



Minutes of a Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 21st January 2021 via video conference

Those Present: Cllr Kay (Chairman), Cllrs Allen, Bastin, Berrett, Blase, Bolder, Church (from item 20/129), Dowie, Dykes, Fairclough, Jones, MacKeith, Rankin and Potter

In Attendance: Sharon Henley, Clerk. County Cllr Roberts

Members of Public: 3

20/121: Apologies for Absence: There were none.

20/122: Declarations of Interest in Items on the Agenda: There were none.

20/123: Approval of Draft Minutes

1. Parish Council Meeting 17th Dec 2020: These were proposed by Cllr Kay, seconded by Cllr Dykes and unanimously APPROVED.
2. Allotments Committee 14th Jan 2021: These were proposed by Cllr Kay, seconded by Cllr MacKeith and unanimously APPROVED by the Committee.

20/124: Matters raised by Members of the Public:

The following three questions were read out by members of the public:

1. Can NHPC please confirm if the answers to questions listed in para 20/109 are not included in the draft minutes because NHPC find them too embarrassing in the light of the fact that £26,800 (inc VAT) from NHPC funds has been spent to date on legal advice about removing the 4th Oxford Scouts from their Scout Hut.

Response from Cllr Kay:

As your own question at that meeting did not refer to legal costs I am presuming that you are referring to Q2, which did relate to one specific aspect of that topic.

Q2 asked "Where are the projected additional legal costs for the Judicial Review process" and the answer was that this figure had been added to the agenda prior to the meeting, and it has also been included in the minutes, both of these under the relevant agenda item 20/120 part 2 b.

Q2 did not mention the overall legal costs that you are now referring to, which is why that figure does not appear in the minutes.

2. Payments listed in the papers for the 21st January meeting of NHPC include a total of more than £10,000 during the preceding month for advice from the Council's solicitors on removing the 4th Oxford Scouts from their Scout Hut on Arnolds Way. At this rate of spend the whole of the precept will be used up in less than a year. Do the Parish Council and the Responsible Financial Officer regard

this as sustainable? What value are parishioners getting for this expenditure, now reaching £25-30,000, and what value does the Parish Council place on (a) an empty Scout Hut and (b) the pile of rubble that would be produced by its demolition and the costs thereof?

Response from Cllr Kay:

Whilst we obviously would have preferred not to have incurred such a high level of legal expenses to date the following points should be noted:

- 1. A large proportion of these costs would not have been incurred had the Scout Group signed a new lease in July 2020 in line with their commitment to do so, and had a parishioner not subsequently tried to initiate a Judicial Review.*
- 2. We do not expect to be incurring similarly large legal fees in future months as this matter will hopefully be brought to a close in the near future, one way or another.*
- 3. Also we are hopeful that a significant proportion of the legal fees may be reimbursed to us should the results of the Judicial Review process be found in our favour. This may not be considered good news by any parishioners who donated towards the fund supporting the legal case against NHPC, however it would mean that a considerably lower amount of other taxpayers' money would have been used to cover NHPC's legal costs.*

Regarding the last part of the question we are still hopeful that the Scouts will sign the new, extended lease that was offered to them following our December meeting. It is their choice whether they decide to do so, or to vacate the Scout Hut. Our intention is to only demolish the Scout Hut at such time that the land is needed for construction of the new Pavilion, and if the Scouts remain in it until that time it will not be empty.

3. Paper 2, referred to in the Council Motion in para 20/129 in the Agenda for the 21 January 2021 meeting mentions "key stakeholders" in the new pavilion. What financial commitments have been made by the key stakeholders, and what written commitments have they made as future potential users? Does the list still include Branches, in view of their advertised sale of tables, chairs, crockery etc associated with their closure at the end of 2019?

Response from Cllr Berrett

Plans were approved in 2019 to provide a new Pavilion that serves the whole community so there are a wide range of potential stakeholders. We had a stakeholder group involved in the consultation phase before the planning application was submitted and I suggested similar groups be invited to speak at the public meeting. We have not asked for a financial input or commitment from potential hirers, as with any hall facility they can decide to use it when it is available. We hope to hear from a range of stakeholders from across the community at the meeting.

The member of public asked Cllr Berrett whether responses from stakeholders could be made public. Cllr Berrett advised that parishioners would be able to hear the responses by attending the planned public meeting to be discussed later in this meeting.

20/125: Questions raised by Councillors: There were none.

