



Minutes of the Meeting of North Hinksey Parish Council held at 8pm on Thursday 26th November 2020 via video conference

Those Present: Cllr D Kay (Chairman), Cllrs P Allen, A Bastin, L Berrett, D Blase, J Bolder, C Church, M Dowie, A Dykes, G Fairclough, L Jones, C Potter, A Rankin

In attendance: Sharon Henley (Clerk), County Councillor Judy Roberts, District Cllr Emily Smith

Members of Public: 6

20/93: Apologies for Absence: Cllr A MacKeith.

20/94: Declarations of Interest in Items on the Agenda: Cllr Dowie declared a pecuniary interest as an allotment plothead.

20/95: Request from Councillor Dowie for a dispensation to a pecuniary interest as an allotment plothead to speak about the Allotments Budget as part of the Draft Budget for 2021-22 in item 20/103 (2). The request is that the dispensation is granted in the interests of persons living in the parish. Cllr Kay proposed that a dispensation be granted, this was Seconded by Cllr Fairclough and was approved by all councillors except Cllrs Church and Dykes who abstained so the resolution was APPROVED.

20/96: Approval of Draft Minutes

- 1. Parish Council Meeting on 15th October 2020:** Cllr Dowie proposed a number of amendments to the draft minutes and was advised by the Chairman that these did not relate to factual inaccuracies but were requests for amendments or additions to the wording which was not in accordance with Standing Orders. Cllr Kay Proposed to approve the draft minutes in their current form, this was Seconded by Cllrs Dykes. Cllr Dowie requested a named vote. Cllrs Potter, Jones, Rankin, Blase, Berrett, Fairclough, Church voted in favour, Cllr Bolder abstained as she did not attend the meeting. Cllrs Dowie and Allen voted against so the draft minutes were APPROVED.
- 2. Extraordinary Allotments Committee Meeting on 12th November:** Cllr Kay Proposed to approve the draft minutes, Cllr Fairclough Seconded and the remaining committee members APPROVED.
- 3. Remembrance Day Committee Meeting on 15th October:** Approved was Proposed by Cllr Kay, Seconded by Cllr Fairclough and unanimously APPROVED by the committee members.
- 4. Extraordinary Parish Council Meeting on 17th November:** Cllr Dowie Proposed an amendment to item 29/91 but after discussion, many councillors thought the additional wording was not relevant and should not be included. Cllr Allen Seconded the Proposal and Cllr Dowie requested a named vote. Cllrs Kay, Potter, Berrett, Blase and Dykes voted against and all others abstained so the amendment was not approved.

Cllr Dowie also Proposed an amendment to 20/92 third paragraph to include additional information on the named vote to read as follows: 'This was Seconded by Cllr Dykes. Cllr Dowie requested a named vote with all councillors voting in favour, except Cllrs Allen, Dowie and

Jones who voted against so the motion was APPROVED'. Cllr Kay Proposed to accept this amendment and this was unanimously approved.

Cllr Kay Proposed to approve the draft minutes with the single amendment and Cllr Dowie requested a named vote. Cllr Rankin Seconded the proposal and Cllrs Potter, Blase, Church, Berrett voted for, with Cllrs Allen and Dowie voting against so resolution was APPROVED.

5. **Finance & General Purposes Committee Meeting on 19th November:** Approval was Proposed by Cllr Kay, Seconded by Cllr Fairclough and unanimously APPROVED by all committee members.

20/97: Matters raised by Members of the Public

Question 1

At a time of financial hardship for many parishioners why is this Parish Council proposing a 6% increase in the precept following on from a huge 9.9% increase in the current year's precept and what economies are being made?

Response by Cllr Kay

The draft budget recommendations from the F&GP Committee were for an increase to the total precept of around 6%, but subject to clarification of grass cutting costs which we expected to decrease from the initial quote. This has proved to be the case, meaning that the draft budget being considered tonight is actually for a precept request only 1% above that for the current year. It should be noted that even the original proposed level was significantly below the increase in salary and pension costs of the new clerk vs. our former clerk, which occurred partly because our previous clerk did not join the pension scheme. I will mention more details about these costs in my response to the third question tonight.

As well as the reduced grass cutting costs other savings have been made in areas such as the allotments and nature reserve, playgrounds, and Environment Committee activities where our initial budget figures were reduced by several thousand pounds in total in order to achieve a sensible balance.

