & Amenities
 - a. To approve annual membership of the OPFA at £74.00 to be funded from Subscriptions budget.
 - b. Louie Memorial Field Bins
 - i. To arrange removal and disposal of concrete litter bin at LM Car Park and replacement bin installation at a cost of £378 by Graham Sillman.
 - ii. Above to be replaced with a Glasdon Topsy Jubilee Bin at a cost of £295 + VAT. Total cost approx. £673 to be funded from Playing Fields & Open Spaces New Rubbish Bin budget (£250) and remainder from Grass Cutting budget.
 - c. Approval of Zumba classes on LM Field (**Paper 10**)
 - d. To approve installation of twelve bird boxes in the Louis Memorial Copse at an approximate cost of £150 to be funded from Open Spaces Grass Cutting budget underspend.
5. Approval of works outstanding from the Tree Survey
 - a. Allotments:
 - i. T3 semi-mature walnut – weight reduction to southern stem to reduce leverage on poorly formed fork
 - ii. T8 young oak – formative prune i.e. remove 2 x lowest limbs
 - iii. T7 & T9 mature cherries – apply organic mulch (FOC if done with above works)

Total Cost – Oxford Tree Surgeons £240 + VAT

- b. Village Green - T4 mature ash on Village Green to perform climbing tree survey as recommended at a cost of £295 by Nick Dunbar, The Whole Tree Company. To be funded from Tree Survey Budget and Contingency.
6. Approval of attendance by Cllr Kay at OALC Village Greens half day training on 25th May at a cost of £50 plus VAT.
 7. Bus Shelter Agreement – review and approval of final draft following input from OCC (**Paper 11**)
 8. Resolution to sign up to Military Covenant Trust Fund – Cllr Fairclough (**Paper 12**)
 9. Oxford to Cambridge Expressway – update from Cllr Kay on proposed NEA / NEG merger. Councillors to agree a response.

20/143: Questions raised by Councillors: (Max 5 mins / question, 15 mins total)

20/144: Other Documents & Letters Received:

20/145 Date of Next Meeting: Thursday 25th March 2021 at 7.30pm via video conference.

20/146 CONFIDENTIAL SESSION (10 minutes)

- 1) 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 relate to the Scout Hut lease for which the Council is seeking on-going legal advice and employment matters. As such the press and public are excluded from this part of the meeting.
- 2) Update on Scout's Lease, Judicial Review and any future plans, including Clerk to arrange for signing of new lease or arrangements for Scout Group to vacate the Scout Hut, and retrieval of any costs awarded under the Judicial Review as appropriate to the circumstances at the time of the meeting.
- 3) To discuss and agree further information relating to the Scout Hut and lease that NHPC wishes to publicise via our website / social media and other local media outlets.
- 4) Report on end of Clerk's probationary period and agreed objectives by the Chairman and Vice Chairman.

End of Meeting