



North Hinksey Parish Council



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Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 9th September 2021 in the Seacourt Hall and via video conference

Those Present: Cllr Potter (Chairman), Cllrs Allen (part meeting), Berrett, Blase, Dowie, Dykes, Fairclough, Jones (part meeting), Kay, MacKeith and Rankin.

In Attendance: Helen Broughton (Locum Clerk), County Councillor Judy Roberts and District Councillor Emily Smith.

There were 4 members of the public present

21/063: Apologies for Absence: Cllrs Bastin, Bolder and Church.

21/064: Declarations of Interest:

Cllrs Berrett, Dowie, Fairclough, Kay and Potter declared non-pecuniary interests in item 21/071 3, the nature of their interests being that they were Trustees of Seacourt Hall Management Committee.

Cllr Dowie declared a pecuniary interest in item 21/72 3a, the nature of his interest being that he was a tenant of the allotment in question.

21/065: Request from Cllr Dowie for a dispensation to a pecuniary interest as an allotment plot holder and Trustee of Seacourt Hall Management Committee (SHMC) to speak and vote on matters relating to SHMC, transfer of earmarked reserves, allotments, allotment tenancies, proposed allotment association and matters relating to these subjects. It was proposed and seconded that the dispensation be granted in the interests of persons living in the parish. This was unanimously **APPROVED**.

21/066: Approval of Draft Minutes

1. Council Meeting

It was proposed and seconded **that the minutes of the meeting held on 5th August 2021 be approved as a correct record.** A named vote was requested. All Councillors voted in favour, other than Cllr Dowie and the minutes were therefore **APPROVED**.

2. Remembrance Day Committee

It was proposed and seconded **that the minutes of the Remembrance Day Committee held on 2nd September 2021 be approved as a correct record.** All committee members voted in favour and the minutes were therefore **APPROVED**.

21/067: Matters raised by Members of the Public:

The Chair thanked Members of the Public for their questions received in advance of the meeting and responded as follows:

Question 1

The 4th Oxford Scout Group note the proposal to demolish the scout hut. Is this proposal not contrary to the interests of the community, since the benefits of the new pavilion can be maximised if the scout hut is left

up with the scout group remaining on site, and is it not premature since discussions have recently been refreshed to try to achieve this outcome?

Answer from Cllr Caroline Potter:

To clarify the Council's democratic process, which is that any individual councillor may propose a motion for debate. NHPC as a whole, which is the legal decision-making body, only arrives at a position once the motion has been debated and voted on at a formally convened meeting open to the public, such as this one. As conveyed in the informal discussions at the councillor surgery on 18th July, there is a wide range of views on the scout hut both within the council and amongst the public. Tonight's debate will no doubt reflect that diversity, which includes strongly held views both in favour of and against retaining the scout hut. It is therefore not a foregone conclusion, nor is it the current position of this Council, that retention of the scout hut maximises the benefits of the new pavilion for the wider community. The motion nonetheless allows all councillors to express their views and for Council as a whole to clarify its current position. While a number of individual councillors (myself included) have expressed willingness to consider the feasibility of a fully costed proposal from the Scout Group for refurbishing its former headquarters, until such a proposal is actually presented to NHPC then the previously approved plan to replace both current buildings with the new pavilion remains in place. Given the informal conversation that have taken place between individual Scout Group and NHPC members, the question of timing is an important consideration that Councillors will be able to discuss shortly in the debate.

Question 2

Why is NHPC proposing to demolish the Scout Hut, a listed community asset insured for more than £200,000 before a replacement Hut has been built, thus disadvantaging nearly 150 young people in the area?

Answer from Cllr Caroline Potter:

The proposal has been made by two individual councillors, not NHPC as a whole. These two councillors have stated their reasons for their proposal in their presentation of the motion. Other councillors will shortly have the opportunity to offer their views during the debate on the motion. As the legal decision-making body, NHPC does not have a position on the proposal until the debate has concluded and a formal vote on the motion taken. This is the proper democratic process.

