



## North Hinksey Parish Council



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### **Minutes of a Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 24<sup>th</sup> February 2022 in the Seacourt Hall and via video conference**

**Those Present:** Cllrs Blase, Church, Dowie, Dykes, Fairclough, Kay, MacKeith and Rankin.

**In Attendance:** Linda Morrison Allsopp, Clerk to the Parish Council, and by Zoom, County Councillor Judy Roberts, Abi Brown, VOWHDC Arts Officer and EDPO Maureen Chaffe  
There was 1 member of the public present by Zoom.

**21/199: Apologies for Absence:** These were received from Cllrs Allen, Bastin and Bolder. Cllrs Potter and Berrett apologise that they cannot be here in person but are present by Zoom. Cllr Church will be late. In the absence of both Chair and Vice Chair, Cllr Kay had volunteered to Chair the Meeting.

**21/200: Declarations of Interest:** Cllr Dowie declared a pecuniary interest as an allotment plot holder.

**21/201: Approval of Draft Minutes of the Council Meeting** held on 20<sup>th</sup> January 2022. With the amendments made by the Clerk, it was agreed that the minutes of the meeting held on 20<sup>th</sup> January 2022 be taken as a correct record.

Proposed by Cllr Kay Seconded by Cllr Blase. Named vote requested. Cllrs Blase, Fairclough, Kay and Rankin voted for, Cllrs Dowie and MacKeith voted against, abstention Cllr Dykes.

**21/202: Note the following committee minutes:**

- Communications – 3<sup>rd</sup> February 2022
- Planning - 3<sup>rd</sup> February 2022
- Recreation & Amenities – 17<sup>th</sup> February 2022
- There are no minutes from the Finance and General Purposes Meeting because it was not quorate.

**21/203: Matters raised by Members of the Public:**

From Mr John Marriott:

"It was reported at the last meeting that the quantity survey costings had just been received by the PC and that these would be made publicly available. Why have members of the public been refused permission to see these as "confidential commercial documents", which are presumably the products of combined invoices to the value of 1450 pounds this month to be paid for by tax payers?"

Answer from Cllr Caroline Potter:

Documents relating to costings for major projects that will go out for competitive tender are commercially sensitive documents and require permission from the companies supplying them to make them public. While the Council at its last meeting intended to make these documents publicly available, we were subsequently advised by our Architect (who is managing all consultant surveys for the pavilion project) that the quantity surveyor had not given permission for public release of his report and that it should be treated as commercially sensitive. When the costings were requested by a member of the public, the Parish Clerk contacted the Council's appointed Architect and Fundraiser to request permission to publish the documents, but this was not given. The Clerk reported this action and the reason for refusal to the person making the request.

#### **21/204: Reports from County & District Councillors**

Reports received from District Councillors. County Cllr Roberts. Clerk, please send Parish Council Agenda to Cllr Roberts. Cllr MacKeith query re the Library item on the Report. Consultation on the Website to encourage use of all the Library facilities and museum. Connecting Oxford Review same results as previous consultation with small changes. - Bus Gate in Clements Street and the whole ring road being a work place service charge. Thames Street Bus Gate has implications for Botley residents in terms of their health care since they will not be able to access the City Centre, unless they use the Ring Road but for Botley that is the A34 a National Highway. Cllr MacKeith clarified that residents can still access by none car means.

Cllr Dowie asked how the refreshment of road markings at junctions had been funded. The parking enforcement project and the Botley Road corridor both included refreshment of lines.

#### **21/205: Review of Actions (paper 1)**

20/166

- (1) Cllr Jones to approach Cumnor PC regarding safe crossings for Eynsham Rd & Cumnor Hill – Cllr Roberts could be actioned through Health and Safety budget. Cllr Roberts has asked for progress. ONGOING.

