



North Hinksey Parish Council



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Minutes of a Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 24th March 2022 in the Seacourt Hall and via video conference

Those Present: Cllrs Allen (until item 2c), Bastin, Berrett, Bolder, Church, Dowie, Dykes, Fairclough, Kay, MacKeith, Potter (Chairman), and Rankin (from item **21/222**: 1j).

In Attendance: Linda Morrison Allsopp, Clerk to the Parish Council, and by Zoom, County Councillor Judy Roberts, District Councillor Debby Hallett, Rob Goacher of Jessop & Cooke Architects. There were 3 members of the public present by Zoom. Another 2 members of the public joined for the Grants section of the agenda.

21/213: Apologies for Absence: Received from Cllrs Blase and Jones and from District Councillor Emily Smith. Cllr Rankin intimated he might be late and joined the meeting during the discussion of Grant Applications.

21/214: Declarations of Interest:

Cllr Potter declared a non-pecuniary interest in the grant application from Friends of Botley School. Cllrs Berrett, Church, Kay and MacKeith, declared a non-pecuniary interest in the Sustainable Botley grant application.

Cllr Church declared a non-pecuniary interest in the Hinksey Heights Nature Trail grant application.

21/215: Approval of Draft Minutes of the Council Meeting held on 24th February 2022

Proposed by Cllr MacKeith, seconded by Cllr Church, named vote requested. Cllrs Fairclough, Dowie, MacKeith, Kay, Dykes, and Church were all present at the meeting. Vote unanimous for.

21/216: Noted the following committee minutes, where available:

- Environment and Wellbeing – 3rd March 2022
- Planning - 3rd March 2022

21/217: Matters raised by Members of the Public:

From Julia Hammett

"In view of the severe financial impact of the Covid-19 epidemic and the sanctions imposed on Russia and the likely effects on potential funders for the £2.1 million plan for a large new pavilion on the Upper Louie Memorial Field, and the loss of 4th Oxford Scouts as the main proposed user group, has NHPC produced a revised financial feasibility / business plan, and will NHPC please circulate the written commitments from potential users of the new pavilion?"

Answer from Cllr Caroline Potter:

The draft business plan produced in 2018 (available on the NHPC website here: https://northhinksey-pc.gov.uk/wp-content/uploads/old_site/Files/RandACommittee/NHPC%20-%202018%20LMF%20Business%20Plan%2025-06-18%20draft.pdf) was based on market conditions and projected usage at that time. After the delays linked to Covid-19, the Parish Council refreshed its work towards delivery of a new Louie Memorial Pavilion in late 2021, and we are in the process of updating our fundraising strategy to account for the significant price rises of recent years and changes in potential user groups (e.g., the recently increased use by Botley Boys and Girls Football Club). We do not have a revised business plan yet, but we will continue to make all documents that are not deemed confidential owing to commercial sensitivity available to the public, as we have done at all previous stages of the Pavilion project.

Ms Hammett requested further clarification.

The revised business plan will it be based on written commitments from potential users rather than just on items of interest? Any under usage of the facility will be very costly.

Councillor Potter

The draft business plan as it was, was based on projected usage by broad usage categories and market conditions, not on commitments from previous user groups. It was modelled to take account of anticipated user groups based on then usage but the actual figures were based on assumption on number of hours of sports usage, versus evening usage, versus weekend bookings so the previous draft business plan wasn't based on commitments from any particular user groups so I wouldn't anticipate that the updated one would be either.

21/218: Reports from County & District Councillors

County Cllr Roberts had circulated her report. Of interest is funding for local groups particularly matched funding related to Climate Impact. The vegan meals at County Council meeting got a lot of publicity. Talks continue re new football stadium but very complicated system of letting and subletting between ownership by County Council and the users.

Problems with lights at the MacDonalds junction not recognising cyclists in the bus lane has now been fixed. Cllr MacKeith raised a Parishioners issue that the new bus stop has no drop kerb for wheelchair users and requested that funding cover the cost of dropping the kerb. Cllr Roberts will consult with officers, in case there are safety reasons for the design. Cllr Kay suggested that Cllr Roberts use her funding for local groups to fill our funding gap in the Grant section later in the meeting. Cllr Roberts will consider this.