NHPC offered the 4th Oxford Scout Group a rent-free lease to continue using the scout hut from July 2020 (when the previous lease expired) until construction on the new pavilion began. This offer was made across a period of eight months (July 2020-February 2021), but it was declined by the Scout Group, who instead chose to relocate to the Oxford Rugby Club where they have been successfully running sessions since last term. It is therefore incorrect to state that a decision about the management of a parish-owned building that is currently unoccupied and is not legally lettable owing to its failed energy efficiency rating, would disadvantage the young people who continue to benefit from the Scout Group's activities at their chosen location.

Question 3

How does the waste of embedded carbon represented by the proposed demolition of the Scout Hut, a basically sound building that the Scouts are willing to refurbish to an acceptable EPC level at no cost to the Parish Council in return for a long lease, benefitting some 140 young people locally, and the expenditure of further embedded carbon in the construction of a replacement by North Hinksey Parish Councillors or the Scouts, tie in with the Parish Council's declaration of a climate emergency, and making a mockery of the proposed Botley Green Week?

Answer from Cllr Caroline Potter:

The scout hut's failed EPC rating means that it currently has a large, negative environmental impact, and in the absence of professional structural and safety assessments we have no assurances that it is sound. As part of NHPC's commitment to reduce our carbon footprint wherever possible, our intention is to minimise waste of embedded carbon, as well as to design the new building to the highest energy efficiency standards possible (i.e. A or A+ rating). Our Environment Committee chairman Cllr Church is aware of initiatives to re-use debris from demolition as far as possible, for example Sheehan Environmental who

recycle 10,000 tonnes a year of construction waste per year into new breeze blocks. The ongoing environmental gains from replacing outdated buildings of poor efficiency with a low-carbon new building will also be substantial – the energy efficiency measure of the scout hut is currently 290 (category G), more than 10 times the impact of what could be expected from a high-quality new-build pavilion (maximum measure of 25 for a category A building). We are looking to do the right thing for both people and planet in this development, which is entirely consistent with the Council's Climate Emergency Policy and upcoming Botley Green Week.

Cllr Dowie asked if the answers given were in a personal capacity or were the position of the Council. The Chair replied that she was speaking as the elected Chairman of the Council and that they represent positions that are consistent with the Parish Council's views. Cllr Dowie said that he disagreed and asked again on whose behalf she was speaking. The Chair asked that the minutes record that Cllr Dowie was disrupting proceedings and gave him a formal warning to modify his behaviour.

21/068: Reports from County & District Councillors

The County Councillors report had been circulated in advance. Councillor Roberts added that Civil Parking Enforcement was being implemented on 1st November and parking infringements can be reported via the County Council website.

The Chair asked if complaints received where parking enforcement is ambiguous, for example near junctions, could be reported via the website. Councillor Roberts replied that these situations would be the responsibility of the police. It was asked if there had been any progress on the reduction of speed limits to 20mph. This is being progressed and is part of a rolling program. Cllr Roberts has informed the County Council that NHPC has undertaken a survey and voted in favour of 20mph limits. She will keep the Council updated.

The District Councillor reported on the following:

- A current priority is support for Afghan refugees and ensuring that there is accommodation available for them.
- Covid support is continuing.
- The garden waste service is on hold due to staff shortages.

21/069: Review of Actions

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

20/83

2. Water Pollution: Cllrs Bastin and Church to consider any additional actions required in respect of water pollution for November meeting ONGOING

17 Dispose of 'Kustom' amplifier, speaker and microphone system, induction loop and associated cabling: Clerk to arrange disposal through Freecycle or similar. ONGOING POST LOCKDOWN

20/115

9. Resilience Project: Cllr Rankin to make enquiries about generator provision. Cllr Berrett to report back to Council on progress. COMPLETED

20/130

5. Financial Risk Assessment:

(a) Create Investment Policy

(b) Contingency Plan for loss of key personnel ONGOING

20/142 – General

(a) Tree Work. Clerk to arrange work at allotments – T3, 8, 7 & 9 CONTRACTOR INSTRUCTED but advised work should take place in summer COMPLETED