20/167

14. B&NH Green Spaces: Cllr Church to progress agreed actions. ONGOING.

21/042

12. 20mph Zone: Cllr Bastin to liaise with Cllr Roberts to progress. ONGOING

21/059

- (8) Management plan for the patch of land that encompasses the Memorial Garden, nature reserve and orchard be considered by the R&A Committee and recommendations on key management issues that need to be addressed brought back to Council. ONGOING

21/071

- (2b) Consider other options to reduce air pollution and improve local transport infrastructure with a focus on active transport ONGOING

- (2c) Review through the Environment Committee alternative options for reducing air pollution and other transport related environmentally friendly options, potentially using remaining S106 funds available after the installation of other new bus shelters required on West Way and Westminster Way ONGOING

(2d) obtain a quotation for a live bus arrival times screen to be installed in the Westminster Way shelter ONGOING

(4) proceed with remaining pre-construction work to the new Louie Memorial Pavilion. ONGOING

(5) obtain a quotation for the safe removal and disposal of the Scout Hut ONGOING

21/153.

(1c) Purchase a laptop at a cost of up to £400. Cllr suggested that it be up to £600. Approved. Time scale requested by Cllr Rankin. Clerk to follow up and get quotes.

(3c) Arrange for data protection training ONGOING.

21/177:

Review of Actions 19/98 Burial Facilities: CARRIED OVER – Cllr Berrett and MacKeith to investigate the issue and bring a proposal to council. ONGOING

21/180

(1e) Purchase replacement defibrillator pads and battery at a cost of £99.00 + VAT. ONGOING

(2c) Cllr MacKeith to liaise with Cumnor PC over lighting of the Beacon for the Queen's Platinum Jubilee. ONGOING

*Cllr MacKeith raised issue of old Defibrillator Cllr Kay to action giving it away.*

21/189

Risk Assessments for the Skate Park – Skate Park Working Party and Contractor ONGOING

21/194

1.a) Hedge Cutting North Hinksey Lane. **ACTIONED**

1.b) Parish Council Brass sign outside door to Community Building. ONGOING

1.d. Clerk to write to Oxfordshire South & Vale Citizens Advice to notify them of their successful grant application and suggest that they submit another grant application in six months time. **ACTIONED**

2.a. Clerk to provide Cllr Berrett with updated list of meetings for next year for uploading to the Web Site. **ACTIONED**

2.c. Clerk to make formal offer of the Scout Hut Building to the Secretary of the Scout Group. **ACTIONED**

2.e. Clerk to write to the Parish Boundaries Commission to register the Parish Council's interest in changing the name to Botley and North Hinksey Community Council. **ACTIONED**

2.g. 2) Clerk to obtain copy of Model Tenancy Agreement from NAS and circulate to Councillors with copy of present Plot Holders Agreement. Councillors to respond with

comments for inclusion in new Tenancy Agreement. Clerk to incorporate into a draft document and circulate to Councillors ahead of next Parish Council Meeting. **ACTIONED**

## **21/206: CLERK'S REPORT (paper 2)**

### **Telephone Numbers**

There was some confusion around telephone numbers which I believe has now been sorted out. The telephone numbers for the Clerk are mobile 07494 054581 and landline 01865 861992.

### **Training**

I have successfully completed my ILCA training and a copy of my certificate can be viewed in the Dropbox.

### **Speaker for Parish Meeting**

Tim Shickle, Group Manager - Traffic & Road Safety, Environment & Place, Oxfordshire County Council, has agreed to attend in person and do a presentation on 20mph limits and answer questions from Parishioners.

### **Working Groups**

I have been doing some work for both the SkatePark and the Pavilion Working Parties, since this is not included in my Job Description, it would be helpful if the Council agreed that I be part of the Working Parties if they are going to continue to need my help.

### **Allotments**

One allotment plot has been returned and this has been re-let along with the one allotment plot which was vacant. Cllr MacKeith has given me the monies for the Allotment key deposits and these have been banked. The allotment master key is now in the lock box in the office.

### **Employer's Liability Insurance Certificate**

Copies of this are now on display in the Parish Office and in the Pavilion. This is a legal requirement.

### **Research on Microsoft 365 Business Standard**

The EDPO recommends the use of Microsoft 365 Business Standard but In the minutes of the Parish Council Minutes of September and October 2020, I found that a copy of Microsoft 365 Business had been purchased then returned because it didn't work. I was concerned that the Clerk's laptop did not have a high enough specification to run it.