20/126: Reports from County & District Councillors: County Cllr Judy Roberts' monthly report had been circulated. She made enquiries into issues raised about the TTRO closure notice for Westminster

Way planned for a 20 week duration from 20th February. The delivery route to the Co-Op still required finalisation but the car park would remain open and residents of Arthray Road would still be able to access their properties. Cllr Berrett had collated responses from parishioners and councillors about the TTRO and sent them to Mace, Savills and the County Council with concerns about possible bad parking, temporary no parking areas and a 20mph speed limit being requested by residents. Cllr Roberts had requested the planned re-painting of yellow lines to be prioritised before the TTRO was in place, although she was unsure whether the budget was available.

Cllr Kay asked when the planned replacement of the Westminster Way bus shelter would take place and Cllr Roberts agreed to chase this up.

20/127: Review of Actions (Paper 1)

19/98 Burial Facilities: CARRIED OVER

20/70:

1. Tree Survey. Clerk to obtain further quotes and arrange for urgent works. Contractor instructed for urgent works. Further quotes requested for 12 month items.

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

20/81

- Wi-fi installation for Parish Office/Seacourt Hall: INSTALLATION COMPLETE, BOOSTER REQUIRED- CLLR BASTIN TO ADVISE POST LOCKDOWN. Further testing required by SHMC.

20/83

2. Water Pollution: Cllrs Bastin and Church to consider any additional actions required in respect of water pollution for November meeting ONGOING

6. NHPC Bank Accounts Multi-Pay card for Clerk. COMPLETE

9. Resilience Working Party: Cllr Berrett to establish the remit for a working party (max 5 persons) to propose a strategy and action plan to achieve Key Objective. Members to include Cllr Church, plus other interested Councillors to contact Cllr Berrett to join. ONGOING

11(b) Bench for Community Orchard: Clerk to arrange for G Sillman to supply and fit recommended bench, including cut back vegetation COMPLETE & IN STORAGE UNTIL SPRING

13 Public Art in Botley Centre: Cllrs Berrett & Kay to co-ordinate input in artistic brief & collate expressions of interest ONGOING

17 Dispose of 'Kustom' amplifier, speaker and microphone system, induction loop and associated cabling: Clerk to arrange disposal through Freecycle or similar. ONGOING POST LOCKDOWN

20/103:

4. Accounting Software: Clerk to initiate changeover from Rialtas to Scribe. ONGOING – SCRIBE WORKING ON TRANSITION FOR LATE JANUARY

7. Council Meetings: Clerk to circulate pared-down list of suggestions for discussion at January meeting COMPLETE

10. R&A Committee:

(a)(b) T21 and T24: Clerk to instruct contractors to complete work as quoted ONGOING-WORK PLANNED FOR JANUARY

20/108

Clerk to publish minutes (1), (2), (4) and amend and publish (3) COMPLETE

20/109

Chairman to finalise written response(s) to Public Questions for Clerk to send COMPLETE

20/115

- Future Meeting dates: Clerk to circulate draft list for approval at the January Meeting COMPLETE
- Seacourt Hall Lease: Chairman to write to Savills with end of year snagging list and request that the one year period be extended due to limited opportunity to use the hall during Covid COMPLETE

- Vale DC Parish deep clean 5 days 1st to 5th Feb to include litter picking, sweeping and removing weeds/moss on pavements. Cllrs to advise the Clerk of areas for consideration for agreement at Jan meeting. COMPLETE
- Zip Wire Repair: The Clerk to chase HAGs to attend site to repair and reinstate equipment. ONGOING – CONTRACTOR TO ATTEND WHEN GROUND CONDITIONS DRY

20/116

Website information on Scouts lease: Cllrs Berrett and Potter to finalise and upload information. COMPLETE

20/117

2. Precept Request: Clerk to sign and issue letter to Vale DC. COMPLETE
3. Change from I&E to R&P financial reporting: Clerk to arrange with Scribe Accounting. ONGOING
4. Standing Orders Review: Clerk to make a clean draft copy with all agreed amendments and circulate for finalising at Jan meeting. COMPLETE
6. Defibrillator: (a) Clerk/Chairman to check with Mace if funding available, otherwise order agreed Zoll unit to include set of pads for under 8s and cabinet, and obtain a quote from Graham Sillman for installation, total max £2,500 from Seacourt EMR. ONGOING – FUNDING NOT AVAILABLE – ITEMS ON ORDER. CLERK TO ARRANGE INSTALLATION ON RECEIPT, All now delivered and Clerk arranging installation (b) Cllr Berrett to enquire about existing defib being placed in student flats reception. ONGOING
- 7.(b) LM Fields T&Cs: Cllrs Potter/Berrett to circulate draft wording for website/notices to cllrs. ONGOING
- 8(b) Submission on the Oxfordshire Growth Board’s ‘Strategic Vision for Oxfordshire’: Cllr Church to submit. COMPLETE
9. Resilience Project: Cllr Berrett to continue with group initiatives. Cllr Rankin to make enquiries about generator provision. Cllr Berrett to report back to Council on progress. ONGOING
- 10: SLCC Clerk’s Practitioners’ Conference 2021: Clerk to book. COMPLETE