Overall with an expected increase in the number of residents in the parish over the past 12 months it is likely that the cost per household will actually reduce by a few percent next year, although we don't have the final household numbers figures from the Vale yet.

Question 2

If the parishioner referred to in minute 20/89 of the draft minutes of the meeting on 17th November goes ahead with his/her proposal for Judicial Review of NHPC and its actions, who will pay for any related legal costs beyond those referred to in minute 20/90, and if damages were to be awarded against the Parish Council as a result of the Judicial Review, who will pay for these?

Response by Cllr Kay

If any additional legal costs were to be incurred by the Parish Council then the Parish Council would obviously need to pay these. The Parish Council have been notified today that the Judicial Review will go ahead, but given the weaknesses in the parishioner's case I would be surprised if this action were to actually occur, and even more surprised if the Parish Council were to lose in court. The parishioner further asked if the Parish Council had any 'Plan B' in place and the Chairman confirmed that there was no 'Plan B'.

Question 3

Related to paper 2, row 18 and the comment "Need to budget for full time clerk". When did NHPC agree to employ a full time Parish Clerk and where is the written justification or breakdown of the Clerk's time for taxpayers to see which activities are consuming additional resource to justify this?

Response by Cllr Kay

Councillor Kay noted that the previous Clerk had not joined the pension scheme and was on a lower pay grade which accounted for significantly more than half of the increased costs, rather than the increase in hours.

The recruitment process for the new clerk took nearly 6 months in total and from the start it was considered likely that there might be a need to move to operating a full time role, which was recommended by the outgoing Clerk.

Reasons for an increased workload included an increase in the number of committees, and the number of meetings that the clerk now has to attend, and produce agendas and minutes for, plus changes in legislation, and a massive increase in the number of actions involving the clerk that have been arising from Council and Committees in recent times as is apparent by looking at the Action Review section of this and other recent meetings, which are all considerably lengthier than in past times. One of the main reasons why the previous Clerk resigned was because of the workload, which he felt was not achievable in the number of hours that he was being paid for.

In terms of the recruitment process, that was carried out in a similar way to the recruitment of the former clerk 2 years earlier and in line with the NHPC Recruitment Policy. A panel of four Councillors was appointed by the Council, with a budget agreed for advertising the position, and the job description reviewed and updated, incorporating input from the outgoing Clerk.

At this point Councillor Kay left the meeting because of a failure in the internet connection, and Cllr Fairclough temporarily took over as meeting Chairman. The Clerk advised that a full written response to the question would be sent to the parishioner who asked the question. At a later point in the meeting after Councillor Kay had re-joined it was confirmed that the issue of the Clerk/RFO role being offered as a full-time position was specifically discussed in the June 2020 Council meeting as well as on other occasions during the recruitment process via e-mail and in Council meetings.

20/98: Questions raised by Councillors

Cllr Lorna Berrett - Closure of Barclays Bank on 29 January – matters raised by parishioners on Botley Noticeboard Facebook. A lot of banking services can be done at the Post Office in Co-op but not the banking for group accounts for small local charities. These require a card to deposit at the Post Office and community accounts do not supply a debit card as dual authorisation is required on all transactions.

Can the Parish Council write to Barclays to request support for local charities and for elderly and mobility-impaired parishioners?

Response by Parish Council

As Chairman in Cllrs Kay's absence, Cllr Fairclough commented that it was now very late to ask the bank to change their plans. After discussion it was suggested that the Clerk should write to Savills to ask them to target high street financial institutions with the purpose of bringing a shop front bank to West Way Centre. This was Proposed by Cllr Rankin, Seconded by Cllr Church and

Cllr Dowie requested a named vote. Cllrs Bastin, Potter, Dykes, Berrett and Bolder voted for and Cllrs Dowie and Allen against, so the resolution was APPROVED.

Cllr Kay rejoined the meeting at this point and resumed the Chair.

20/99: Reports from County & District Councillors:

County Cllr Judy Roberts had received a response from the IT Dept at the City Council on the requests to change the Enforcement Page to show that it related to both Oxford City and North Hinksey Parish.

Cllr Berrett asked about the current situation on the signage about yellow line restrictions in North Hinksey Lane, although Cllrs Roberts' report had covered some aspects of this. Cllr Hallett advised that there had been two consultations but no-one had attended the meetings, although there were some written responses. The lines on the slip road would only be in force for one hour per day and were intended to stop commuter parking.

