



North Hinksey Parish Council



Mrs Helen Broughton, Locum Clerk to the Parish Council

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A Meeting of North Hinksey Parish Council will be held at 7.30pm on Thursday 25th November 2021 in the Seacourt Hall and via video conference

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Members of the public and press are encouraged to attend the above meeting by video conference but may attend in person. Please note that this meeting will be recorded.

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

<https://us02web.zoom.us/j/81912921557>

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

Meeting ID: **819 1292 1557**

8031 You will also be prompted to enter the following passcode: **872143**

To listen by telephone (including mobiles), dial: 203 481 5237

Papers for the meeting can be viewed at this link: [Dropbox](#)

Helen Broughton

Helen Broughton, Locum Clerk

19th November 2021

AGENDA

21/157: Apologies for Absence

21/158: Declarations of Interest

21/159: Approval of Draft Minutes (5 minutes)

1. Council Meeting 14th October 2021
2. Remembrance Day Committee 21st October 2021
3. Finance and General Purposes 28th October 2021
4. Personnel Committee 11th November 2021
5. Finance and General Purposes 18th November 2021

21/160: Matters raised by Members of the Public: (Max 5 mins / question, 15 mins total)

21/161: Reports from County & District Councillors (10 minutes)

21/162: Review of Actions (paper 1) (5 minutes)

21/163: CLERK'S REPORT (paper 2) (5 minutes)

21/164: COUNCIL MOTIONS (Total 30 minutes)

21/165: COUNCIL MATTERS (Total 45 minutes)

1. Finance

- a. Approval of Receipts and Payments since last full Council Meeting (*paper 3*).
- b. GDPR: To receive a report following a data mapping exercise by the DPO and consider budget implications (*paper 4*).
- c. 2022-23 Draft budget (*paper 5*): To consider the draft 2022-23 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.
- d. Approval of new clerk training with OALC at a cost of £55, subject to agenda item P21/170i.
- e. To vire £5,000 from the General Fund to the Locum Clerk budget.
- f. To vire £1,215 from Contingency to Audit fees.
- g. Approval of the creation of a new Earmarked Reserve for Art Project money.
- h. Approval of a grant to Botley Boys and Girls Football Club for £200 (*paper 6*)

2. General:

- i. Agree membership of a Skatepark Tender Panel.
- ii. Consider risks relating to the New Louie Memorial Pavilion.
- iii. Approve lighting of the Jubilee beacon in 2022 as part of the Queen's Platinum Jubilee celebrations.
- iv. Update on the Public Arts Project by Cllr Berrett.
- v. To amend the Terms of Reference to read '*The required quorum for meetings of Committees and Sub-Committees is either one half of that body's members, or three members, whichever is the higher figure*'.

- 3. Planning:** Receive an update from the Chair of the Planning Committee following a presentation on a proposed solar farm in Cumnor Parish and agree a Parish Council position (*paper 7*).

4. Nature Reserve & Allotments:

- i. Receive an update on the allotment tenants' poll.
- ii. Approve installation of a new bench (to replace a previous bench) near the gate of the community orchard.

1. Personnel Committee

To approve the following policies / documents as recommended by the Personnel Committee:

- i. Personnel Committee section of the Terms of Reference for Committees (*paper 8*).
- ii. Protocol on Councillor - Employee relations (*paper 9*).
- iii. Equal opportunities policy (*paper 10*).
- iv. Recruitment policy (*paper 11*).
- v. Disciplinary policy (*paper 12*).
- vi. Complaints Handling Procedure – contacts details to be updated only, no change to Policy content

2. Recreation and Amenities:

- i. To consider the play area quarterly inspection report and approve quotation Q979 for associated works (*paper 13*).
- ii. To approve the planting of hedgerow trees along the back of the Lime Road houses backing onto the Upper Field.

21/166: Questions raised by Councillors: (Max 5 mins / question, 15 mins total)

21/167: Other Documents & Letters Received:

21/168: Date of Next Meeting: 16th December 2021 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 staffing matters and contracts. As such the press and public are excluded from this part of the meeting

P21/169: New Louie Memorial Pavilion: To approve a recommendation from the Tender Panel on the appointment of an architect for the new Louie Memorial Pavilion.

P21/170 Appointment of Clerk and Responsible Financial Officer

- i. Approval of the appointment of a permanent Clerk and agree start date.
- ii. Subject to P21/170i to approve details of the permanent Clerks contract.
- iii. Subject to P21/170i to approve the current Locum Clerk being appointed Locum Responsible Financial Officer and to provide support the new Clerk from 1st January to 31st March 2021 at up to 10 hours a week.
- iv. Subject to P21/170iii to authorise Mrs H Broughton admin access to the Unity Trust bank account.