20/120

- 2(a) Letter to Scouts: Clerk to send agreed response. COMPLETE
3. Scouts Lease Resolutions: Clerk to ask Knights to inform Scouts of agreed resolutions and dates pertaining to the renewed offer of a new lease. COMPLETE

20/128: CLERK’S REPORT

Finance

- VAT reclaim submitted from Sept-Dec for £2,419.42
- The Vale DC provided a grant from their Covid Fund to cover some expenses incurred in the course of responding to help requested by local residents by Botley Responders.

General

- A GDPR/FOI request responded to from a parishioner relating to a communication from the Vale DC in 2020.
- A GDPR complaint received in connection with the website and some content was removed on request.
- OALC had requested feedback on extending legislation for virtual meetings, elections in May 2021 and Covid-19 funding to lobby MPs on behalf of NALC. Draft comments in favour of retaining the option of virtual meetings, and potentially hybrid meetings had been circulated for councillor feedback before 29th Jan.

Play Areas

- The MUGA and outdoor gym equipment were closed by erecting signage in line with government and OALC Covid guidance.

- There had been a fire deliberately started at the Youth Shelter but no damage to the structure, just a small amount of damage to the tarmac underneath. Graham Sillman inspected and advised there was no trip hazard and it was not necessary to patch repair at present.

Chris Church joined the meeting at this point.

20/129: COUNCIL MOTIONS

Proposed by Cllr Berrett, seconded by Councillor Potter:

Motion: "NHPC agrees to use the Annual Parish Meeting on 18th March to remind and re-engage parishioners with our commitment to gain funds for, and build a new pavilion by 2022 in line with our approved planning application. The meeting to give equal time for the Scout group to present their alternative proposals. Then to allow members of the public to ask questions and take a temperature check of opinion in the community 2+ years on from the public consultation. Cllr Berrett as Chairman of the Communications Committee to oversee the organising, invitations and publicising of the meeting with agreement of the Communications Committee. "

Details of how the meeting would run were outlined for discussion in Paper 2.

Cllr Kay raised concerns that the Annual Parish Meeting could become too lengthy as time would be needed to include other items. The Clerk was asked to check the maximum number of attendees allowed under the Zoom subscription.

Following extended discussion Cllr Kay proposed to move to a vote on the motion. Cllr Dowie requested a named vote. Cllr Berrett seconded and all councillors voted in favour except Cllrs Allen and Dowie who abstained so the move to a vote was APPROVED.

Cllr Fairclough proposed an amendment to use only the first sentence of the original motion ie "NHPC agrees to use the Annual Parish Meeting on 18th March to remind and re-engage parishioners with our commitment to gain funds for, and build a new pavilion by 2022 in line with our approved planning application". This was seconded by Cllr Rankin and Cllr Dowie requested a named vote. Cllr Bolder, Church, Berrett, Dykes, Bastin voted for and Cllrs Dowie, Potter, Jones, Allen, MacKeith and Blase voted against with Cllr Kay abstaining so the amendment was APPROVED.

Cllrs then voted on the amended motion becoming the substantive motion. Cllr Kay proposed this and Cllr Dowie requested a named vote. Cllr Berrett seconded and all voted in favour except Cllr Allen who voted against and Cllrs Dowie and Blase abstained so the amended motion was APPROVED.

