



# North Hinksey Parish Council



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## Minutes of the Annual Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 6<sup>th</sup> May 2021 via video conference

**Those Present:** Cllr Kay (Chairman item 21/001), Cllr Potter (Chairman item 21/002 onwards) Cllrs Allen, Bastin, Berrett, Blase, Church, Dowie, Dykes, Fairclough, Jones (from item 21/003 to 21/021(2c)), MacKeith, (to 20/014) and Rankin

**In Attendance:** Sharon Henley, Clerk, County Cllr Judy Roberts, District Cllrs Debby Hallett & Emily Smith

**Members of Public:** 3

### Annual Meeting Items

**21/001: Elect a Chairman of the Council:** To consider nominations for Chairman and elect one. Cllr Dowie requested clarification of the method of voting system. Cllr Berrett proposed that councillors would have one vote each to cover all nominees. This was seconded by Cllr Potter and Cllr Dowie requested a named vote. Unanimously APPROVED.

Cllr Church had been nominated but confirmed that he did not wish to stand.

Cllr Potter was the only other nominee and confirmed that she was willing to stand. Cllr Dowie requested a named vote and all were in favour except Cllr Dowie who voted against. Cllr Potter was confirmed as Chairman and accepted. She thanked Cllr Kay for his hard work during his 6 years in office as Chairman and chaired the meeting from this point forward.

**21/002: Declaration of Acceptance of Office:** To accept the Declaration of Acceptance of Office from the Chairman. It was agreed the document should be signed by the Chairman and Clerk following the meeting and this was unanimously APPROVED.

**21/003: Elect a Vice Chairman of the Council:** To consider nominations for Vice Chairman and elect one. Cllr Jones joined at this point.

Cllrs Kay and Fairclough had been nominated but did not wish to stand. Cllrs Berrett and Rankin were nominated and confirmed they did wish to stand. Cllr Dowie requested a named vote. Cllrs Kay, Bastin, Dykes, Berrett, Potter, Church, Dowie, Allen, Jones and MacKeith voted for Cllr Berrett. Cllrs Rankin, Fairclough and Blase voted for Cllr Rankin. Cllr Berrett was elected Vice Chairman and accepted.

**21/004: Declaration of Acceptance of Office:** To accept the Declaration of Acceptance of Office from the Vice Chairman. It was agreed the document should be signed by the Vice Chairman and Clerk following the meeting and this was unanimously APPROVED.

**21/005: Apologies for Absence:** Cllr Judi Bolder.

**21/006: Register of Members' Interest:** Councillors to check and confirm their Register of Interest forms. Cllr Potter to complete an amendment form with her spouse's new employer.

**21/007: Declarations of Interest in Items on the Agenda:** There were none.

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

a) **Planning Committee.** Membership was agreed at Cllrs Rankin, Kay, Dowie, Dykes and Church. Cllr Kay nominated Cllr Rankin as Chairman. Cllr Dowie requested a named vote and Cllr Rankin's election was unanimously APPROVED.

- b) **Allotments Committee (including Nature Reserve and Community Orchard)**. Although Cllrs Bolder, Dowie and Fairclough were willing to serve, a minimum of four members were required in accordance with Committee Terms of Reference. Cllr Potter therefore proposed the functions of the Allotments Committee returned to full Council with a discussion on whether to have an Allotments Committee going forward to be placed on the next full Council agenda. This was seconded by Cllr Fairclough and all voted in favour except Cllr Allen who abstained so this was APPROVED.
- c) **Communications Committee Membership** was agreed at Cllrs Berrett, Church, Kay, Potter and Dowie. Cllr Church nominated Cllr Berrett as Chairman and Cllr Dowie requested a named vote. This was unanimously APPROVED.
- d) **Recreation & Amenities Committee (inc. LM Playing Fields, Copse & Fen, LM Pavilion Trust, cutting grass at the NH Village Green and Churchyard)** Membership was agreed at Cllrs Bastin, Berrett, Blase, Bolder, Kay, MacKeith, Potter, Rankin, Dowie and Allen. Cllr Kay nominated Cllr Blase as Chairman and Cllr Dowie requested a named vote. All were in favour except Cllr Dowie who abstained so this was APPROVED.
- e) **Remembrance Day Committee** was agreed at Cllrs Berrett, Dykes, Rankin and Fairclough. Cllr Berrett nominated Cllr Fairclough as Chairman and this was unanimously APPROVED.
- f) **Environment & Wellbeing Committee** was agreed at Cllrs Berrett, Bastin, Church, Kay, MacKeith, Potter, Dowie and Blase. Cllr Kay nominated Cllr Church and Cllr Potter nominated Cllr Bastin who did not wish to stand. Cllr Dowie requested a named vote for Cllr Church and all were in favour except Cllr Dowie who voted against and Cllr Church abstained. APPROVED.
- g) **Finance & General Purposes Committee**: The committee to 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. Therefore membership to be Cllrs Potter, Berrett, Rankin, Blase, Fairclough and Church.
- Appointment of:**
- i) A councillor with extensive knowledge of the Parish – Cllr Kay was unanimously APPROVED.
  - ii) A further councillor - Cllr Bastin was unanimously APPROVED.