8. Cllr Fairclough to produce paper on Military Covenant Trust Fund and Clerk to add to the agenda for the March Council meeting ONGOING FOR FUTURE MEETING.
- 20/146
- (2) Scouts' Lease - Clerk to liaise with Knights in terms of process for awarding of costs (if awarded) for JD and make arrangements to receive money from parishioner ONGOING
- 20/155
4. Annual Parish Meeting
- 20/166
- (1) Cllr Jones to approach Cumnor PC regarding safe crossings for Eynsham Rd & Cumnor Hill FOLLOW UP REQUIRED
- (2) Cllr Church to progress agreed Green initiatives as per Paper 2. FOLLOW UP REQUIRED
- 20/167
1. Finance
6. Correspondence with EA on Seacourt Stream Pollution: Cllr Church to speak to EA representative and provide initial feedback. ONGOING.
13. Reinstatement of Benches in Memorial Garden: Cllr MacKeith to determine date for discussion by Allotments Committee. NOW TO R&A
14. B&NH Green Spaces: Cllr Church to progress agreed actions. ONGOING.
- 21/006 Register of Members' Interests – Cllr Potter to update form.
- 21/042
- (2) Interim RFO – Clerk to arrange Cllr Bastin to have 'view and submit' access to Unity Trust Bank. COMPLETED
- (5)a Clerk/RFO Recruitment: Cllrs Potter, Berrett, Rankin and Blase to arrange advertising, review applications and hold interviews. ONGOING
- (8)bii Insurance: Clerk to arrange additional cover and pay invoice when available £167.31. COMPLETED
- (10)a Grass Matting: Clerk to arrange work with Graham Sillman COMPLETED
- (10)b Quarterly Inspection: (1) Clerk to obtain quotes from Graham Sillman for outstanding items (2) Clerk to contact school to request MUGA pressure washing. COMPLETED
- (11)a Memorial Garden: Clerk to confirm to Kevin Minns that work can go ahead to Planning. COMPLETED
- (11)c Allotment 47 Rubble Dumped: Cllr MacKeith to contact neighbour. ONGOING
12. 20mph Zone: Cllr Bastin to liaise with Cllr Roberts to progress. ONGOING
15. Neighbourhood Plan: (1) Clerk to obtain printing quotes for Council review (2) Cllr Kay to arrange transfer of monies to NHPC account following which the Clerk to confirm receipt and disbanding of Steering Group to Cllr Kay.
- 21/046
- (2) Code of Conduct Training: Clerk to obtain quote for Council approval. ONGOING FOR FOLLOW UP WITH DC MONITORING OFFICER
- (3) Personnel Committee: Cllr Potter to bring proposals to Council. COMPLETED
- (4) Councillor/Officer Protocol: Personnel Committee (when formed) to draft document ONGOING
- 21/059
- (4) Detailed projection of ongoing maintenance costs, timescale and vandalism report (if available) for Green Bus Shelter to be provided for decision at September meeting. COMPLETED.
- (6) Oxford Local Plan 2040. Cllr Church to draft bullet points for a response and circulate to Councillors by 18th August. COMPLETED
- (7) Request that a bat survey be undertaken. COMPLETED
- (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.

(9) Discussion held with allotment tenants in late September (arranged by the Allotment Working Group) and reported back to Council. *Date arranged for Sunday 3rd October for the tenants meeting.* ONGOING
(10) Plot holder to be informed that permission has been given for a greenhouse and polytunnel, so long as within the allotment rules. COMPLETED

21/070: LOCUM CLERK'S REPORT

The Locum Clerk reported on the following:

The difference between the Q4 and Q1 office equipment reserve, previously reported, had been due to balances not copying across properly at year end. This has now been corrected.

12 reminders had been sent for plot holder rules to be signed and returned. 1 has been returned.