20/130: COUNCIL MATTERS

Finance

1. To approve Receipts & Payments (Paper 3)

	Description	Method of payment	Amount listed for Council approval
Paid & previously approved at Council Meeting			
Society of Local Council Clerks	Virtual Practitioners Conference Feb 2021	Multipay card	£90.00
For Approval			
Knights plc	Advice re Scout Group Inv 617315	BACs	£8,546.40
Knights plc	Professional charges Inv 619666	BACs	£3,247.20
Amazon	2 pairs cut resistant gloves for Caretaker	Multipay card	£9.98
Amazon	Heavy duty black refuse sacks for Caretaker	Multipay card	£19.50
EE	Clerk's Mobile Phone Dec	DD	£30.53
Seacourt Hall Management Cttee	Inv 825 Reimburse for Toilet Rolls for Covid Relief from July 2020	BACs	£261.57
Post Office	Stamps for Clerk's use	Multipay card	£9.06
Cllr Ag MacKeith	Reimbursement for yellow rattle seed for Nature Reserve	BACs	£68.00
Various	Total salaries, Pension & HMRC payments for Jan	BACs	£3,524.69
Total for January			£15,806.93

The Chairman confirmed that the Knights invoice no 617315 was in relation to the Judicial Review and the Clerk to circulate additional charging information received via email. Cllr Kay proposed to pay the invoices and this was seconded by Cllr Fairclough and APPROVED by Council.

2. To consider quotes provided and appoint an internal auditor for 2020-2021 (Paper 4) .

The Clerk ran through the options presented in the paper. Cllr Kay proposed to appoint IAC Auditing at a cost of £365 plus VAT in line with the Clerk's recommendation, and this was seconded by Cllr Bastin and unanimously APPROVED.

3. To approve set up of Banking Standing Orders with Unity Trust Bank for monthly payment of salaries: This was proposed by Cllr Kay, seconded by Cllr Rankin and unanimously APPROVED.

4. To consider further request from Citizen's Advice Bureau for grant funding: The Clerk outlined that a letter had been received requesting another grant in addition to the £300 given in September partly due to additional costs incurred by Covid. The Grants and Donations budget was overspent but funds were available in the Major Grants budget. Cllr Jones proposed a further grant of £300 from the Major Grants budget, and this was seconded by Cllr Church and APPROVED by Council.

It was agreed to take a five minute break at this point and the meeting recommenced at 20.52 hours.

Policy

5. Action List to reduce length of Council Meetings (Paper 5): To review suggestions and approve those to take forward. It was agreed that these points were for guidance and would not be part of the Standing Orders, other than number 7 relating to Councillor Questions, which would be removed from this list and dealt with under the next agenda item on Standing Orders. After reviewing each point in turn Cllr Kay proposed to adopt the Action List (excluding number 7), and this was APPROVED.

6. Standing Orders Review (Paper 6): Review of second draft for approval or further amendments. Councillors ran through the list of proposed amendments to the draft document and agreed the final wording to be included in the final vote on the complete document by indicative voting on each item. The Clerk was also asked to add back in the guidance from the beginning of model document and transfer the bullet pointed guidance from the template on holding virtual meetings to the above Action List for holding meetings. After further discussion Cllr Church proposed to move to a vote and this was APPROVED.

Cllr Kay proposed to adopt the draft document with agreed amendments to take effect immediately following the end of this meeting. Cllr Dowie requested a named vote. Cllr Rankin

seconded with all voting in favour except Cllrs Dowie and Allen who voted against so the resolution was APPROVED.

