



# North Hinksey Parish Council



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## Minutes of a Meeting of North Hinksey Parish Council

held at 7.30pm on Thursday 25<sup>th</sup> February 2021 via video conference

**Those Present:** Cllr Kay (Chairman), Cllrs Allen, Bastin, Berrett, Blase, Bolder (part of meeting) Church (part of meeting), Dowie, Dykes (part of meeting), Fairclough, Jones, MacKeith, Rankin and Potter

**In Attendance:** Sharon Henley, Clerk (part of meeting), County Cllr Roberts

**Members of Public:** 5

The Chairman began the meeting by explaining that the Clerk was unable to be present for the first part of the meeting but Cllrs Potter and Berrett were taking notes in her absence. Cllrs Bolder, Dykes and Church were not present at the start of the meeting.

**20/134: Apologies for Absence:** District Cllr Emily Smith.

**20/135: Declarations of Interest in Items on the Agenda:** Cllr Kay declared a non-pecuniary interest in item 20/142 General (6) as it was a request for him to attend a training course.

### 20/136: Approval of Draft Minutes

1. Parish Council Meeting 21<sup>st</sup> January 2021: Cllr Kay proposed to approve the draft minutes and Cllr Dowie requested a named vote. Cllr Fairclough seconded and all voted in favour other than Cllr Dowie who voted against and Cllr Allen abstained so the minutes were APPROVED.
2. Recreation & Amenities Committee 28th January 2021: Cllr Kay proposed to approve the draft minutes and Cllr Dowie requested a named vote. Cllr Berrett seconded and all voted in favour other than Cllr Dowie who voted against and Cllr Allen abstained so the minutes were APPROVED.
3. Communications Committee Meeting 4th February 2021: Cllr Kay proposed to approve the draft minutes and Cllr Dowie request a named vote. Cllr Berrett seconded and the minutes were unanimously APPROVED by the Communications Committee.
4. Finance & General Purposes Committee Meeting 11th February 2021: Cllr Kay proposed, Cllr Blase seconded and the minutes were unanimously APPROVED.

### 20/137: Matters raised by Members of the Public: The following question was raised

*What insurance arrangements have been made for the Scout Hut, now that the Scouts have left it? How much extra tax will parishioners have to pay as a result, and on what basis has the extra insurance premium been calculated?*

Cllr Kay advised that the Scouts had not officially informed the council that they had vacated. The Clerk had contacted the insurers who confirmed that the Hut was covered under the existing Public Liability insurance (at no additional cost) and this would be sufficient if cover was not required for rebuilding costs. Cllr Rankin confirmed that utilities would be shut off when the hut was vacant.

**20/138: Reports from County & District Councillors.** Cllr Kay advised that County and District Councillor reports had been circulated but that none were present. Cllr Berrett noted that the County Council Report contained an incorrect date for the Westminster Way road closure and NHPC had advised parishioners of the new date.

Cllr Blase noted that the yellow lines had been painted on North Hinksey Lane.

## **20/139: 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. ONGOING Two quotes for consideration at Feb meeting.

20/81

- Wi-fi installation for Parish Office/Seacourt Hall: INSTALLATION COMPLETE, BOOSTER REQUIRED- CLLR BASTIN TO ADVISE FOLLOWING FURTHER TESTING 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

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. COMPLETE.

10. R&A Committee:

(a)(b) T21 and T24: Clerk to instruct contractors to complete work as quoted. COMPLETE.

20/115

- Zip Wire Repair: The Clerk to chase HAGs to attend site to repair and reinstate equipment. ONGOING – CONTRACTOR TO ATTEND SITE 03/03/2021.

3. Change from I&E to R&P financial reporting: 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. ITEMS RECEIVED. CLERK TO ARRANGE INSTALLATION – IN PROGRESS.

(b) Cllr Berrett to enquire about existing defib being placed in student flats reception. COMPLETE.

7.(b) LM Fields T&Cs: Cllrs Potter/Berrett to circulate draft wording for website/notices to cllrs.

ONGOING

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

20/129 Public meeting proposal: Pavilion plans:

(a) Clerk to check person limit on Zoom meetings. COMPLETE.