District Cllr Hallett asked for feedback on the reports she produces. Parish Councillors find them helpful. Cllr Hallett continues with support to the Planning Committee and is aware there are delays with some of the applications and she continues to keep an eye on the process. She made the meeting aware that the 32 Lime Road appeal had failed. She asked for any questions. There were none.

21/219: Review of Actions

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. **ACTIONED AT LAST MEETING.**

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. **ACTIONED**

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. This is waiting for the IT Strategy which is being discussed later this evening.

(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. Clerk asked to check if this had been done last year.

(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. **ACTIONED***

21/189

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

21/194

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

21/208

1.a) Another column to be added to the Assets Register to show the present value of items. ONGOING

Cllr Berrett to send costing of Camera to Clerk for inclusion in Asset Register. **ACTIONED**

1.c) Revised version with another column to risk assessment for consequences and a list of appropriate actions. ONGOING

1.f) Clerk to book training from OALC on employment basics at a cost of £55 for Cllr Kay at a cost of £55. **ACTIONED**

2. e) Jubilee Celebrations Cllr Church to bring together a group to produce initial ideas to take to the Annual Parish Meeting. **ACTIONED**

3. a) Cllr Berrett to go through policies to ensure they are correctly signposted. **ACTIONED**

b) GDPR training to be actioned and Clerk to obtain quotations for IT support. ONGOING & **ACTIONED**

c) Newsletter Cllr Berrett to organise distribution list. **ACTIONED**

4. Allotments - Clerk to make minor amendments and circulate to Plot Holders. **ACTIONED**

5. b) Memorial Garden Maintenance Plan. While initial work is proceeding get further quotes for ongoing work. ONGOING

P21/212 To plan next steps for Skatepark Project. ONGOING

(2d) obtain a quotation for a live bus arrival times screen to be installed in the Westminster Way shelter. The Clerk was informed that this was an action for the Clerk that had got lost in the transition last year. ONGOING

Cllr Potter asked what is the position on the second Laptop? Cllr Berrett said this is waiting for IT strategy which is due to be discussed later in the meeting. Cllr Potter reminded the meeting that Microsoft Business 365 etc. had been agreed for the Clerk's Laptop, and that could be actioned.

Quotations for the demolition of the former Scout Hut - to be discussed later in the meeting.

Cllr Berrett provided an update on the Burial facilities situation and Cllr Potter requested that a Proposal be brought to the Committee and in the meantime, Cllr Berrett will circulate her correspondence with the City Council. ONGOING

Defibrillator pads – Cllr Potter felt that these had already been replaced. The replacement was approved but Clerk need to check if this was actioned in December. Cllr Kay will forward the relevant email.

Cllr Kay confirmed that the spare defibrillator had gone to Ukraine as part of the Relief Effort.

21/220: CLERK'S REPORT

RFO Report

RFO has been working with the Clerk on the accounts this month and she is now doing the bulk of the finance officer role.

Locum RFO has been preparing for Year End and will be completing the VAT return, closing down year end accounts and preparing the AGAR the first week of April. The internal audit takes place on 7th April in person. The Clerk will be in the office and the Locum RFO available remotely for this. SLCC have been chased several times for the Locum fees from December, January and now February. If these are not received before year end the Council will need to be aware of the budget implications for 2022/23.

Clerk Report

Hours of work

27 hours per week. I have taken over the normal monthly RFO duties and continue with the Clerk's responsibilities. On the 1st of April my hours are due to increase to 37 Hours per week, when I officially take on the Responsible Financial Officer Role, as per my contract of employment.

Banking

I am now set up on Unity Bank, a process which has taken 2 months and the application for the MultiPay Card, has been submitted. When the printer ran out of ink, I used my own bank card to purchase replacement ink cartridges. The "spare" ink cartridges in the desk drawer are for a previous model of the printer and unusable.

Equipment

Laptops The RFO delivered the Clerk's laptop on the 18th. I can now strip out all the Parish Council Information from my laptop and separate my life from my work. All the information I gathered over the last two and a half months should already be on the Clerk's Laptop but anything that isn't I will transfer across, before I delete everything and defrag my hard drive.

Phones I still have not had time to work out how to clear the programming from the landline phone, which is still set up to transfer calls to the Clerk's mobile. The Clerk's mobile is having problems. I made a call to the VWHDC and the mobile would not end the call. I had to leave the battery to run down and end it that way. In the interim I have solved the problem by transferring the Parish Council calls to my mobile, but the Parish Council mobile will need replacing in the near future.