The Oxford Association of Local Councils is not offering Code of Conduct Training currently, however the new Monitoring Officer has offered training to all parish councils. The Clerk will discuss this with him on his return from annual leave.

Grass matting has been installed in the top field, as agreed at the June meeting. This has concluded the four pieces of equipment that the RoSPA Play Safety suggested installing matting around.

Works, previously approved, will be going ahead in September as follows at a cost of £240:

- *T3 semi-mature walnut – weight reduction to southern stem to reduce leverage*
- *T8 young oak – formative prune*
- *T7 & T9 mature cherries – apply organic mulch (FOC if done with above works)*

Urgent safety repairs, following a safety inspection and specified in quotation Q970, have been authorised under delegated action and completed. The cost was £828.56 The contractor has also replaced the broken spring on the gate to the play area free of charge.

The hedge to the edge of the North Hinksey Nature Reserve has been cut back.

Volunteers have advised that the gates will be closed at 7pm now that it is getting dark earlier. Signs will be put up advising the public of the opening and closing times.

21/071: COUNCIL MOTIONS

Cllr Jones joined the meeting at 8.23pm (during motion 1)

1. Motions proposed by Cllr Potter, seconded by Cllr Kay

a. Members to agree to establish a personnel committee.

Cllr Potter gave the background to her motion to establish a personnel committee. At its meeting on 24th June 2021, NHPC resolved to adopt all recommendations made to Council following the consideration of a grievance raised by the previous Parish Clerk. These recommendations had included the establishment of a personnel committee which was increasingly recognised as best practice and evidence that a Council was a good employer. The role would be to consider and make decisions on staffing matters. Delegated responsibilities were given in the paper circulated and membership would be restricted to NHPC Councillors only, due to the confidential nature of business transacted. Cllr Dowie spoke against the motion stating that the recommendation for a personnel committee was coming from a flawed grievance process and that the personnel committee was an attempt at political control of the Clerk. Cllr Fairclough asked how having a

personnel committee would deal with the bullying behaviour of Cllr Dowie. The Chair explained that general concerns such as bullying would be helped by drafting policies such as member officer protocol and offering staff additional support. Cllr Kay stated that Cllr Dowie had written to Councillors prior to the meeting suggesting that the setting up of a personnel committee might be unlawful because the idea originated from a grievance procedure, however both Cllr Kay and Cllr Berrett refuted this idea in the meeting, as they suggested that the origins of the idea for the personnel committee had no bearing on its lawfulness and Cllr Dowie had not identified any specific law that he thought would be broken through the action of setting up this committee. Cllr Dowie quoted the Ledbury case and said that the Vale of White Horse had advised that the grievance should be through the Code of Conduct. Cllr Potter replied that the Ledbury Case was about applying sanctions to a councillor and NHPC had not imposed any sanctions on a councillor but had heard an employee's concerns through the NHPC's approved grievance process.

A named vote was requested. All councillors voted in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained and the motion was therefore **APPROVED**

- b. **Membership of the Personnel Committee:** It was proposed by Cllr Potter and seconded by Cllr Kay **that Cllrs Bolder, Kay, Fairclough and Berrett be appointed to the Personnel Committee.** A named vote was requested. All voted in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained and the motion was therefore **APPROVED.** It was proposed by Cllr Fairclough and seconded by Cllr Berrett **that Cllr Kay be appointed Chair of the Personnel Committee.** This was unanimously APPROVED by members of the personnel committee.
- c. **Changes to Terms of Reference for Committees.** Draft amendments to the Terms of Reference for Committees had been circulated. It was proposed by Cllr Potter and seconded by Cllr Kay **that amendments to the Terms of Reference for Committees be approved.** A named vote was requested. All voted in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained and the motion was therefore **APPROVED.**

2. **Westminster Way bus shelter**

- a. **to authorise the County Council to install a standard bus shelter at Westminster Way at the earliest opportunity, to the specification previously agreed and using the available S106 funds and to ask the Clerk to urgently action this request.**