(b) Cllr Berrett to work with Clerk and Chairman to plan parishioner engagement at APM on 18<sup>th</sup> March. ONGOING.

20/130

1. Finance: Clerk to circulate email from Knights confirming charges for invoice 617315. COMPLETE.

2. Internal Audit: Clerk to instruct IAC Auditing and advise others who supplied quotes. COMPLETE.

3. Banking Standing Orders for Salaries: Clerk to set up with Unity Trust. COMPLETE.

4. CAB Grant Funding Request: Clerk to arrange payment of £300 grant from Major Grants budget. COMPLETE.

5. Actions to reduce length of Council Meetings: Clerk to produce final guidance doc, deleting item 7 as agreed. COMPLETE.

6. Standing Orders Review: Clerk to make agreed amendments to draft document and circulate/publish final version. COMPLETE.

7. Meetings scheduled for 2021-22: Clerk to upload times/dates to website. COMPLETE.

8. Bus Shelter Agreement: Cllr Kay to send draft doc to Cllr Judy Roberts and place on Feb Council agenda. COMPLETE.

9. Vale DC Deep Clean: Clerk to make amendments to draft list and send to Vale. COMPLETE but deep clean postponed by the Vale.
10. ROSPA Training for Caretaker: Clerk to arrange training. ONGOING-CURRENTLY ON WAITING LIST FOR POST LOCKDOWN.
11. External Postbox for Parish: Clerk to order for delivery to Cllr Kay and arrange installation with G Sillman. COMPLETE.
14. Vale DC Planning Consultations: Clerk to submit approved responses to two consultations. COMPLETE.
15. Green Spaces:
  - a) Cllr Church to launch on-line survey when complete. COMPLETE.
  - b) Cllrs to inform Cllr Church of persons or organisations to invite to Feb 20<sup>th</sup> workshop and Cllr Church to issue invitations (or instruct Clerk) COMPLETE BUT EVENT POSTPONED.
  - c) Cllr Berrett to advertise survey and workshop on website. COMPLETE.
  - d) Cllr MacKeith to include article in The Sprout. COMPLETE.
16. Public Art: Cllrs to advise Cllr Berrett if they wish to be involved in shortlisting meeting on 5<sup>th</sup> Feb at 2.30pm. COMPLETE.  
Cllr Berrett confirmed that it was not possible for the defibrillator to be sited at the student flats and Cllr Kay confirmed that the Seacourt Hall defibrillator should be fitted soon.

Cllr Judy Roberts joined during this item but the audio connection was poor and it was confirmed that there were no questions for her from councillors.

**20/140: CLERK'S REPORT.** In the clerk's absence Cllr Kay summarised the following:

- The Vale's Deep clean had been postponed due to staffing issues relating to Covid.
- An FOI request had been responded to relating to the Allotments.
- The ICO had informed the clerk of a complaint relating to an FOI but would make contact when an officer had been allocated to the case.
- A thank you letter had been received from CAB following receipt of grant funding.
- Local Transport and Connectivity Plan Vision Consultation – Vale DC 15<sup>th</sup> Feb to 29<sup>th</sup> March. An email had been circulated. The Clerk to ask Cllr Church if he would like to draft a response.
- Arrangements for unlocking of car park gates at the Louie Memorial car park. Advice was received from the OPFA that it was acceptable to continue to provide car park facilities during lockdown and Councillors Blase, Rankin and a volunteer had been temporarily arranging opening and closing during lockdown. The closing was now being undertaken once again by members of the car park volunteer group.
- Clerk's laptop issues – Cllr Bastin had helped to resolve various issues but following inspection a local repair shop had recommended a replacement hard drive and additional RAM at £208 including VAT. This had been ordered with three chairman approval to be funded from EMR for Office Equipment.
- The Clerk attended the SLCC Virtual Annual Practitioner's Conference and benefitted from training and advice on a number of subjects.
- The Clerk had booked annual leave from Monday 29<sup>th</sup> March to Monday 5<sup>th</sup> April inclusive and Friday 30<sup>th</sup> April.