Freedom of Information Request

We received a freedom of Information request for the Zoom recording of the January Parish Meeting. Since the recording also contained the confidential Skate Park discussions at the end, I sent a holding email and consulted with Mrs Broughton and Cllr Berrett. Cllr Berrett was able to work out how to top and tail the recording and I will be able to do this in the future. The amended recording was deposited in the Dropbox Account in a folder that can be accessed by the person making the request.

Skate Park

Hard copy letters were sent to the 2 final tender companies. Despite repeated requests the Skatepark Tender Documents have not yet been returned to the Parish Council Office for safe keeping.

Meeting with VWHDC Monitoring Officer

I was due to meet with the Monitoring Officer at my request.

I have a responsibility to monitor individual Councillors' adherence to the Council's Code of Conduct and the Monitoring Officer has the duty to deal with complaints. I wanted to liaise with Patrick Arran and establish how the 2 roles mesh together. On short notice, Patrick Arran postponed our scheduled Teams Meeting on the 16th to the 22nd of February.

Web Site and Email Over Quota

The Website and Clerk email account are seriously over quota. Cllr Berrett came into the office for an hour on the 3rd of March to show me how I could delete more emails from the system.

Annual Parish Meeting

This does not form part of the duties of the Clerk and the relevant legislation makes no mention of a Clerk to the Parish Council being involved. I was instructed to organise the printing of the Parish Newsletter and collect and collate the piles for Councillors to collect and distribute. Cllr Kay collected these. The Clerk's email address was given as the point of contact for the Annual Parish Meeting which resulted in the expectation by Parishioners that the meeting was being organised by the Clerk to the Parish Council and generated work I had not planned for and did not fit into the 27 hours and also delayed my work.

Role of the Clerk

There seems to be a lot of confusion around the role of the Clerk.

The relevant parts of my Contract of Employment and Job Description are: The Clerk/RFO is accountable to Council as a whole and not to individual Councillors & The duties of your post are set out in the job description attached, which forms part of this contract.

The Job Description provided by the Council is very clear what those duties are and does not include a catch all phrase of any other duties. Any Councillor can ask me to do anything that is part of my job description. If they wish me to do something not in my job description then that is a matter for Council. Council can ask me to take on an extra piece of work and decide how the extra hours are covered.

Allotments

Scribe, the Council's accounts package had not been set up correctly last year for the Allotment Customers and all the entries had to be amended to include the Plot Numbers to make information easier to track and to add the email addresses and telephone numbers from the separate spreadsheet

Although Scribe can email invoices it does not have a capability for attaching documents. An email had to be created for each of the Plot Holders with email addresses, the documents attached, each scribe invoice generated separately and added to the correct email. 12 Allotment customers do not have email addresses and their invoices and documents were printed and sent by post. 2 of the email addresses were incorrect, but these have now been rectified. There is one other that I am following up on. Again, this took far more time than I was expecting, I had not realised how basic the Scribe system is.

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. We did have one candidate who unfortunately backed out. The Chair of R&A and I have been unable to get together to organise advertising the post, so this is still ongoing.

Louie Memorial Car Park

I received a call from a gentleman that he and his 2 Beavers had been locked in with their car. There isn't a key for the Car Park in the key lock box so I took the spare bunch from the desk drawer in the office and went to the rescue. Luckily one of the keys opened the padlock and I was able to release the family so that they could get to Beavers reasonably on time. They had arrived at 5.30pm and assumed that the 4.30pm closing time was not being applied because of Covid.

CiLCA Qualification

I have continued to research this in my own time. CiLCA is a requirement for the Council's General Power of Competence and the Council continues to have this because, the then Clerk, was CiLCA qualified at the first meeting after the Election. By the first meeting after the Election in May of next year, I need to have successfully completed the CiLCA qualification if the Council is to retain its General Power of Competence. The assessment process uses a portfolio system and I have a copy of the 2022 Portfolio Guide and I hope to start putting together evidence for my Portfolio through my work before I start the course. I will be producing various documents as part of that process. These need to be my own work so will be written from scratch.