District Cllr Emily Smith reported a lot of time had been devoted to Covid response. Clinically extremely vulnerable people had been contacted and there were two live business support grants. They were planning for the Covid Vaccination programme. Planning Committee – Westway, Block A application – Cllrs Hallett would be representing at the meeting. She thanked NHPC for organising the Remembrance Day Service which went well.

20/100: Review of Actions

19/98 Burial Facilities: CARRIED OVER

19/158 (1) Councillors to be added as a cheque signatory: COMPLETE FOR UNITY TRUST

20/70:

1. **Tree Survey.** Clerk to obtain further quotes and arrange for urgent works: **Urgent works COMPLETE. Further quotes requested for 12 month items - ONGOING**

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:** Clerk to continue to chase BT and raise further complaint if necessary - **ONGOING**

20/83

1a **Register of Interests.** Clerk to liaise with Monitoring Officer over arrangements for redacting information in Register of Interests - **COMPLETE**

1b **Reporting inappropriate behaviour to Council.** Clerk to report back to subsequent Council meetings any inappropriate behaviour by Councillors in the Clerk's report to allow them an opportunity to explain their actions outside of the formal complaints process. **ONGOING.**

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

3a **Works arising from Tree Survey:** Clerk and Cllr Potter to meet tree surgeon on Monday 19th Oct at 10.15am at LM Playing Fields Car Park to review T24 quote. All councillors invited to attend. **COMPLETE.**

3b **LM Playing Fields** removal of branches overhanging path and clearance of vegetation at rear of Lime Road houses – Clerk to instruct Graham Sillman to complete. **COMPLETE.**

4 **Remembrance Day Service.** Cllr Fairclough to circulate the order of service to participants by 23rd October. **COMPLETE.**

5 **Bus shelters.** Cllr Kay to query the requirements for Westminster Way bus shelters with the County Council, and get confirmation of S106 funds needed for them plus possible uses for the remaining S106 funds. **COMPLETE.**

- 6 NHPC Bank Accounts** – Clerk to open Unity Trust Current Bank account and switch from Barclays current account. Application to include Multi-Pay card for Clerk. **ONGOING.**
- 7 Scout Hut Lease** – Clerk to instruct solicitor to advise SATC of agreed deadlines and requests for information. **COMPLETE.**
- 8 Purchase of Office Equipment:** Clerk to purchase DSE items. **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.**
- 10 Oxfordshire 2050 Plan & County Local Transport & Connectivity Plan:** Cllr Church to draft responses and circulate. Agree method of response at next meeting. **ONGOING.**
- 11a Grounds Maintenance Works in Nature Reserve:** G Sillman to be instructed by the Clerk to complete. **ONGOING.**
- 11b Bench for Community Orchard:** Clerk to arrange for G Sillman to supply and fit recommended bench, including cut back vegetation. **ONGOING.**
- 12a LM Car Park Bollards:** Clerk to arrange for G Sillman to supply and fit 2no. **ONGOING.**
- 12b Oxford Conservation Volunteers:** Cllr Potter to confirm further date for works on 14th Nov. **COMPLETE.**
- 13 Public Art in Botley Centre:** Cllrs Kay and Cllr Berrett to liaise with Vale reps to finalise Artistic Brief, and to report back to Council on progress at the Nov meeting. **ONGOING.**
- 16 Financial Regulations:** Councillors to email Clerk with any further comments or questions. Clerk to produce final draft for agreeing in the November meeting. **COMPLETE.**
- 17 Dispose of 'Kustom' amplifier, speaker and microphone system, induction loop and associated cabling:** Clerk to arrange disposal through Freecycle or similar. Cllr Blase to confirm interest in any of the equipment prior to disposal. **ONGOING DUE TO LOCKDOWN.**
- 18 General Power of Competence:** Clerk to arrange adoption of Power. **COMPLETE.**
- 19 Noticeboard Monitors:** Councillors to advise of any additional volunteers and Clerk to circulate final list. **COMPLETE.**
- 19 Agendas:** Clerk to produce shortened version of full Council meeting public agendas for noticeboards. **COMPLETE.**

20/101: CLERK'S REPORT

Finance

- **Bank Switch to Unity Trust:** The account was now open with the Clerk as Administrator and Cllrs Kay, Rankin, Potter and Fairclough as signatories. The switch of the current account from Barclays was expected to conclude next week.
- **Barclays Bank Signatories:** The Clerk had been added and was able to set up on-line payments for approval.
- **Closure of Barclays branch in Botley:** As mentioned in councillor questions but should not affect NHPC as the current account would be switched by early December.
- **CIL:** Notification of £82,127.58 to be used by the Vale's affordable housing team in relation to 17V47 - 12-14 Cumnor Hill - P16/V1976/FUL
- **BT/EE Charges:** BT had agreed to refund the following: £17 in relation to a phone call made to their broadband helpline and £30 towards the purchase of 4g mobile wi-fi box to use when there was no broadband in the Parish Office.