#### **21/009: Appointment of Parish Council Representatives**

- a) Louie Memorial Pavilion Trust (max. of 2) - Cllrs Bolder and MacKeith were willing to stand. Cllr Dowie requested a named vote and all were in favour except Cllr Dowie who voted against and Cllr Allen who abstained so this was APPROVED.
- b) Seacourt Hall Management Committee (max. of 4) – Cllrs Berrett, Kay, Potter and Fairclough were willing to stand. Cllr Dowie requested a named vote and Cllrs Dowie and Allen abstained so this was APPROVED.
- c) Botley Traffic Advisory Committee (max. of 4) – Cllrs Bastin, Dykes, Jones and MacKeith were willing to stand. All were in favour except Cllrs Dowie and Allen who abstained so this was APPROVED.
- d) Parish Transport Representative (1) – Cllr Jones was willing to stand. All were in favour in favour except Cllrs Dowie and Allen who abstained so this was APPROVED.
- e) Oxford Green Belt Network Representative (1) (Traditionally the Chairman of the Planning Committee) Cllr Rankin APPROVED.
- f) Website Management (max. of 2) Cllrs Berrett and Kay. Cllr Dowie requested a named vote and all were in favour except Cllrs Dowie and Allen who abstained so this was APPROVED.

**21/010: To confirm the General Power of Competence is still in place:** The Clerk confirmed that the Council still met the criteria that the Council were still operating under GPOC. This was noted by Council.

**21/011: To confirm expenditure made under the Local Government Act 1972 Section 137 (Paper 1):**  
 Payments made under S137 up to 15<sup>th</sup> October 2020 when the GPoC was adopted were as follows:

List of payments made under S137 Local Government Act 1972									
Payments made between 1st April and 15th October 2020									
General Power of Competence adopted 15th October 2020									
Limit of expenditure is £8.32 per elector for 2020-21 x 3886 electors = £32,331.52									
Date	Description	Supplier		VAT Type	Net			VAT	Total
06/05/2020	Toilet roll ref covid support	Seacourt Hall		S	72.48			14.50	86.98
01/06/2020	Grant ref Botley Garden	North Hinksey Publications		X	250.00			0.00	250.00
24/06/2020	Grant for 20-21	North Hink Con Vol		X	200.00			0.00	200.00
24/06/2020	Grant	Botley Bridges		X	5,000.00			0.00	5,000.00
15/07/2020	Subscription	Oxford Green Belt Network		X	15.00			0.00	15.00
15/07/2020	Toilet tissue - Covid Support	Seacourt Hall		X	543.60			0.00	543.60
10/09/2020	Grant	Oxon South CAB		X	300.00			0.00	300.00
				Total	6,381.08			14.50	6,395.58

This was noted by Council.

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

Payee	SO/DD	Frequency	Date Approved
BT	DD	Quarterly	Agreement commenced in 2018 and DD set up prior to this financial year
EE	DD	Monthly	Agreement commenced in 2018 and DD set up prior to this financial year
Clerk (Salary)	SO	Monthly	Full Council 21/01/2021 item 20/130 (3)
Caretaker (Salary)	SO	Monthly	Full Council 21/01/2021 item 20/130 (3)
Lloyds Bank Multipay Card	DD	Monthly	Approved as part of Paper 1 Proposal to change Bank Account to Unity Trust. Full Council 15/10/2021 20/80(6)

Cllr Church proposed for the above arrangements to continue and this was seconded by Cllr Dykes. Cllr Dowie requested a named vote and all were in favour so this was APPROVED.

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

**Barclays Bank:** Existing signatories were confirmed as Cllrs Kay and Potter.

**Unity Trust:** Existing signatories were Cllrs Kay, Potter, Rankin and Fairclough with Cllrs Kay and Potter currently approving on-line transactions.