Visitors to the Office

Now that we have been officially release from all lockdown measures, I have put opening hours on the door of the Community Building 9.00 – 12.00 Monday to Friday and have had some visitors. All visitors who step over the threshold are asked to sign in and out as per fire regulations.

Annual Leave Taken

1 day taken on the 18th of March, as agreed at the Parish Council Meeting of 24th February 2022. Councillor Potter emphasised to Councillors that she and the Vice Chair do not have the final say on this as stated at the last meeting. This is a matter for Council and the decision on annual leave from the previous meeting stands.

Cllr Dowie asked what the position is with the monitoring Officer. The Clerk explained that the Monitoring Officer does most of the monitoring but is there to provide support should the Clerk need it.

Cllr Potter clarified the situation with the Clerk's Annual Leave. It was stated at the last meeting that this would need further approval by the Chair and the Vice Chair. There is no approval by individual Councillors so the approval by the Council at the last meeting stands as the approval of the Clerk's leave.

21/221: COUNCIL MOTIONS

There were none.

21/222: COUNCIL MATTERS

1. Finance

a) Approval of Receipts and Payments since last full Council Meeting.

Receipts & Payments for approval at March 2022 Council Meeting

	Payee	Description	Method of payment	Total Amount inc VAT
Paid - expenditure previously approved at Council Meeting or urgent /regular payments				
1	BGG	351/21 Cutting Village Green & St Lawrence Churchyard May 2021.	Bank Trans	£168.00

2	BGG	351/21 Cutting Village Green & St Lawrence Churchyard & Louie Mem x 2 June 2021.	Bank Trans	£624.00
3	BT	Quarterly Business Bill Paid by Direct Debit	DD	£173.22
4	EE	Office mobile	SO	£29.77
5	13C	Fees for Fundraising Support LMP	Bank Trans	£1,826.84
	For Approval			
6	Staff costs	March staff costs (including pension and NI)	BACS / SO	£2593.63
7	OxEcology	Inv 1103. Pollard, fell and crosscut fallen willows in Louie Memorial Fen. Work authorised by R&A Committee	Bank Trans	£630.00
8	Applecat Garden Services	F760C0-0243 ½ day gardening work Memorial Garden	Bank Trans	£300.00
9	Jessop and Cook	INV-0200 Architectural Services-Interim Fee Account No. 2	Bank Trans	£720.00
10	Linda Morrison Allsopp	Re-imburement for Printer Ink	Bank Trans	£138.25
11	Linda Morrison Allsopp	Mileage Claim	Bank Trans	£3.60
14	Helen Broughton	Re-imburement for Laptop Repair	Bank Trans	£125.40
15	Vale of White Horse	Emptying of 3 dog bins January – March 2022	Bank Trans	£322.92
	Total			£7,799.63

Cllr Fairclough queried why we still use dog bins; they are no longer a legal requirement. Cllr Fairclough proposed item for next meeting that NHPC end use of dog bins seconded Cllr Bastin Unanimous agreement. **ACTION POINT**

Proposal to agree receipts and payments from Cllr Fairclough Seconded by Cllr Bastin unanimous vote for

- b) To review and approve the requested changes to the Financial and Administrative Risk Assessment. Item carried over.

Re the Asset Register Cllr Potter reported that the Locum RFO has noted that this is held on Scribe which does not allow an extra column and information in such a column would only be an educated guess as to present values. She questioned if this was necessary since what is captured in Scribe is the legal requirement for the Audit.

- c) Grant Application Breakdown

Grant Applications 22.03.04 Breakdown Applications and Grant Budgets

Organisation	Constitution	Finance Statement	Amount Requested	Allocated + Type of Grant
Botley Bridges	Articles of Association	Financial Statement &	£5,000	£5000 major grant

		Bank Statement		
Hinksey Trail Regeneration	Community Interest Company (Reg. 12949996)	Bank Statement	£1,875	£1,875 major grant
Friends of Raleigh Park	Constitution AGM	Accounts + Validation	£700	£700 major grant
Botley Boys n Girls FC	Constitution	Income & Expenditure	£1,000	£1,000 major grant
Friends of Botley School	Constitution	Report, bank records & Statement	£3,000	£3,000 major grant
Botley Baby & Toddler Group		Bank Statement at End of Application	£250	£250 Grants and Donations
Sustainable Botley	Constitution		£900	Not Allocated.
		Total Applications	£12,475 +£250	
	Budget	Spend	Net Position	
Grants & Donations	2,100.00	1,740.00	360.00	
Major Grants	10,000.00	1,500.00	8,500.00	

Cllr Potter highlighted there is also CIL funds available for infrastructure. The Botley School and Hinksey Trail applications would fit into that funding. There is £42,000 total in CIL, but she encouraged Council to spend the annual grant funds first.