General

- **Accident at LM Fields on Titan Swing:** Notification was received of a serious accident in October. Cllr Potter was liaising with the school to refresh the safety messages given in 2019. The Council's insurer had been informed.

- **Wi-fi in Office & Seacourt Hall:** This was now in place but the strength of the signal to the hall is weak. This requires further testing and a signal booster may be required.
- **Noticeboard Monitors:** The Clerk thanked councillors who had agreed to help and had circulated a list with all noticeboards now covered for display of a shortened version of the main Council agenda.
- **Update on bus shelters**
 - The County Council should be installing the replacement bus shelter on Westminster Way shortly (timing TBC) using part of the S106 funds.
 - A new bus shelter on the opposite side of Westminster Way to be installed at some point using S106 funds.
 - That should still leave a large chunk of S106 funds available for other transport related infrastructure in the parish.
 - Four other bus shelters on West Way to be handled as part of the Botley Road Corridor Works.
 - Still waiting for the proposed wording of a new contract with PrimeSite Media, but hope to have a draft to discuss at the December meeting.
- **Anti-Virus Software for Clerk's Laptop:** The purchase of Sophos at £31.21 plus VAT had been approved by 3 Chairmen in between meetings to replace the previous software which expired.
- **Salt Bins:** Cllr Blase produced a list of which bins required refills and this was sent onto Highways who agreed to refill them FOC.
- **Thames Water:** The response letter on water pollution was circulated to councillors. Cllr Blase to forward to members of WOCA, some of whom swim in the stream.
- **VoWH consultation on new Licensing Policy,** circulated to councillors as the expiry date was 17th Dec. The link is <https://survey.southandvale.gov.uk/s/StatementofLicensingPolicy/> and councillors were encouraged to submit their own responses.
- **OALC Training Courses for 2021:** A list had been circulated to councillors – please contact the Clerk if interested.
- **Christmas Tree in the Square:** Mace had advised that they would erect a tree the following Monday.
- **Clerk's Leave Dates:** Dates as circulated were Mon 30th Nov-Tues 1st Dec and Wed 2nd Dec pm. Christmas/New Year leave from Wed 23rd Dec to Fri 1st Jan inclusive.
- **Inappropriate behaviour by Councillors:** The Clerk had previously been asked to report each month. There had been an accusation by Cllr Dowie of maladministration by the Clerk in connection with the draft minutes and a request had been made for withdrawal of this comment.

20/102: COUNCIL MOTIONS

20/103: COUNCIL MATTERS

Finance

1. Approval of Receipt & Payments (Paper 1):

Payee	Description	Payment (inc VAT)	Receipt
Items Authorised in between meetings including Contractual Items			
Sharon Henley	Clerk's expenses for Computer monitor, two monitor stands, HDMI adapter cable (as approved at Oct meeting - different spec of cable was required)	£194.96	
ICO	Annual Data Protection Fee	£40.00	

Sharon Henley	Clerk's expenses for ink cartridge office printer	£38.32	
Various	Total Salaries, Tax/NI & Pension for November	£3,524.69	
Total		£3,797.97	
Payee	Description	Payment (inc VAT)	Receipt
Items for approval at Meeting 26th November 2020			
Vale of White Horse DC	CIL		£7,327.24
BT	Refund of overpayment		£953.57
Acer Trust	MUGA rental		£100.00
EE	Clerk's Mobile Phone Nov	£44.42	
Kitson Consulting	Inv 2020-11-02-NHPC-01 Website	£72.00	
Oxford Tree Surgeons	Inv 05/10/2020 for Work on T16, 22, 26 & 27	£2,028.00	
Seacourt Hall Mgmt Cttee	Inv 824 Recharge of cost of dispensers and supply of cleaning products for Parish Office	£110.04	
Seacourt Hall Mgmt Cttee	Inv 823 Recharge for fitting of wall brackets and dispensers by cleaning company for Parish Office	£36.00	
Sharon Henley	Clerk's expenses for Sophos anti-virus, batteries and stamps	£51.58	
Knights plc	Inv 609466 Advice re Scout Group	£2,577.60	
Graham Fairclough	Reimbursement for RBL Poppy Wreaths	£160.00	
Ox Hospitals Broadcasting Assoc (Radio Cherwell)	PA System for Remembrance Day Service	£160.00	
Graham Sillman	Nature Reserve maintenance works Inv J945 & Titan Swing inspection Inv J950	£1,314.00	
Total for November		£6,553.64	£8,380.81
Total All Payments for November		£10,351.61	
Power to Spend is General Power of Competence in all cases.			

