



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

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The Annual Meeting of North Hinksey Parish Council will be held at 7.30pm on Thursday 6th May 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: 29th April 2021

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

<https://us02web.zoom.us/j/89835404659>

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

Enter the **Meeting ID:** 898 3540 4659 and **Passcode:** 643147

To listen by telephone (including mobiles), dial 0131 460 1196. 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

Annual Meeting Items (35 mins)

21/001: Elect a Chairman of the Council: To consider nominations for Chairman and elect one.

21/002: Declaration of Acceptance of Office: To accept the Declaration of Acceptance of Office from the Chairman.

21/003: Elect a Vice Chairman of the Council: To consider nominations for Vice Chairman and elect one.

21/004: Declaration of Acceptance of Office: To accept the Declaration of Acceptance of Office from the Vice Chairman.

21/005: Apologies for Absence

21/006: Register of Members' Interest: Councillors to check and confirm their Register of Interest forms.

21/007: Declarations of Interest in Items on the Agenda

21/008: Appointment to Committees & their respective Chairmen: Once appointed each committee is asked to agree a Chairman

- a) Planning Committee
- b) Allotments Committee (including Nature Reserve and Community Orchard)
- c) Communications Committee

- d) Recreation & Amenities Committee (inc. LM Playing Fields, Copse & Fen, LM Pavilion Trust, cutting grass at the NH Village Green and Churchyard)
- e) Remembrance Day Committee
- f) Environment & Wellbeing Committee
- g) Finance & General Purposes Committee: The committee will consist of the Chairman and Vice-Chairman of the Council, Chairmen of the other Committees + 1 Councillor with extensive knowledge of the Parish and 1 further councillor.

Appointment of:

- i) A councillor with extensive knowledge of the Parish
- ii) A further councillor

21/009: Appointment of Parish Council Representatives

- a) Louie Memorial Pavilion Trust (max. of 2)
- b) Seacourt Hall Management Committee (max. of 4)
- c) Botley Traffic Advisory Committee (max. of 4)
- d) Parish Transport Representative (1)
- e) Oxford Green Belt Network Representative (1) (Traditionally the Chairman of the Planning Committee)
- f) Website Management (max. of 2)

21/010: To confirm the General Power of Competence is still in place

21/011: To confirm expenditure made under the Local Government Act S137 (Paper 1)

21/012: To approve list of Bank Standing Orders and Direct Debits for the year (Paper 2)

21/013: To review bank signatories for Barclays Bank and Unity Trust Bank

21/014: To approve updated Council Standing Orders May 2021 following discontinuance of virtual meetings (Paper 3)

21/015: End of Year Finance (35 mins)

1) RFO End of Year Report to 31st March 2021 (Paper 4)

2) Annual Internal Auditor's Report 2020-21 (Paper 5)

- a) To review and accept report
- b) To determine actions arising from recommendations
- c) To resolve that overpayment of the clerk's salary at £27.37 per month between Oct 2020 and April 2021 totalling £164.22 to be deducted from the May salary. In addition a further amount of £27.37 in April giving a final total of £191.59 gross.

3) Review & Approval of AGAR (Paper 6) & associated documents 2020-21

- a) **Annual Internal Audit Report 2020-21 (AGAR page 3):** To review and approve document signed by internal auditor
- b) **AGAR Section 1 – Annual Governance Statement 2020-21:** To review statements 1-9 and agree Yes or No responses to each statement
- c) **To approve Bank Reconciliation 2020-21 (Paper 7)**
- d) **To approve Explanation of Variances 2020-21 (Paper 8)**
- e) **AGAR Section 1 – Accounting Statements 2020-21:** To approve draft Accounting Statements
- f) **To agree method of obtaining wet signatures on AGAR document for submission to auditor**
- g) **2021 Notice of Public Rights (Paper 9):** To approve (a) dates and draft notice and (b) date and method of publishing on website.

21/016: Annual Insurance Renewal (Paper 10): To review and approve quote from BHIB to provide annual cover from 1st June 2021 at a cost of £2,076.54.

Parish Council Meeting Items

21/017: Approval of Draft Minutes (5 minutes)

1. Parish Council Meeting 27th April 2021
2. Recreation & Amenities Committee 29th April 2021

21/018: Matters raised by Members of the Public: (Max 5 mins / question, 15 mins total)

21/019: Clerk's Report (5 minutes)

21/020: COUNCIL MOTIONS

21/021: COUNCIL MATTERS

1) Finance

a) Approval of Receipts and Payments (Paper 11)

General (Total 35 minutes)

2) Technical Provision for holding hybrid meetings in the Seacourt Hall after 6th May:

- a) Agreement to purchase BT Premium Whole Home Wi-Fi Extenders (Pack of 3) https://www.amazon.co.uk/dp/B07VQMNKRG/ref=emc_b_5_t at a cost of £269.99 to be funded from New Community Hall EMR and to arrange for Graham Sillman to fit suitable shelving.
 - b) To agree any additional items to be purchased in advance of face-to-face meetings commencing after 6th May.
 - c) To approve draft risk assessment for hybrid meetings (Paper 12)
- 3) **Former Scout Hut:** To approve a Condition Report being completed by Cllr Darren Blase to document current condition of the building.
 - 4) **New Pavilion Project:**
 - a) Fundraising Working Group: To approve councillor membership of group to work on fundraising for the new Pavilion Project.
 - b) To approve draft grant application to the Community Renewal Fund for the Pavilion, deadline 28th May. Cllr Potter(Paper 13)
 - 5) **Child Protection Policy:** To review and approve draft policy (Paper 14)
 - 6) **Picnic Tables for Louie Memorial Field:** To approve arrangements for installation by Cllr Rankin

21/022: Other Documents & Letters Received:

21/023: Date of Next Meeting: Parish Council Meeting Thursday 24th June 2021 at 7.30pm at the Seacourt Hall (Public Access via Zoom).

End of Meeting