- d) To consider Grant Application Botley Bridges.
- e) To consider Grant Application Hinksey Trail Regeneration.
- f) To consider Grant Application Friends of Raleigh Park.
- g) To consider Grant Application Botley Boys and Girls FC.
- h) To consider Grant Application Botley School.
- i) To consider Grant Application Botley Baby and Toddler Group.
- j) To consider Grant Application Sustainable Botley.

After discussion and input from representatives from Botley Bridges and Friends of Raleigh Park by Zoom, all the applications were considered together.

The Council expressed concerns that Sustainable Botley is not yet fully set up, financial statement and constitution are for Association for Botley Communities (ABC) not for Sustainable Botley. Sustainable Botley or its parent organisation ABC were asked to re-apply next month at the start of the next financial year.

Cllr Rankin joined the Meeting.

Proposed Cllr Bastin, seconded by Cllr Church - £250 grant to Botley Baby & Toddler Group be paid from Grants and Donations. Named vote requested. Vote unanimous for.

Councillor Fairclough proposed that all the other applications apart from Botley School be accepted and paid from the Major Grants Fund. Cllr Kay seconded. Named vote requested which was unanimous for.

Cllr Bastin proposed and Cllr Fairclough seconded that CIL funds be used for the Botley School application. Named vote requested. Vote unanimous for

- k) To approve annual subscription to OALC for 2022-23 at a cost of £1,044.76 to be funded from Local Govt Advice and Subscriptions budgets.
Proposed Cllr Church seconded Cllr Fairclough. Unanimous for vote.
- l) To approve annual subscription to Oxfordshire Playing Fields Association at a cost of £78.00.
Proposed Cllr Church seconded Cllr Kay. Unanimous for vote.
- m) To approve annual subscription to National Allotments Society at a cost of £66.00.
Proposed Cllr Church seconded Cllr Kay. Unanimous for vote.
- n) Oxford Green Belt Membership. To consider joining and paying the Annual subscription of £15.
Proposed Cllr Church seconded Cllr Kay. Unanimous for vote.
- o) To approve payment of SLCC Subscription for the Clerk to the Parish Council at a cost of £234 with an initial joining fee of £15. SLCC provided the ILCA Course and provide the CiLCA Course and additional required training courses.
Proposed Cllr Berrett seconded Cllr MacKeith. Unanimous for vote.
- p) To approve increase in Clerk's Salary in line with NALC's recommendations
Proposed Cllr Kay, seconded Cllr Rankin. Unanimous for vote.
- q) To note and agree increase in costs for dog bin emptying.
As previously noted, Cllr Fairclough to confirm where the dog bins are and how often they are being used and emptied before his proposal to the next meeting. Council noted and disagreed with the increase. Cllr Fairclough's Proposal re dog bins will be added to the agenda for the next meeting. **Action Point**
- r) To note and agree increase in EE Costs.
Council noted increase and asked Clerk to explore a better contract with a new handset and bring to next meeting. **Action Point.**

2. General

- a) To agree a provider of IT support. (Tender information to be considered at P21/226)
Need to check the suitability for Councillor's individual laptops which are not owned by the Parish Council. Need to understand the purpose of this is to ensure Council's Data Protection compliance.
- b) To agree procedure and budget for the recruitment of a relief caretaker for Louie Memorial Playing Fields and Pavilion. Proposed by Cllr Bastin that this be delegated to the Personnel

Committee, seconded by Cllr Church. Cllr Dowie abstained other Councillors present, voted for Passed by a majority. A Meeting date of 21st April was set for the next meeting of the Personnel Committee.

c) Pavillon Project Update.