The above payments were Proposed for approval by Cllr Kay, Seconded by Cllr Fairclough and were unanimously APPROVED.

2. **2021-22 Draft budget (Paper 2):** To consider the draft 2021-22 budget and recommendations from the F&GP Committee, and either agree a final budget or amendments to be made to the draft budget to bring back to the December Council meeting for finalising.
Cllr Kay advised that the draft budget had been amended to reflect the updated grass cutting costs and, with a final adjustment to one cost line at the meeting, showed an approx. 2% increase year on year. Cllr Dowie asked if there was any provision in the budget to encourage allotment holders to be more environmentally friendly. Cllr MacKeith as Committee Chairman was not present but it was thought that there was not. As Chairman of the E&W Committee, Cllr Church was asked to comment and he said that he knew of other allotments where this had been done but it would need clear criteria for value for money.

Cllr Dowie asked if monies in had been allocated to the proposed allotments hardstanding in the 2021-22 budget but, in Councillors MacKeith's absence, this was not thought to be included. The Memorial Garden had a proposed budget of £1,000 but Cllr Church commented that it was a well-used facility and the budget was need for maintenance next financial year.

Cllr Kay advised the final draft budget was £98,101 which represented an approx. 2% increase y/y but the number of households in the parish had risen, so this could equate to a decrease in payment per household, although figures were still to be confirmed from the Vale. Cllr Kay Proposed to approve the draft budget. Cllr Dowie requested a named vote. Cllr Church Seconded and all councillors voted in favour except Cllrs Dowie and Allen who voted against so the budget was APPROVED.

3. Virements (Paper 3): To approve list of proposed Virements (transfers of funds between budget headings) to balance current year's budget. As per recommendations from F&GP Committee.

Virement Number	Proposed Amount £	From Cost Centre	From Budget Code	Name	Current Balance	Remaining Balance	To Cost Centre	To Budget Code	Name	Reason
1	£455	110	4090	Admin Support	£455	£0	110	4000	Staff Salary - Clerk	Under-budgetted by £5781 over whole year for full-time clerk & locums were used at a different rate of pay
2	£365	110	4050	Staff Mileage	£365	£0				
3	£4,435	327	EMR	Elections	£4,435	£0				
4	£50	120	4115	Chairmans Allowance	£50	£0				
5	£476	130	4215	Major Grants	£5,000	£4,524				
Total	£5,781									
6	£901	130	4990	Sundries	£901	£0	130	4195	Office Equipment	Overspent by £1,076 inc. new office items
7	£355	130	4985	Contingency	£2,700	£2,345	190	4000	Staff Salary - Caretaker	Total under-budgetted approx £355 for the year
8	£718	190	4530	PF OS Litter	£718	£0	190	4000	Staff Salary - Caretaker	Money allocated to non-staff budget
9	£82	170	4320	NR Maintenance	£677	£595	190	4000	Staff Salary - Caretaker	Litter clearance incorrectly charged to PF budget
Total	£1,155									

The resolution was Proposed by Cllr Kay, Seconded by Cllr Blase and Cllr Dowie requested a named vote. All councillors voted in favour, except Cllrs Dowie and Allen who voted against, so the resolution was APPROVED.

4. Accounting Software (Paper 4): To consider request from Clerk/RFO to change software from RBS to Scribe during current year at a cost of £817. To be funded from Contingency budget. The Clerk outlined the reasons for the request, as fully described in paper 4, and after discussion this was Proposed by Cllr Kay, Seconded by Cllr Fairclough. Cllr Dowie requested a named vote. Councillors unanimously APPROVED the resolution.