**20/141: COUNCIL MOTIONS:** There were none.

## 20/142: COUNCIL MATTERS

### Finance

#### 1. To approve Receipts & Payments (Paper 2)

	Description	Method of payment	Total Amount inc VAT
<b>Paid - previously approved at Council Meeting or urgent invoices paid in accordance with Financial Regulations</b>			
Amazon	Postbox for Parish Office	Multipay Card	£28.55
Lloyds Bank	Multipay Card Monthly Fee	DD	£3.00
Vale of White Horse DC	Emptying of 3 dog bins Oct-Dec 2020 Inv 90184763	BACs	£322.92
St John Ambulance	Defibsafe Defibrillator Cabinet In 1335752	BACs	£606.00
St John Ambulance	Zoll AED Defib, Padi Padz & Replacement Batteries Inv 1333839	BACs	£1,399.20
EE	Clerk's mobile phone Feb	DD	£29.42
Citizens Advice Bureau	Grant	BACs	£300.00
Toolstation	2 x padlocks for Scout Hut	Multipay Card	£25.96
Discounted Cleaning Supplies	Litter picker for Caretaker	Multipay Card	£15.00
Techtonic IT	Techtonic IT Inv 10342 Additional RAM and new hard drive for Clerk's laptop	Multipay Card	£208.25
<b>For Approval</b>			
Oxford Tree Surgeons	Work on T21 & T24 at LM Field Copse & Fen	BACs	£5,610.00
Oxford Tree Surgeons	North Hinksey Lane Hedge Cutting	BACs	£780.00
Aspire Enterprise Services Ltd	Inv 2289 Memorial Garden cut back and clearance	BACs	£432.00
Knights plc	Inv 622273 Professional Charges Scout Group (Judicial Review) 29/12-25/1 see billing guide	BACs	£547.20
Knights plc	Inv 627385 Professional Charges Scout Group (Judicial Review) 28/1-12/2 see billing guide	BACs	£3,556.80
St John Ambulance	Inv 1335338 Stat Padz for Zoll Defib	BACs	£32.40
Various	Total salaries, pension & HMRC	BACS or SO	£3,524.69
<b>Total for February</b>			<b>£17,421.39</b>
Power to Spend is General Power of Competence in all cases.			

Cllr Kay proposed payment of the above and this was seconded by Cllr Fairclough and APPROVED.  
Cllr Bolder arrived at this point.

#### 2. To approve list of items for writing off from Fixed Asset Register at a total value of £2,525.09 (Paper 3)

Item	Date acquired	Custodian	Proxy Value/Gift	Value of Asset	Reason for Writing Off
<b>Seats</b>					
NH Nature Reserve (P Warburg)	31/03/2006	NHPC		£500.00	Removed
<b>Noticeboards</b>					
Jubilee Noticeboard - Chapel Way entrance to shopping precinct	28/03/2003	NHPC		£1,028.23	Removed
Front garden of 17 Chestnut Road	22/07/2003	NHPC	*	£100.00	Removed
Louie Memorial Car Park	07/06/2012	NHPC		£482.00	Removed
<b>Office Equipment</b>					
Philips PPF685E/EU20 Magic 5 Eco Fax/Phone.	13/02/2013	NHPC		£105.91	No longer in office
Dahl Personal Guillotine	31/03/2003	NHPC		£44.99	No longer in office
Fellowes Laminator	27/09/2011	NHPC		£27.99	No longer in office

Heavy Duty Staple Gun	28/11/2004	NHPC		£15.99	No longer in office
<b>Caretaking Equipment</b>					
Sovereign SV40S Petrol Mower	Sep-09	NHPC Caretaker		£89.99	Caretaker confirmed no longer in Pavilion
McCulloch TrimMac 210 Petrol Strimmer	Jun-03	NHPC Caretaker		£79.99	Not working write off & dispose
Rock Salt Grit Spreader 35kg capacity		JH previous cllr		£50.00	No response to confirm if item still exists, despite chasing
<b>Total value of write-offs February 2021</b>				<b>£2,525.09</b>	

Cllr Kay confirmed that the Jubilee noticeboard had been removed following impact damage by a lorry. Cllr Dykes joined the meeting at this point.