- I. To consider Quotes for Demolition. This was an action point from last year. (Tender information to be considered at P21/226).
Rob Goacher from Jessop & Cook briefed Council on present situation. Pre-commencement conditions inherent to the present planning application which runs out in July need to be discharged before site clearance can start. Insufficient time to act on discharge of planning conditions before the planning permission runs out and the discharge would not carry over to the new application.
- II. To consider and approve Jessop & Cook Costs for Stage 3. Previous tender was from stage 4 onwards. We are running out of time so need to revisit planning application which is stage 3. Application will be very similar to present application which is reflected in the costs.
Cllr Fairclough requested the minutes show his comments that “this Council, as a body, should be ashamed of itself that we now find ourselves in this situation when after having planning permission for 3 years, we have been unable to move this forward. This is something that is critical for the Parish and something that was supported, whilst not unanimously, very strongly when it was voted in and we have achieved nothing. I think that is a disgrace and we have let down the community.”
Approval of stage 3 costs agreed in principle, discussion to continue in confidential session
- III. To Agree timescales and broad content for further Public consultation to support Planning Application.
Consultation required for funding applications in addition to the Vale planning consultation. We need to move forward as fast as possible. Neighbourhood plan has changed so new consultation may be needed because new Neighbourhood Plan is slightly different to the old one. Discussion followed which raised the following ideas from Councillors, Council contacting Planning Department, the size of the building in new application, retention of the former Scout Hut, blue sky thinking on new users that could use the space.

Cllr Allen left the meeting.

Need to check in with the Community to get current data and re-engage with it. Consider if we should reduce some areas of the building and if anything should be added. Single event consultation pre submission of the planning application with follow up consultation in more depth after permission granted, if necessary. Timescale – new Planning Application submitted by Mid May, so that there is no hiatus with funding applications. Work done since the last application was submitted can be incorporated into the new one and may reduce the number of planning conditions. Run consultation by

the end of April. Suggestion that an independent company be employed to run the consultation – would increase costs and delay the process. Proposal by Cllr Rankin that we have a one-off event at the LM pavilion. Cllr Berrett further proposal to set up a small working group to organise the one-off event. Seconder Cllr Kay. Named vote 10 Cllrs in favour Cllr Dowie opposed. Agreed by a majority. Volunteers for group – Cllrs Kay, Fairclough, Berrett, Church, Potter and Dowie. **ACTION POINT**

9.30pm. Motion to suspend Standing Orders and continue the meeting past 2 hours. Cllr MacKeith proposed and Cllr Rankin seconded to proposal to continue meeting beyond 2-hour period. In favour all but one.

- IV. Update on Fundraising Strategy.
Cllr Potter provided an update. Fundraiser has completed 2 days of work and initial draft has been circulated to Councillors with fundraising experience for their initial comment and further document will be circulated to all Councillors, hopefully next week.

Chair thanked Jessop & Cook for their attendance and noted that a Parishioner attended Jessop and Cook office this week and wanted to talk to the architect about the project. Councillors and members of the Public asked to please note the Jessop & Cook contract is with the Council only and they liaise with the council only. Jessop & Cook are not contracted to manage conversations with members of the public and should not be contacted by members of the public on this topic.

After a 5-minute break the meeting re-convened at 9.40pm. The Chair noted there were now 11 Councillors in attendance.

- d) Skatepark Project Update.
Clerk reported to the meeting that she had written to Canvas to notify them that they had been appointed. So far, they have not come back with a contract for signature. Appointment of Core team for liaison with Canvas. Proposals for points of contact. Cllr MacKeith volunteered herself and Cllr Blase, Cllr Dowie volunteered and Cllr Potter asked to be copied into correspondence as Council Chair. Proposed by Cllr Potter seconded by Cllr Berrett vote unanimous for.
- e) Update and agree action on Queen's Platinum Jubilee celebrations. Lighting Beacon and West Way Square festivities. Cllr Church reported Council has committed Budget of £500. An informal working group has met. There will be on June 2nd an event at Louie Memorial upper field prior to people walking up to the Beacon where there will be a Choir and a hopefully a Piper, organised by Cllr MacKeith also a Bar courtesy of Tap Social and 15th Scouts are providing a barbecue, but people can bring their own picnics. Saturday June 4th Street Festival with events in West Way Square and a historical photo exhibit with memorabilia in Seacourt Hall 13.00-17.00. Tea and cakes with palm court orchestra type pianist. Another informal working group meeting scheduled for Tuesday at 6pm. Cllr Berrett has liaised with Savills on the use of West Way Square. Documents will be circulated to