A paper had been circulated and Cllr Berrett spoke on the motion. A bus shelter had not been in place for over a year following damage and installing a new shelter as quickly as possible was a priority. The proposed 'green bus shelter' was not necessarily the most appropriate use of S106 funds and may have minimal impact on air pollution. The Environment and Wellbeing Committee would consider 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. The motion was proposed by Cllr Berrett and seconded by Cllr Potter. A named vote was requested. All members voted in favour and the motion was therefore **APPROVED.**

- b. **to review the 'green bus shelter' proposal with the County Council to explain our reasons for not supporting this and to consider other options to reduce air pollution and improve local transport infrastructure with a focus on active transport. Such options would not rule out retrofitting green systems within a bus shelter, at a later date.**

The motion was proposed by Cllr Berrett and seconded by Cllr Potter. A named vote was requested. All councillors voted in favour other than Cllr Dowie who was against and Cllr Allen who abstained and was therefore **APPROVED.**

- c. **to 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. The motion was proposed by Cllr Berrett and seconded by Cllr Potter. A named vote was requested. All councillors voted in favour other than Cllr Dowie who was against and Cllr Allen who abstained and was therefore **APPROVED**.

- d. **to discuss with appropriate agencies obtaining a live bus arrival times screen to be installed in the shelter.** Cllr Rankin proposed a revision to the motion to read '**obtaining a quotation for**' This was seconded by Cllr Berrett and unanimously **APPROVED**.

The revised motion **to discuss with appropriate agencies obtaining a quotation for a live bus arrival times screen to be installed in the shelter** was proposed by Cllr Rankin and seconded by Cllr Berrett. A named vote was requested. All councillors voted in favour other than Cllr Dowie who was against and Cllr Allen who abstained. The motion was therefore **APPROVED**.

3. **Motion by Cllr Fairclough, seconded by Cllr Rankin to agree that the sum of £40,000 be reallocated from the Earmarked Reserves for the New Community Hall to the Earmarked Reserves for the Playing Field/Pavilion.**

Cllr Fairclough spoke in support of the motion. The Parish Council had placed the sum of £60,000 into Earmarked Reserves for the new Seacourt Hall Community Centre. The purpose of this money was to ensure that when the new hall opened it was fully equipped with the necessary furnishings and other items of equipment including, chairs, tables, kitchen fixtures and fittings. Most of these items had been supplied as part of the finished build. Any necessary items not supplied, or which have been identified post opening have now been obtained or are in the process of being scoped. Given that the original requirement for the earmarked reserves no longer exists the proposal is that the sum of £40k be transferred immediately to the Earmarked Reserve for the playing field/pavilion. This would leave will an excess of £19k remaining in the earmarked reserves for the hall should the need arise.

Following a query, Cllr Fairclough confirmed that he was not speaking as a Trustee of Seacourt Hall Management Committee but as a Councillor. There was some discussion as to whether Seacourt Hall Management Committee should be given the opportunity to comment on the proposal prior to a decision being made. Cllr Kay noted that the original sum allocated to earmarked reserves for the new community hall included £20,000 to cover items for the new Parish Office, with the remainder intended for the hall itself.

The following amendment to the motion was proposed by Cllr Rankin:

Members to agree that the sum of £20,000 be reallocated from the Earmarked Reserves for the new Community Hall to the Earmarked Reserves for the Playing Field/Pavilion and that £20,000 be moved in a similar manner, subject to Seacourt Hall Management Committees approval, following their meeting at the end of September. Cllr Fairclough seconded the amendment and all councillors voted in favour other than Cllrs MacKeith and Dowie who were opposed and Cllr Allen who abstained, so the new substantive motion was **APPROVED**.

The substantive motion was proposed by Cllr Fairclough and seconded by Cllr Rankin. All members voted in favour other than Cllrs Dowie who was opposed and Cllr Allen who abstained the motion was therefore **APPROVED**.