Cllr Kay proposed approval of the list and Cllr Rankin seconded. Cllr Dowie requested a named voted and all were in favour except Cllrs Dowie and Allen who voted against. Cllr Dykes abstained as she was not present for the discussion so the list was APPROVED.

### 3. To approve updated and re-stated Fixed Asset Register 2021 (**Papers 4a & 4b**)

Cllr Dowie queried the stated value of the Scout Hut at £1 and Cllr Kay confirmed that insurance values were a separate issue and values had been allocated according to the JPAG guidance in Dropbox. Cllr Dowie queried the insurance value against all buildings (line 14) which was more than combined value of separate buildings.

Cllr Kay proposed to accept the document as the current version and this was seconded by Cllr MacKeith. Following discussion Cllr Fairclough submitted a proposal to amend the motion to “Ask the Clerk to check the insurance value figure and provide an explanation as it is more than the combined value of the separate items and bring back to the March meeting for approval”. This was seconded by Cllr Rankin and all others were in favour except Cllr Dowie who voted against so the proposal to amend was APPROVED.

Councillors then voted for the amended motion with Cllr Kay proposing, Cllr Bastin seconding and all other voting for, except Cllr Dowie who voted against and Cllr Allen abstained so the amended motion was APPROVED.

4. Clerk/RFO to report back from F&GP Committee meeting on 11th Feb: The Chairman reported on behalf of the clerk. The Clerk joined the meeting during this item.
  - a. Updates on Scribe and external audit

- i. Transition to Scribe Accounting: The transition was now complete. The Asset Register had been transferred to Scribe for future management and reporting directly onto the AGAR.
  - ii. The External auditor report was delayed due to issues raised. The auditors were required to deal with the National Audit Office before completion of their report which they would return as soon as they are able to.
  - iii. IAC had been appointed as internal auditors and the virtual audit was booked for 26<sup>th</sup> April. It was hoped to have draft AGAR figures available for the F&GP meeting prior to that (see item 7).
- b. Third quarter reports (**Paper 5**) These had been produced on Scribe and were as approved by the F&GP Committee, except the Net Position Report which had been updated as requested to show that the Botley Bridges grant was taken from code 36 to code 37. The reports were noted by Council.
5. To review draft updated Financial Risk Assessment (**Paper 6**). The Clerk advised that the existing risk assessment had been fully reviewed and updated and, as a 'living document' could be updated as required, but that must occur at least once a year. New actions required were an Investment Policy, Contingency Plan for loss of key personnel, Annual Review of Insurance Cover and a review of Earmarked Reserves at budget round with regard to Legal Fees and Election costs.
- Following discussion Cllr Fairclough requested to move to a vote and this was seconded by Cllr Kay and APPROVED.
- Cllr Kay proposed to accept the updated Financial Risk Assessment and Cllr Dowie requested a named vote. Cllr MacKeith seconded and all voted for except Cllrs Dowie and Allen who voted against so the document was APPROVED.
6. To approve F&GP/Clerk recommendation to discontinue BT Cloud Phone for Parish Office: The Clerk explained that this was an additional cost to the mobile phone which was adequate for home and office working. The phone line would be retained for broadband. Cllr Kay proposed to accept the recommendation, Cllr Rankin seconded and it was unanimously APPROVED.
7. Reschedule F&GP Meeting from 8th to 15th April. This was to allow more time for production of draft AGAR figures after 31<sup>st</sup> March. Cllr Kay proposed the reschedule, Cllr Rankin seconded and it was unanimously APPROVED.