Having done some research I have discovered that Microsoft 365 comes in 2 versions. One which requires a Domain and one which doesn't. The Parish Council needs the later for the Clerk's laptop and the since the Clerk's laptop is running the personal version it will run the Business version. The specifications are the same for both.

### **Alternative names and styles for parish councils**

There is a Briefing Note for this in DropBox.

The relevant paragraph is "a parish council may resolve to have an alternative style of community, neighbourhood or village. A single resolution may provide for a parish council to cease to have an alternative style, and to have another of the alternative styles instead."

## Staff Information

I have a staff member off sick for 3 months. We have a temporary replacement and I have been working with the Chair of the Recreations and Amenities Committee to find a more permanent one.

## Annual Leave Request

Please see request below for authorisation.

The Clerk's Annual Leave entitlement is 23 days per annum. Having started on the 10<sup>th</sup> of January my leave entitlement for 2022 is 21 days for 11 months. My holiday request covers 18 of these days with 3 days for emergencies.

**Working Parties** – Council did not agree Clerk's involvement in Working Parties. Both Cllrs Blase and Potter reiterated that extra work not included in the Clerk's job description needed to be agreed by Council and the Clerk was correct to raise the issue.

**ILCA Course** The Council congratulated the Clerk on completing this successfully.

**Annual Leave Request** Approved in Principle by the Council. Subject to Final Approval by Chair and Vice Chair. Proposed Cllr Kay, Seconded Cllr Fairclough. Vote unanimous.

## 21/207: COUNCIL MOTIONS – none

## 21/208: COUNCIL MATTERS (Total 45 minutes)

### 1. Finance

a) To review and approve the Assets Register (*paper 3*)

Cllr Fairclough asked why depreciation not shown. Clerk explained it is an idiosyncrasy of Parish Councils and a requirement of the internal auditor. Cllr Rankin requested that another column be added for present value of items. **Clerk to action.**

Rock salt spreader now at pavilion Gavel added at nominal cost £1. The 2 strimmers are in Cllr MacKeith's woodshed. The Video Camera stored in the office, should be added. Cllr Berrett to send value to Clerk for this to be added. With those amendments Assets Register Approved. Proposed Cllr Kay Seconded Cllr Fairclough Unanimous vote.

Cllr Church arrived.

b) Approval of Receipts and Payments since last full Council Meeting (*paper 4*).

### Receipts & Payments for approval at February 2022 Council Meeting

	Payee	Description	Method of payment	Total Amount inc VAT
	<b>Paid - expenditure previously approved at Council Meeting or urgent /regular payments</b>			
<u>1</u>	Warner Surveys	VAT element unpaid from invoice number 21387 for survey	BACS	£296.00
<u>2</u>	Andrew Bird Associates	Preparing cost plan for pavilion	BACS	£960.00

	Citizens Advice Bureau	Grant approved Council minute number 21/194(1d)	BACS	£1,000.00
<u>3</u>	Kitson Consulting	Routine website maintenance	BACS	£26.00
	Staff costs	January staff costs (inc pension and NI)	BACS / SO	£1,826.84
<u>4</u>	EE	Office mobile	SO	£29.77
	<b>For Approval</b>			
	Staff costs	February staff costs (including pension and NI)	BACS / SO	£2,261.75
<u>5</u>	Graham Sillman	Zip wire J 984	BACS	£60.00
<u>6</u>	Graham Sillman	Quarterly Inspection J983	BACS	£195.00
<u>7</u>	Jessop and Cook	Architectural Services	BACS	£780.00
<u>8</u>	Amicus	Asbestos survey	BACS	£834.00
<u>9</u>	Richard Upton	Trimming hedge on North Hinksey Lane	BACS	£864.00
<u>10</u>	NALC	Clerk job ad	BACS	£360.00
<u>11</u>	Sarah Chivers	Botley Green Week Guide	BACS	£120.00
	<b>Total</b>			<b>£9,613.36</b>

Power to Spend is General Power of Competence in all cases.

Approval Proposed Cllr Kay, Seconded Cllr Blase. Vote Unanimous.