4. **Proposed by Cllr Potter, seconded by Cllr Kay to agree to proceed with remaining pre-construction work to the new Louie Memorial Pavilion.**

Councillor Potter gave the background to the motion. Permission for the new Louie Memorial Pavilion had included several planning conditions to be completed prior to commencement. As part of a grant application the Parish Council had worked with a construction company to estimate the

cost of professional services needed to meet all pre-construction planning conditions. These had been estimated at £94k in May 2021, and it was proposed to add 5% contingency for price increases since then and £1k for professional fundraising advice for a total of £99,479. It was agreed that this be rounded up to £100,000. The Louie Memorial Playing Fields Earmarked Reserve was £186,000. There was a financial risk as most of the capital funding has not been obtained however detailed plans are needed to obtain further funding.

Cllr Potter was asked to clarify if NHPC had capital funding to complete the project and the financial risks involved. Cllr Potter replied that NHPC did not have most of the capital funding confirmed, although discussions with the District Council about accessing District-level CIL monies were ongoing. The main risk was that funds spent on pre-construction work would not then be available for matched funding. She was also asked if this would then satisfy all the planning conditions and she confirmed this would be the case. Cllr Dowie expressed his view that discussions were premature as conversations were ongoing with the scouts and that by not having resolved the issue of Scout Hut money may be wasted. Other councillors spoke in favour and argued that no proposal had been brought by the Scouts and the Council had to progress its own plans. A named vote was requested. All councillors were in favour other than Cllr Dowie who was opposed so the motion was **APPROVED**.

Cllr Allen left the meeting

5. **Proposed by Cllr Fairclough and seconded by Cllr Rankin that the Scout Hut be removed and disposed of safely.**

Cllr Fairclough proposed an amendment to his motion to read '**that quotes be obtained for the safe removal and disposal of the Scout Hut as soon as possible**' and gave the background for his amended proposal. It was suggested that as NHPC had informal discussions with the scouts in the summer about a possible refurbishment proposal being put forward by the scouts, any motion regarding disposing of the scout hut was premature. An alternative view was that getting information on costs involved would be useful. Councillor Rankin seconded the amended proposal. A named vote was requested. All councillors voted in favour other than Cllr Dowie who was opposed, and the new substantive motion was therefore **APPROVED**.

Cllr Fairclough proposed, and Cllr Rankin seconded **that quotes be obtained for the safe removal and disposal of the Scout Hut as soon as possible**. A named vote was requested. All members voted in favour other than Cllr Dowie, Jones and MacKeith who were opposed and Cllr Potter who abstained. The motion was therefore **APPROVED**.

*The two-hour time limit in Standing Orders had been reached. It was proposed and seconded to **suspend Standing Orders and continue the meeting**. There were 9 in favour and 1 abstention, so this was **APPROVED**.*

6. **Proposed by Cllr Fairclough and seconded by Cllr Rankin that a working group be established to plan and implement, at the earliest opportunity, the removal and safe disposal of the former 4th Oxford Scout hut.** This motion was withdrawn by Cllr Fairclough.

7. **Proposed by Cllr Berrett, seconded by Cllr Rankin to agree that North Hinksey Parish Council write to Savills, Mace and Botley Development Company insisting that the public toilets be opened, available and clearly signposted during the core hours of business in West Way Square including weekends.** Cllr Berrett withdrew the motion and requested that this item be considered at the October meeting. She had been in discussions with Savills since April on this matter and with Mace only within the last two weeks so this would give Mace time to respond.