5. **Draft Financial Regulations (Paper 5):** To consider the Clerk's recommendations and agree final wordings for amendments to the Financial Regulations.

The Clerk summarised the main changes from the existing document. The updated document was Proposed by Cllr Kay and Seconded by Cllr Church. Cllr Dowie requested a named vote and all councillors voted in favour except Cllrs Dowie and Allen who voted against, so the resolution was APPROVED.

General

6. **Scout Hut Lease:** Update from Cllr Kay and the Clerk on the current situation
Cllr Kay updated that a parishioner had notified of his intention to go ahead with Judicial Review and a High Court decision was awaited on whether permission for this would be granted before it could go to court. He proposed that the solicitors were instructed to handle the process and that he would liaise with solicitors in conjunction with the Clerk. The solicitors had advised the submission of a short response to the Judicial Review. When asked about estimated timings for the Judicial Review process Cllr Kay advised that he expected further news on permission in the next couple of weeks but thought that a final decision would be made prior to Christmas. After discussion Cllr Church Proposed to follow advice from the solicitors to ask them to prepare the short response to the Judicial Review and ongoing for them to handle the process. Cllr Kay and the Clerk to remain as liaison in terms of providing information to them. Also to request projected costs from Knights for the Judicial Review process if it were to go to Court. This was Seconded by Cllr Fairclough and Cllr Dowie requested a named vote. All councillors voted in favour except Cllrs Dowie, Allen and Jones who voted against so the resolution was APPROVED.

It was also agreed for the Clerk to check that the solicitors were in a position to respond to the Scouts following the meeting to confirm that, as they had not taken up the offer of the lease by the deadline of 26th November then they were to be asked to vacate the premises. Also, to confirm that the Tenancy at Will had now come to an end to avoid any legal ambiguity.

Cllr Berrett suggested setting up a meeting to discuss long-term prospects with the Scouts as the Council's recent offer of a meeting had not been completely rejected. It was suggested that this was reviewed at the December meeting.

Councillors agreed to take a 5 minute meeting break at this point and the meeting commenced again at 21.42 hours.

7. **Council Meetings (Paper 6):** Councillors to provide feedback on proposals to improve management of, and reduce the length of, Council meetings.
Cllr Kay outlined proposals which included to revisit the meetings calendar to review dates where Council meetings clash with Committee meetings and possibly reschedule to other dates. Also to add an R&A Committee meeting in December and amend the start time of the December Council meeting to 7.30pm and these actions were unanimously APPROVED.
It was agreed that the Clerk would produce a simplified list of other suggested changes for Council to review in January.
8. **Standing Orders Review (Paper 7 Model SOs):** Councillors to provide initial input into the Standing Orders review, with detailed proposals for changes to be brought to the December Council meeting for further discussions.
Councillors were invited to comment on the proposals and, as there were two very detailed documents to review, Cllr Kay Proposed for the Clerk to produce a single document, based

primarily on model Standing Orders but add in the highlighted green sections from the current Standing Orders for Council to review and keep the changes highlighted so councillors could see the changes. Drafts for review at the December and January meetings. Changes with annotated comments would be circulated between meetings using suitable software with a 'live document'. This was Proposed by Cllr Kay, Seconded by Cllr Berrett and unanimously APPROVED.

9. **Oxfordshire 2050 Plan & County Local Transport & Connectivity Plan (Paper 8):** Councillors to consider responses proposed by Cllr Church and agree the method and content of submissions to this consultation.

Cllr Church had added an addendum to paper 8 on Oxfordshire 2050: At the recent meeting of the Oxfordshire Growth Board it became clear that issues with central government referred to in paper 8 have been resolved. The board has a further time to develop the Growth Deal work and developing the Oxfordshire 2050 plan will be part of that. A further round of consultation will therefore take place in 2021 but I suspect this may be after the council elections. We should still develop a response to the strategic vision consultation and be ready to comment on the LTCP transport plan.

It was agreed that the Environment & Wellbeing Committee would discuss a draft submission to that consultation to go to full council on 17th Dec.