Councillors. Re-funding – may have to come back to Council for more funding but will be contacting Mace, Savills and other traders for support.

f) Public Arts Project Update

- i. Feedback on Public Consultation – Cllr Berrett thanked Councillors for their involvement. There was good attendance and the 3 artists took part on Saturday with lots of local children and adults involved. The District Council Arts Officer has written to Highways England asking for permission for the work on the underpass.
- ii. Discussion of Planning Application Process – Clerk getting together with District Council Arts Officer to complete application.

g) Military Covenant Trust Fund

Proposal from Cllr Fairclough that the Parish Council follow the example of other Parish Councils and Oxford County Council to sign the articles of Arms Forces Covenant. To support the armed forces, veterans and their families. There is a Trust Fund which Council could apply to for help for veterans. Cllr Fairclough will work with the Clerk to move this forward. Cllr Dowie seconded. Named vote. 10 votes for and Cllr MacKeith opposed. Carried by a majority.

h) Civic Protocol - To discuss a procedure for the events as a result of the passing of a member of the Royal Family. To be discussed in Private at the end of the meeting.

i) Notification of receipt of Application for Planning Permission – Flood Alleviation Scheme. Discussion of Councils views on the scheme to inform Planning Committee response. Discussions on the issue and NHPC are on the list as a consultee. Request from Cllr Rankin as Chair of the Planning Application that Councillors forward any comments, or anything they have noted for consideration. It will be discussed at the Planning meeting of 5th May and we need an objective response on this application.

j) Issues raised by Annual Parish Meeting

Flood alleviation. Presenting group asked after the meeting that NHPC and perhaps the VOWDC run a public meeting for them. It was suggested in response that they run a meeting and invite NHPC.

Memorial tree for a parishioner. Cllr Church suggested a semi-circle of memorial trees with bench overlooking the view from Louie Memorial Fields. Cllr Dowie advised caution since there is a memorial tree in the nature reserve which is neglected. Need to register where the trees are and how they will be maintained. Cllr MacKeith mentioned that the Orchard has memorial trees.

Parking came up. Cllr Roberts carried this question away and will follow up.

Status of homes in Seacourt Road and lack of insulation. Cllr MacKeith informed Council that she had visited the Parishioner who raised the issue, who was interested in getting other Seacourt Road residents involved in community issues such as getting the hall there re-opened. Encourage the resident's engagement with NHPC.

Engagement with Solar Farm proposal noted in parishioner questions. We have not seen the proposal yet and Cllr Potter asked if any Councillors were aware of any update on this and the issues raised. Issues Noted.

21/223: Questions raised by Councillors:

Submitted by Cllr Dowie

Question 1.

A letter from Jessop & Cook Architects dated 22 February 2022 was made available at the Annual Parish Meeting on 17 March 2022. The letter made reference to refurbishment of the Scout Hut. What information has Jessop and Cook supplied to the parish council on the works and costs necessary for refurbishment of the Scout Hut?

Answer from Cllr Caroline Potter

As noted in the minutes for the full Council meeting in December 2021, the Council's appointed architects gave their professional opinion on likely costs and next steps needed to consider refurbishment of the hut in response to a question from you:

"Cllr Dowie asked if Mr Wadsworth was aware of the situation regarding the Scout Hut. He replied that he was and had seen the cost estimates for refurbishment which were, in his view, under-priced and more likely to be in the region of £100k. He advised that to get a reliable estimate of costs a specification should be put together and tender quotes obtained from contractors. It was likely that an asbestos survey would be needed."

Clarification requested by Cllr Dowie.

He asked if there was no substantive evidence to support the claim.

Cllr Potter responded

It was professional advice based on professional expertise.

Submitted by Cllr Dowie

Question 2.

A letter from Jessop & Cook Architects dated 22 February 2022 was made available at the Annual Parish Meeting on 17 March 2022. What evidence is there to support Jessops and Cook's assertion that it is unviable for the Scout Hut to be retained?

Answer from Cllr Caroline Potter:

Architects from Jessop & Cook expressed their professional opinion in the letter referred to, which followed from a review of the Demolition / Asbestos survey report issued from them to the designated Council contacts including yourself on 14th February.

Clarification requested by Cllr Dowie.

The only evidence is their professional opinion?

Cllr Potter

It was professional advice based on professional expertise.