General

7. **To approve draft list of meetings scheduled for 2021-22 (Paper 7)**
The list of dates was reviewed and Cllr Kay proposed their adoption, this was seconded by Cllr Berrett and unanimously APPROVED.
8. **Bus shelters:** Cllr Kay to update Council on progress and Council to review and agree wording of the new contract with PrimeSite Media (**Paper 8**). Cllr Kay outlined a couple of typos and queried the Clerk being the Council Representative whereas three people (the Clerk, Chair and Vice Chair) were required to sign the document. Cllrs Roberts highlighted that NHPC could be liable for future repairs to the bus shelters under the agreement. Cllr Kay proposed to query these points with PrimeSite media and send the draft document to Cllr Roberts and the County Council for further feedback. The final draft to be considered at the February Council meeting. This was seconded by Cllr Rankin and APPROVED.
9. **Vale District Council deep-clean Feb 2021 (Paper 9):** To review proposed locations and agree on final list for submission. The draft list was reviewed and it was agreed to amalgamate items 4 and 10 and 8 and 11 due to duplication and submit to the Vale. This was proposed by Cllr Kay, seconded by Cllr Fairclough and APPROVED.
10. **ROSPA Training for Caretaker:** To approve attendance at the one-day Routine Playground Inspection Course at a cost of £250, as recommended by R&A Committee. This was proposed by Cllr Church, seconded by Cllr Kay and unanimously APPROVED.
11. **External Postbox for Parish Office:** To approve purchase of replacement item to provide a secure and weatherproof postbox at an approximate cost of £35. Cllr Kay proposed to amend the resolution to authorise payments of up to £100 to include installation for this and the replacement postbox for the Seacourt Hall. This was seconded by Cllr Berrett and APPROVED.
12. **Allotments Committee:** Update by Cllr MacKeith from January meeting. Cllr MacKeith referred to the detail in the Committee minutes. The Memorial Garden had been trimmed back and was ready to be planted with input invited from the Committee on this.
13. **Neighbourhood Plan:** Update on progress by Cllr Kay who reported that a map required a boundary amendment for the Louie Memorial Copse resulting in a consultation currently in progress. Also detailed maps of the green spaces were being produced by the Vale for inclusion in the final Plan. The Referendum cannot be held until after May.
14. **Vale DC Planning Consultations: (Paper 10)** To approve draft responses by the Planning Committee to the following :
 - a. **Community Infrastructure Levy (CIL) Draft Charging Schedule**
<http://www.whitehorsedc.gov.uk/cilchargingscheduleconsultation>
North Hinksey Parish Council fully supports the CIL Charging Schedule drafted January 2021. NHPC notes that the first bullet point of section 9.1 Exemptions is confusing and needs rewriting or punctuating. It currently reads "New buildings or extensions under 100 sqm of gross internal floor space which do not involve the creation of a new dwelling".
 - b. **Draft Developer Contributions Supplementary Planning Document (SPD)**
<http://www.whitehorsedc.gov.uk/developercontributionsSPDconsultation>
North Hinksey Parish Council fully supports the proposed CIL Developer Contributions SPD drafted January 2021. NHPC particularly likes the inclusion of local consultations detailed in various sub-sections of Part 4 Development Contributions. NHPC is keen to see that these policies are adhered to. NHPC has only one comment to make under section 4.46

(Cemeteries); either the word mainly or mostly needs to be inserted before ".. managed by parish & town councils.."

Following discussion Cllr Rankin proposed to submit the above draft responses. This was seconded by Cllr Kay and unanimously APPROVED.

15. **Green Spaces in North Hinksey** Cllr Church to report on progress on the Green Spaces Survey and the workshop planned for February 20th. Cllr Church advised that the 20th February date was confirmed with the Director of Wild Oxfordshire and a speaker from the Eynsham Nature Recovery Network and the group was working with Cumnor PC. Cllr Church to circulate a report to E&W Committee. The survey of green spaces on-line to be run when complete and the results will inform the workshop. He urged all to advise him of anyone whom we would like to invite, although the survey and meeting would be open to all and would be advertised on the website. Cllr MacKeith to add an item to The Sprout.
16. **Public Art in the Botley Centre:** Update by Cllr Berrett. The brief for public art had received 13 expressions of interest from artists. The District Council Arts Officer had drawn up a scoring sheet for the shortlisting meeting on 5th Feb. Councillors to advise Cllr Berrett if they would like to be involved in the meeting. Cllr Jones indicated that she was interested in being involved.

20/131: Other Documents & Letters Received: There were none.

20/132 Date of Next Meeting: Thursday 25th February 2021 at 7.30pm via video conference.

20/133 CONFIDENTIAL SESSION

- 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 item is confidential as it relates to the Scout Hut lease for which the Council is seeking on-going legal advice and as such the press and public are excluded from this part of the meeting.** Proposed by Cllr Kay and Cllr Dowie requested a named vote. Cllr Fairclough seconded with all councillors voting in favour, except Cllrs Dowie and Allen who voted against and Cllr Jones abstained. The resolution was APPROVED and the Chairman asked members of the public to leave the meeting.
- 2) **Update on Scouts Lease, Communications from the Scout Group & Judicial Review proceedings by Cllr Kay & the Clerk.**
Cllr Kay updated on the current situation with the Judicial Review, and other associated matters. Knights had confirmed that no final decision in relation to this process had been received yet, and that the Scouts had not been in contact with them since the new lease had been offered following the December Council meeting. Also no decision had been made public yet regarding the case being dealt with by the Ombudsman and the Vale. There had been no further public announcements by the Scouts, communications by them direct with NHPC, or any other indication of whether they planned to sign the lease.
- 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.**

After discussion it was agreed not to publish any additional information at the present time.

There being no further business the meeting closed at 22.02 hours.