- c) To review and approve the Financial and Administrative Risk Assessment (*paper 5*) Proposal to approve content with amendments and ask RFO to bring document back with another column for consequences and list of appropriate actions. Cllr Kay proposed Cllr Rankin seconded. Named vote Cllr Dowie against, other Councillors for and proposal carried. **ACTION POINT**
- d) To approve the virement of £11,706.77 from the general fund to earmarked funds for CIL, being funds received in 2020/21 and not transferred. Proposed Cllr Kay, seconded Cllr Fairclough. Unanimous Vote.
- e) CIL payments - CIL monies paid between 1 October 2021 and 31 March 2022. (*paper 6*). Noted. Will continue receiving funds by automatic transfer.
- f) Approve training with OALC on employment basics at a cost of £55 and nominate Councillor to attend. (*paper 7*) Cllr Kay proposed himself, Cllr Blase seconded Named Vote Cllr Dowie abstained and other Councillor voted for. Proposal carried.
- g) To agree moving £2940.80 (Parish Poll costs) from emergency and exceptional EMR to Contingency. Proposed Cllr Kay seconded Cllr MacKeith Unanimous vote.

## 2. General

- a) Public Arts Update – presentation by Abigail Brown District Arts Officer.  
To approve designs to move forward for a public consultation day on 19th March (Folder 1)

Cllr Berrett introduced Abi Brown from District Council. Working with 3 artists and Fusion Arts. Standing Stone in middle of West Way Square with smaller interactive one. Claire Goodall mosaic artist. 3 panels mounted on the façade of the Public Building created working with the school pupils. The ambitious one is the flyover. Needs permission from Highways England. Community engagement meeting with drop in session, March 19<sup>th</sup> in Seacourt Hall. Cllr Kay proposed that the plans be accepted and the Project be moved on to the next stage. Cllr Church seconded. Named vote requested. Cllr Dowie abstained, other Councillors voted for and proposal carried.

- b) Annual Parish Meeting – to suggest Agenda items.  
Suggested items. 20 mph limits, Pavilion, Skatepark, Jubilee. Botley Health Centre, someone from the practice, Patient Participation Group, Local PCSO invited. Former Scout Hut. Flood Alleviation Group. Contacts for items suggested were requested.
- c) Update on Pavilion Project – Fundraising.  
Cllr Potter reported. The appointed Fundraiser has made a site visit and has received all the documents he requested to produce a Fundraising Plan. Project has been allocated quarter of million pounds from the Vale District Council's CIL funds.
- d) Update on Scout Hut –
  - a. Asbestos Report (*paper 8*)  
Cllr Potter gave a run down on this. Quotations for demolition in process.
  - b. Emails from 4<sup>th</sup> Oxford Scouts Treasurer (*paper 9*)  
Cllr Potter gave a run down on these. Cllr Blase to inform Pavilion Trustees.
- e) Update and agree action on lighting of the Jubilee Beacon in 2022 as part of the Queen's Platinum Jubilee celebrations.  
Cllr MacKeith reported she is waiting for Cumnor to respond back, but she has been in touch with the land owner and discussions continue.  
Cllr Church reported on 2 possible street parties and the Big Lunch. Need to involve schools and older people in a historical review. Celebrate how Botley is changing. If a street party is planned in West Way Square then discussions with Savills and shops must be soon.  
Cllr Berrett. Picture hanging will be available in the Hall. Need someone to take a lead on this. Cllr Church willing to take a lead. Cllr Berrett will liaise with shopping area. Cllr Potter will liaise with Schools. Take broad ideas to Parish Meeting. Cllr MacKeith suggested archives of Sprout as a resource. Cllr Kay also volunteered to join the group. Cllr Church to arrange meeting of interested group to create a working group.  
Cllr Church requested restoration of the path to the Beacon from County Council via Councillor Roberts.

### 3. Communications

- a) GDPR Items for approval – Microsoft 365 Business Standard, Sharepoint, Teams and Council email addresses for Councillors. Cyber Security. – EDPO Maureen Chaffe available to answer questions.

Cllr Berrett fed back on Communications Meeting and its recommendations on GDPR. Cllr Fairclough asked who will be systems administrator. Recommendation from the EDPO Maureen Chaffe to engage an outside company. Clerk asked to get more quotes for IT Systems Administration. **Action Point.**

Proposal to agree in Principal, Microsoft 365 Business for new Clerk's laptop, Sharepoint and Teams and GDPR training. Proposed Cllr Kay, Seconded Cllr Church. Unanimous vote. Cllr Berrett will go over Council Policies with EDPO Maureen Chaffe.