Submitted by Cllr Dowie

Question 3.

Why are North Hinksey Parish Council and Jessop & Cook Architects intending to submit the same scheme as in the previous planning application P19/V0696/FUL which includes facilities for 4th

Oxford Scouts when 4th Oxford Scouts have made it clear that the proposal does not work for them and have asked to be allowed to refurbish the Scout Hut at their own expense?

Answer from Cllr Caroline Potter:

The Council's appointed architects gave their reasons for this advice in the letter dated 22nd February:

"Our current intention is to submit the same scheme as previously submitted to the council. This is to reduce additional costs from redesign as the previous scheme was created with significant user group input and to increase confidence of planning approval. Minor changes could be made if required."

NHPC has not confirmed if it will submit the same scheme or an amended scheme. As discussed under an earlier agenda item, NHPC now has the opportunity to undertake fresh public consultation on aspirations for the new building, which will reflect the current situation of the 4th Oxford Scouts having chosen to relocate their headquarters to the Rugby Club in North Hinksey a year ago.

Cllr Dowie

Asked for clarification if the same scheme was being submitted, and the letter to the Parish Meeting inaccurate?

Cllr Potter

Responded that the Council's position would be agreed after public consultation and Jessop & Cook advise submitting the same application because of the benefits in costs and time and increased likelihood of approval.

21/224: Other Documents & Letters Received:

All Documents & Letters received have been circulated.

21/225: Date of Next Meeting: 28th April 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

In closed session.

P21/226: To consider Quotes

1.a) To consider quotes for IT support and agree a provider.

It has already been raised what level of service we actually need and the wide variation in level of service that the quotes provide.

Cllr Fairclough suggested none of the quotes are fit for purpose and drew Councillors attention to the Guide to GDPR for Parish Councils from the Information Commissioners Office, which Cllr Fairclough will circulate. **ACTION POINT**

NHPC can fulfil its GDPR responsibilities by knowing exactly what data it holds on its Parishioners, what is public data and by being able to confirm we have justifiable reasons

for holding it and putting reasonable measures in place to safeguard it. We can do this by having a training course for Councillors on what the responsibilities are for GDPR and information on the website on how we deal with GDPR and take it forward. The regulations for Parish Councils changed in 2020 and we no longer need to have a data protection officer. It is well beyond the key factors of necessity and proportionality for Councillors to have to load software onto personal laptops.

We can do this very pragmatically in house and Cllr Fairclough volunteered to chair a small working group to do this. Cllr Berrett also felt quotes are too varied. Agreed previously to purchase Business 365 for Clerk's laptop and that Councillors will all have Council emails. Cllr Dowie requested that the terms of reference for the EDPO be circulated, along with her previous IT Service quote from last year. **ACTION POINT**

No one supports accepting any of the quotes. Cllr Rankin proposed a small working group be appointed and bring a list of recommendation to the next meeting. Cllr Fairclough seconded. Named vote requested with 10 Councillors in favour and an abstention from Cllr Dowie. Cllrs Fairclough and Bastin volunteered. Cllr Berrett asked that the working group communicate with the EDPO. **ACTION POINT**

b) To consider Quotes for Demolition of Former Scout Hut.

Clerk requested 5 quotes but only 2 materialised. Cllr Church highlighted the differences in the 2 quotes. Cllr Rankin proposed that we use this as information and revisit at the first available point in the planning process. Amendment by Cllr Dowie to have only the first part of the proposal without a timescale, seconder Cllr Bastin named vote requested. For Cllrs Dowie and Bastin, against Cllrs Kay, Fairclough, Church and Rankin, Abstentions Cllrs Potter, Berrett and Dykes and the amendment was not carried. Original proposal seconded by Cllr Fairclough Named vote 10 councillors in favour Cllr Dowie against.

ACTION POINT

2. General

h) Civic Protocol - To discuss a procedure for the events as a result of the passing of a member of the Royal Family.

Cllr Church suggested we note this but not take any action since the City and other Councils will be taking action. Cllrs Berrett and Dowie suggested liaison with other organisations such as Church and Library and to have a facility for local people to pay their respects. Cllr Rankin suggested we see ourselves as filling gaps. Cllr Potter proposed we leave this as a delegated action for Cllr Berrett to liaise with Clerk.

ACTION POINT

Meeting Closed at 10.39.