Cllr Potter confirmed that signatures on the Barclays account were difficult to change. Cllr Dowie proposed that the Unity Trust signatories were changed to the Chairman, Vice Chairman, and Chairman of R&A and Planning Committees. This was seconded by Cllr Fairclough and Cllr Dowie requested a named vote. Cllrs Rankin, Bastin, Fairclough, Allen, Dowie and Jones were in favour with Cllrs Kay, MacKeith, Church and Blase against and Cllrs Potter and Berrett abstaining. Therefore revised signatories of Cllrs Potter, Berrett, Rankin and Blase were APPROVED. This would require Cllrs Berrett and Blase to be added and Cllrs Kay and Fairclough to be removed.

It was confirmed that Cllrs Kay and Potter currently authorise on-line payments. Cllr Dowie proposed this should be changed to the current Chairman and Vice Chairman and this was seconded by Cllr Bastin. Cllr Dowie requested a named vote and this was unanimously APPROVED.

**21/014: To approve updated Council Standing Orders May 2021 following discontinuance of virtual meetings (Paper 3):** The existing document had been updated to remove the legislation around virtual meetings as this expired at midnight and the legal challenge to continue virtual meetings had not been

granted. Some additional amendments had been marked to reflect current NHPC working arrangements. The Clerk to amend the approval date from 5<sup>th</sup> to 6<sup>th</sup> May and check whether the text in 3a was now a legal requirement and whether it should be in bold.

There was discussion on adding a clause that enabled councillors to attend via Zoom if they did not wish to attend in person for health reasons. The Clerk advised that a vote by a virtually attending councillor could not legally be counted as legislation required councillors to attend 'in person'. The government were currently undertaking a public consultation on virtual meetings until 21<sup>st</sup> June. Cllr Bastin proposed to approve the revised Standing Orders subject to the Clerk checking two items agreed above and this was seconded by Cllr Kay. Cllr Dowie requested a named vote and all voted in favour except Cllrs Fairclough and Jones who voted against and Cllr Berrett abstained so this was APPROVED. The Clerk was asked to add the Standing Orders to the agenda for June to review any changes to the legislation or if any councillors wanted to propose amendments.

The Chairman proposed a five minute comfort break as the meeting had been in progress for one hour. Cllr MacKeith left the meeting at this point due to prior commitments.

**21/015: End of Year Finance.** The Chairman advised that all Finance items under 20/015 were to be deferred to the June meeting as discussions were ongoing with the internal auditor. This was APPROVED.

**1) RFO End of Year Report to 31<sup>st</sup> 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. This was proposed by Cllr Kay, seconded by Cllr Bastin and unanimously APPROVED.

## **Parish Council Meeting Items**

### **21/017: Approval of Draft Minutes**

- 1) Parish Council Meeting 27<sup>th</sup> April 2021. Cllr MacKeith asked that under 20/163 the second paragraph should refer to Old Botley rather than the Old Botley Road. Cllr Fairclough proposed that his reasons verbally stated during 20/166 were added but the Clerk advised against including a verbatim account and this was not taken forward. Cllr Dowie proposed that additional text was added to 20/166 but this was not taken forward. Cllr Church proposed to move to a vote and this was seconded and Cllr Dowie requested a named vote. All voted in favour except Cllrs Fairclough,

Dowie and Allen so was APPROVED. Cllr Potter proposed approval of the minutes as an accurate record, subject to amendment to 20/163 suggested by Cllr MacKeith. Cllr Dowie requested a named vote. All were in favour except Cllrs Dowie, Allen and Fairclough who voted against so the minutes were APPROVED with one agreed amendment.

2) Recreation & Amenities Committee 29th April 2021. Deferred to June meeting.

**21/018: Matters raised by Members of the Public:** There were none.

**21/019: Clerk’s Report**

- 1) 2019-20 External Audit & AGAR – Moore had confirmed that this was still in progress and would provide a fuller update as soon as possible.
- 2) The Caretaker had booked holiday from 22<sup>nd</sup>-29<sup>th</sup> May and 27<sup>th</sup> June to 6<sup>th</sup> July. Murray Rankin had kindly agreed to cover.
- 3) Planning meeting next Thursday 13<sup>th</sup> May. The Clerk recommended cancelling the meeting which would need to be in-person and had only one agenda item for which an extension could be requested. Proposed by Cllr Church, seconded by Cllr Rankin and unanimously APPROVED.

**21/020: COUNCIL MOTIONS :** There were none.

**21/021: COUNCIL MATTERS**

**1) Finance**

**a) Approval of Receipts and Payments (Paper 11)**

	Description	Receipt	Method of payment	Total Amount inc VAT	Amount listed for Council approval
<b>Paid &amp; previously approved at Council Meeting or urgent invoices paid in accordance with Financial Regulations</b>					
Amazon	Printer ink for home printer		Multipay card	£17.52	£17.52
EE	Clerk's Mobile Phone May		DD	£29.77	£29.77
Fenton Timber	Picnic Benches for Louie Memorial Field		BACs	£959.64	£959.64
<b>Total to 6th May</b>		£0.00		<b>£1,006.93</b>	<b>£1,006.93</b>

Cllr Potter proposed to approve the payments, Cllr Church seconded and these were unanimously APPROVED.