## General

1. Matters arising from the 4th Feb Communications Committee meeting including:
- a. To consider the draft agenda for the APM (**Paper 7**).
- Cllr Berrett ran through draft agenda items but it was noted that parishioners could add additional items either prior to, or during the meeting. A 10-15 minute break mid-meeting was recommended as part of the agenda.
- Cllr Dowie had asked for a question to be included on the agenda '*Should North Hinksey Parish Council offer 4th Oxford Scouts a new lease of the Scout Hut, restoring their previous rights and ensuring that they can continue to invest in young people and thrive as a large multi-section Scout Group with over 100 members.*' This to be voted on and, if this was approved, to be held Parish Poll on the question.
- Cllr Kay confirmed the advice from the Monitoring Officer was that, due to Covid restrictions, a poll could not take place until 6<sup>th</sup> May or within 25 working days following that date. The election costs of £2,500 to £3,000 would be charged to NHPC (and therefore the parishioners) and the decision would not be binding on the parish council. The Clerk to check with the Monitoring Officer whether this was an allowable question and ask about video presence during Zoom meetings.

It was also confirmed that parishioners would be voting but would need to prove they were on the electoral roll, so a statement on this would need to be added to the agenda. It was suggested that, as this question related to the Scout Hut/Pavilion it should come after the presentation and questions on this subject.

It was agreed to add the question above to the draft agenda and publish the draft agenda which parishioners might subsequently add to.

- 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. Cllr Berrett proposed this motion and Cllr Dowie requested a named vote. Cllr Kay seconded and all were in favour other than Cllrs Dowie and Allen who voted against so the motion was APPROVED.
  - 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. Cllr Kay advised that newsletters had already been printed and he would be circulating a distribution list and Covid-safe delivery instructions with a request for delivery within a week in order to advertise the APM. All councillors agreed to assist with deliveries except Cllrs Dowie, Allen and Dykes who were unable to help on this occasion. The Clerk to check with Cllr Church following the meeting.
2. Resolution to upgrade to Zoom Business account for up to 300 attendees for APM at £40 plus VAT. Cllr MacKeith was not present for this item. Cllr Kay proposed, Cllr Berrett seconded and all voted in favour except Cllr Blase who abstained so the resolution was APPROVED.
  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

Cllr MacKeith asked for the Nature Reserve not to be included as another contractor was to be considered by the Allotments Committee. Cllr Potter proposed, Cllr Kay seconded and the quote for the Playing Fields, Village Green and Churchyard was unanimously APPROVED.
  4. Recreation & Amenities
    - a. To approve annual membership of the OPFA at £74.00 to be funded from Subscriptions budget. Cllr Potter confirmed that this was to re-join following lapsed membership. Proposed by Cllr Potter, seconded by Cllr Fairclough and unanimously APPROVED.
    - 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. Cllr Potter proposed, Cllr Blase seconded and unanimously APPROVED by R&A Committee.
    - c. Approval of Zumba classes on LM Field (**Paper 10**). Cllr Potter confirmed that the application was for classes held last summer to resume when restrictions allowed. There were no charges made by NHPC as it was open spaces use. Following discussion Cllr Kay proposed that this was approved subject to the applicant confirming that his intention was to do the maximum 2 classes per week as per the risk assessment and also confirming if over 6 people were allowed (with a maximum of 30 as per the guidance) in front of the Pavilion and MUGA

as previously. Also to confirm that he will adhere to current Covid restrictions. This was seconded by Cllr Fairclough and unanimously APPROVED by R&A Committee.

Cllr Church joined the meeting at this point.