9. **R&A Committee items:**

- a. **T21 Hawthorn on Tree Survey:** Consider quote from Oxford Tree Surgeons to dismantle and leave stacked as an Eco pile – currently uprooted and leaning across footpath at £75 plus VAT. This was Proposed by Cllr Potter, Seconded by Cllr Kay and unanimously APPROVED by committee members.
- b. **T24 group of large Willows on Tree Survey:** Consider quote from Oxford Tree Surgeons to pollard to safe height i.e. approx. 5m with all brush to be cut and left on site as “eco piles” at a cost of £4,600 plus VAT. Cllr Dowie asked what steps would be taken to stop the willows in the eco piles rooting and the Clerk to check with contractor. Cllr Potter Proposed to accept the quote, Cllr Rankin Seconded and committee members voted to unanimously APPROVE.
- c. **Gate in Louie Memorial Upper Field:** Consider quote from Graham Sillman to replace damaged socket to secure gate open at a cost of £70. Proposed by Cllr Blase, Seconded by Cllr Church and committee members voted to unanimously APPROVE.
- d. Agree terms and conditions for use of Louie Memorial Fields by outside organisations Due to time restrictions in the meeting it was agreed to schedule an additional R&A Committee meeting in December as item (d) and several other items required discussion.

Cllr Allen left the meeting at this point.

10. **Cumnor Parish Neighbourhood Plan Consultation 15th Oct to 3rd Dec.** Discuss and agree a formal response from NHPC. Councillors are encouraged to submit their own individual responses. <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/local-plan-and-planning-policies/neighbourhood-plans/emerging-neighbourhood-plans/cumnor-neighbourhood-plan/> Cllr Kay had produced a short draft submission statement as follows:

NHPC is fully supportive of the Cumnor Parish Neighbourhood Plan, which follows a similar approach in many ways to the North Hinksey Parish Neighbourhood Plan, partly because a large amount of information was shared by the North Hinksey Parish Neighbourhood Plan Team to aid in the production of the Cumnor Parish Neighbourhood Plan.

In particular NHPC welcomes the protection that the Cumnor Parish Neighbourhood Plan would offer to green spaces and community facilities that will benefit residents within both Cumnor and North Hinksey Parishes. We also support the inclusion of a policy relating to the risks of groundwater flooding, but note that the Groundwater Risk Assessment on the VOWHDC website cannot be viewed, other than the front page, as there is an error in the file. It is important that this document is made available urgently.

In the absence of further submission comments Cllr Kay Proposed to submit this wording, and this was Seconded by Cllr Rankin. Cllr Dowie requested a named vote. All councillors voted in favour except Cllr Dowie who abstained so the submission was APPROVED.

11. **Remembrance Day Service 2020:** Report back on the Remembrance Day Service from Cllr Fairclough who commented that, despite the conditions imposed through the Covid Regulations which prevented a normal service, it had been possible to organise, through the Committee, a very worthwhile and fitting service to lay wreaths for the parish. He had received a number of very positive responses following the service, including from the Lord Lieutenant's office and several embassies, so the event had been a success and he thanked everyone involved. Cllrs Dykes and Kay thanked Cllr Fairclough and the rest of Committee for their good work. Cllr Potter suggested the event was also livestreamed via Facebook next year as that had worked well.
12. **Road Safety:** Update from Cllr Jones on plans by residents to submit a petition to the County Council to request provision of a new pedestrian crossing for pupils at Matthew Arnold School. Cllr Jones reported that the petition now had 370 signatures and would hopefully grow as the children needed a safer crossing. She confirmed that Cumnor Parish and the District Councillors had been involved and that the petition had been shared with Cumnor Parish Council and MP Layla Moran. Cllr Bastin added that it was expected that the speed limit on the whole of Cumnor Hill would be changed to 30mph soon as it was being considered by OCC.

20/104 Other Documents & Letters Received: Cllr Kay highlighted that a newsletter from the Flood Alleviation Scheme had been circulated and that presentations from the Environment Agency on the Flood Alleviation Scheme and OCC on related Kennington Bridge Work would be made at the December Council meeting.

Cllr Berrett had circulated a brief for Public Art for Westway and Cllr Blase had provided feedback. Cllr Fairclough reminded Cllr Berrett of the plan to commission one of the artists to add the names of the war dead in the parish to the art produced.

Cllr Church reminded the meeting that it was Treeweek and on Saturday 5th there would be 400 trees planted on ground at the top of Tilbury Fields and 200 trees planted at Oxford Rugby Club on Sunday 6th at midday. He would circulate information and encouraged all to join.

20/105 Date of Next Meeting: Thursday 17th December 2020 at 7.30pm via video conference.

There being no further business the meeting closed at 22.23 hours.