**General**

**2) Technical Provision for holding hybrid meetings in the Seacourt Hall after 6<sup>th</sup> 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](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. Cllr Berrett confirmed that this equipment would be available for all Seacourt Hall users and following discussion Cllr Church proposed to move to a vote. This was seconded by Cllr Kay and APPROVED. The purchase was unanimously APPROVED and the Clerk to obtain a quote for the shelving.
- b) **To agree any additional items to be purchased in advance of face-to-face meetings commencing after 6<sup>th</sup> May.** Cllr Berrett suggested purchasing a camera. Following discussion Cllr Church proposed that options were discussed by the Seacourt Hall Management Cttee to come back to full Council. This was seconded by Cllr Bastin and unanimously APPROVED. Cllr Berrett thought that any additional laptops required could be supplied from councillors’ own equipment.
- c) **To approve draft risk assessment for hybrid meetings (Paper 12).** Cllr Jones left the meeting during this item. Cllr Church proposed that the phrase about avoiding public transport was removed. This was seconded by Cllr Bastin and Cllr Dowie requested a named vote. All were in favour except Cllr Allen who abstained so the amendment was APPROVED. Cllr Berrett asked that the risk assessment stated that under General Guidance that the general principles in the Seacourt Hall user guidance under Covid would be followed, remove reference to

toilet cleaning on page 4, and add a reference to using the paper form to provide contact details under Track and Trace App on page 3.

Cllr Berrett proposed the above amendments and this was seconded by Cllr Dowie who requested a named vote and unanimously APPROVED.

Cllr Kay proposed to accept the risk assessment following the above amendments and this was seconded by Cllr Berrett. Cllr Dowie requested a named vote. Unanimously APPROVED.

- 3) **Former Scout Hut: To approve a Condition Report being completed by Cllr Darren Blase to document current condition of the building.** Cllr Church proposed to approve, this was seconded by Cllr Bastin and Cllr Dowie requested a named vote. Unanimously APPROVED.
- 4) **New Pavilion Project:**
  - a) **Fundraising Working Group: To approve councillor membership of group to work on fundraising for the new Pavilion Project.** It was confirmed that this was to work on grant applications. Cllrs Potter, Allen, Blase, Church, Kay, Jones (prior to the meeting) and Fairclough requested to join and this was APPROVED.
  - b) **To approve draft grant application to the Community Renewal Fund for the Pavilion, deadline 28<sup>th</sup> May.** Cllr Potter(Paper 13) It was estimated that £65-80k would need to be invested up-front for build costs before going to tender and Cllr Potter was looking into whether those costs were eligible for this scheme. Cllr Bastin proposed to approve in principle that NHPC submit a grant application and that the application work was delegated to the working group. Cllr Fairclough seconded, Cllr Dowie requested a named vote. All were in favour except Cllr Allen who abstained and Cllr Dowie voted against so this was APPROVED.
- 5) **Child Protection Policy:** To review and approve draft policy (Paper 14). The agreed amendment had been made to the first draft. Cllr Blase thought further detail was needed but no specific amendments were put forward and a policy was required for the creation of the Skatepark Working Group. After further discussion Cllr Bastin proposed to amend the document to state it would be amended at least annually and the date of adoption to be 6<sup>th</sup> May. Cllr Dowie requested a named vote and all were in favour except Cllr Dowie who abstained. APPROVED.  
Cllr Church proposed to adopt the policy with the above amendments and this was seconded by Cllr Fairclough and Cllr Dowie requested a named vote. All were in favour except Cllr Dowie who voted against so APPROVED.
- 6) **Picnic Tables for Louie Memorial Field:** To approve arrangements for installation by Cllr Rankin. Cllr Rankin proposed that arrangements for installation were delegated to himself and Cllr Blase but that he would circulate a sketch with their proposals in advance. This was seconded by Cllr Dykes and Cllr Dowie requested a named vote. All were in favour except Cllrs Dowie and Allen who abstained. APPROVED.

The Chairman proposed to suspend Standing Order 3ff to extend the meeting beyond the two hours and this was APPROVED.

**21/022: Other Documents & Letters Received:** There were none.

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

There being no further business the meeting closed at approximately 21.50 hours.