- b) GDPR and Cyber Security Training Quotes (Papers 10 & 11). Proposal that quote from EDPO be accepted from Cllr Kay, seconded by Cllr Church Cllr Fairclough abstained. Other Councillor's voted for the acceptance of the EDPOs GDPR Training quote.

Proposal from Cllr Kay to suspend standing orders and extend the Meeting beyond 2 hours. Seconded by Cllr Rankin and passed by a majority vote.

- c) Annual Newsletter - Content, Timings and Distribution (*paper 12*)

Cllr Kay gave a run down of the present situation with the Newsletter. Cllr Berrett requested that feedback be sent by email to Cllrs Berrett and Kay. Clerk to get quotes for printing. **ACTION POINT**

Distribution list has been circulated. Newsletters back by the 4<sup>th</sup>. 10<sup>th</sup> March at the latest for distribution.

#### **4. Nature Reserve & Allotments:**

- a) Allotment New Tenancy Agreement (*paper 13*).

Heading to be changed from NAS to NHPC. Reference to Section 12 to be amended to Section 11.

Applies to new Tenants and present Tenants receive notice of it for next year.

Proposal that agree Tenancy Agreement in principle, with the minor amendments and it be sent out to Plot Holders. Approved Unanimously. Cllr Dowie has a pecuniary interest and cannot vote.

- b) Allotments Administration – (*paper 14*)

Rents for 2022-23 £2.50 per pole this year. Proposal for 2023/24 to £3 per pole to be notified to Plot Holders. Proposer Cllr Church Seconded Cllr Fairclough Approved Unanimously. Cllr Dowie has a pecuniary interest and cannot vote.

- I.** Covering Letter.  
Clerk to produce.

- II.** Tenancy Renewal Form,  
Proposed Cllr Kay, Seconded Cllr Rankin. Approved Unanimously. Cllr Dowie has a pecuniary interest and cannot vote.



**III.** Rent Invoice,  
Add in operational and add bank details with payment date of 1<sup>st</sup> April. Proposed acceptance Cllr Church Seconded Cllr Kay. Approved Unanimously. Cllr Dowie has a pecuniary interest and cannot vote.

**IV.** Expression of Interest in a Tenancy.  
Proposed acceptance Cllr Kay Seconded Cllr Church. Approved Unanimously. Cllr Dowie has a pecuniary interest and cannot vote.

**5. Recreation and Amenities:**

a) Management Plan for the Memorial Gardens (*paper 15*)

Plan agreed by R&A. Cllr Church proposed acceptance. Cllr Rankin seconded. Cllr Dowie voted against. Other Councillors voted for, carried by a majority.

b) Approve short term maintenance work (*paper 16*)

Applecot maintenance quote. Cllr Kay proposed 1<sup>st</sup> 2 days and next 3 months be agreed Cllr Rankin amended the proposal with the addition that we get alternative quotes. Cllr Kay seconded. Named vote. Cllr Dowie against, other Councillors for. Proposal carried.

**21/209: Questions raised by Councillors**

None

**21/210: Other Documents & Letters Received:**

1. Thankyou letter from Citizen's Advice (*paper 17*)  
Letter noted.

**21/211: Date of Next Meeting:** 24<sup>th</sup> March 2022 at 7.30pm

*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 contracts. As such the press and public are excluded from this part of the meeting*

**P21/212: Update on Skate Park** To approve a recommendation from the Tender Panel on the appointment of a contractor for the Skatepark (*Paper 18*)  
Recommendation of the Working Group is that the Tender from Canvas Space be accepted and we ask them to proceed with the work. Proposed by Cllr MacKeith. There was discussion on the procedure followed by the Working Group.  
Proposed by Cllr Fairclough that we move to a vote, seconded by Cllr Church. Majority decision that the meeting move to a vote. Original Proposal seconded by Cllr Kay. Named vote requested. Cllr Dowie abstained. Other Councillors voted for and agreed by a majority.

*Meeting ended at 10.29*