- 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. Cllr Potter confirmed that this would be up to 10 boxes at £15 each. Boxes needed to be checked once outside the nesting season for damage/cleaning and weekly monitoring was required throughout the bird nesting season. It was hoped that parishioners would adopt a box for monitoring during bird nesting season, to be promoted at the Green Spaces Workshop. Cllr Dowie suggested that a unique ID was added to each box. Cllr Bastin suggested bat boxes but it was confirmed that further assessment would be required for either this or owl boxes. Cllr Potter proposed 10 bird boxes for £150 with a unique ID number to be installed before the start of the nesting season. This was seconded by Cllr Blase seconded and unanimously APPROVED.
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 (to be funded from Allotments budgets £185 hedge & tree cutting and grass cutting balance).** Cllr Dowie asked that the specification on the survey was adhered to and no additional cutting done. Also that the allotment ploholders were be advised when the work was to be completed. Cllr MacKeith proposed, Cllr Fairclough seconded and the Allotments Committee unanimously APPROVED this work.
  - 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. Cllr Kay proposed, Cllr Kay seconded and all councillors unanimously APPROVED.
6. Approval of attendance by Cllr Kay at OALC Village Greens half day training on 25th May at a cost of £50 plus VAT. *(to be funded from Councillor Sundries budget).* Cllr Kay outlined that this was to enable better village green management. This was proposed by Cllr Berrett, seconded by Cllr Bastin and unanimously APPROVED except for Cllr Kay who abstained due to a declared interest.
7. Bus Shelter Agreement – review and approval of final draft following input from OCC (**Paper 11**) Cllr Kay outlined amendments and main changes. He proposed that he signed the agreement together with the Clerk and Vice Chairman. This was seconded by Cllr Dykes and unanimously APPROVED with the Clerk to arrange virtual signing of the document.
8. Resolution to sign up to Military Covenant Trust Fund – Cllr Fairclough (**Paper 12**) This was deferred to the March meeting.
9. Oxford to Cambridge Expressway – update from Cllr Kay on proposed NEA / NEG merger. Following discussion Cllr Kay proposed that he was authorised to respond that NHPC do not have any comments or concerns. This was seconded by Cllr Rankin and Cllr Dowie requested a named voted. All voted in favour apart from Cllrs Dowie and Allen who voted against so the proposal was APPROVED.

**20/143: Questions raised by Councillors:** There were none.

**20/144: Other Documents & Letters Received:** Cllr Kay had circulated a Flood Alliance Update.



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

Cllr Kay advised that, in accordance with Standing Orders a vote would be required to continue the meeting as it had already exceeded the two hour limit. This was seconded by Cllr Dykes and Cllr Dowie requested a named vote. All were in favour except Cllrs Dowie and Allen who voted against, so the proposal to continue the meeting was APPROVED.

## **20/146 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 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. This was proposed by Cllr Kay, seconded by Cllr Potter and Cllr Dowie requested a named vote. All were in favour except Cllrs Dowie and Allen who voted against for the resolution was APPROVED and all members of public left 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. Cllr Kay updated that the Scouts had not advised that they had already vacated the Scout Hut but the deadline had been missed for signing and returning the lease, therefore they would have to comply with the deadline for vacating the premises, which was 1st March. Cllr Dowie raised the issue that he considered that the Scout Hut should be insured for rebuilding costs. The Chairman advised him that this was not on the current agenda so could not be discussed at this meeting and that he should send his proposals to the Clerk in order for the matter to be added to the agenda for the March Council meeting. Cllr Kay confirmed that that the condition of building could be assessed once access had been obtained. Cllr Kay proposed to ask the Clerk to contact the Scout Group to make arrangements for handing over all keys for gates, and internal and external doors, and to ask them to confirm the situation regarding utilities, copying in the SATC. This was seconded by Cllr Fairclough and Cllr Dowie requested a named vote. All voted in favour except Cllrs Dowie and Allen who voted against so the proposal was APPROVED. Cllr Kay then proposed to authorise the Clerk to liaise with Knights solicitors in terms of managing the process for awarding of costs for Judicial Review and to go ahead with making arrangements to receive money from the parishioner, should it be awarded. Cllr Jones suggested waiving costs awarded from the parishioner but this was not generally supported or taken to a vote. Cllr Kay's proposal was seconded by Cllr Rankin and Cllr Dowie requested a named vote. All were in favour except Cllrs Dowie, Allen who voted against and Cllr Jones abstained so the proposal was APPROVED.
- 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. Cllr Berrett proposed adding information to the existing timeline on the website and create a new link from the homepage. No information to be added about the Scouts vacating the Scout Hut until this was formally advised by the Clerk. This was seconded by Cllr Kay and Cllr Dowie requested a named vote. All voted in favour except Cllrs Dowie and Allen who voted against so the proposal was APPROVED.
- 4) Report on end of Clerk's probationary period and agreed objectives by the Chairman and Vice Chairman. Cllr Kay confirmed that the review had been completed and no training needs were identified. Councillors had been given copy of agreed objectives. Cllr Bastin had outlined recommendations for improving the performance of the parish laptop.

There being no further business the meeting closed at 21.58 hours.