21/72: COUNCIL MATTERS

1. Finance

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

It was proposed and seconded **that Receipts and Payments be approved**. All members voted in favour, so the following payments were unanimously **APPROVED**.

| Payee | Description | Method of payment | Total Amount inc VAT |
|---|--------------------------------|-------------------|----------------------|
| Paid - expenditure previously approved at Council Meeting or urgent invoices paid in accordance with Financial Regulations | | | |
| SLCC | Locum Clerk fees | BACS | £1,729.20 |
| EE | Office monthly phone charges | DD | 30.17 |
| For Approval | | | |
| Mythic Beasts | Web hosting | BACS | £42.00 |
| Mythic Beasts | Domain renewal for 2 years | BACS | £72.00 |
| Drop box | Upgrade of storage | BACS | £95.88 |
| Steve Hall | Grass and hedge cutting August | BACS | £216.00 |
| Steve Hall | Grass cutting July | BACS | £76.00 |
| G Sillman | Grass Matting | BACS | £828.56 |
| G Sillman | Zip wire monthly tension | BACS | £60.00 |
| BGG | Grass cutting August | BACS | £444.00 |
| Total | | | £3,593.81 |

b. Locum Clerk fees budget

It was proposed and seconded **that £10,000 be vired from General Reserves to a new budget heading Locum Clerk Fees**. All members voted in favour, so this was unanimously **APPROVED**.

- c. **Approval of the release of £1,000 from the skatepark earmarked reserve as a working budget, of a maximum of £1000, for the group to consult on skatepark designs and then submit a planning application for the preferred design**. It was proposed and seconded to amend the motion by removing 'of a maximum of £1,000 and 'then submit a planning application for the preferred design' and adding 'that will inform a planning application'. This was unanimously **APPROVED**. It was proposed and seconded **to approve the release of £1,000 from the skatepark earmarked reserve as a working budget for the group to consult on skatepark designs that will inform a planning application**. A named vote was requested. All members voted in favour, so this was **APPROVED**.

d. Public art project at West Way

It was proposed and seconded **that NHPC agree acceptance of £46,113.90 S106 funds towards the public art project at West Way**. All members voted in favour, so this was unanimously **APPROVED**.

2. General:

- a. **Oxfordshire 2040 consultation**: the Parish Council's response was noted.
- b. **Oxfordshire Plan 2050**: It was proposed and seconded **that the Planning Committee be delegated authority to draft a response to the Oxfordshire Plan 2050**. This would be circulated to the Council prior to submission for ratification. There were 8 in favour and 1 opposed so the motion was **APPROVED**.

3. Nature Reserve & Allotments:

- a. It was proposed and seconded **to approve the felling, removal and stump grinding of T2 Contorted Willow at a cost of £470 plus vat.** Cllr Dowie, as the allotment plot holder, would liaise with the tree surgeon regarding access. A named vote was requested. All councillors voted in a favour so this was unanimously **APPROVED.**
 - b. It was proposed and seconded **to pollard a Cherry-Plum tree at the school end of the North Hinksey allotments at a cost of £420.** This was unanimously **APPROVED.**
4. **Planning:** Proposed upgrade to existing radio base station installation at CTIL 117188125, land adjacent to convenience Store, Laburnum Road. It was agreed that the Clerk would request an extension to the deadline so that this could be considered at the next Planning Committee meeting.
 5. **Remembrance Day:** There were no outstanding issues.
 6. **Seacourt Hall Open Day:** Cllr Berrett reported that the Seacourt Hall Open Day held on 4th September and been successful and that the AGM was taking place on Monday 27th September.
 7. **Clerk/RFO Role:** Cllr Potter informed the Council that there had been no enquiries or applications for the role of Clerk/RFO. It was proposed and seconded **to increase the budget by £1,000 for more widespread advertising and to extend the recruitment deadline until 11th October.** This was unanimously **APPROVED.**
 8. **Chairs report:** Cllr Potter reported on a complaint made to the District Council's Chief Executive regarding a delayed response from the Monitoring Officer on a previous complaint. A response had been received from the Chief Executive that no fault had been found in the process and offering a meeting. Cllrs Berrett and Potter had met with District Councillors and the Chief Executive. The conversation had largely focussed on the District Councils internal processes and advice was given that the Parish Council should review and potentially update its internal processes.

21/73: Questions raised by Councillors: there were none

21/74: Other Documents & Letters Received:

The Clerk reported that a number of ICO and FOI requests had been received as follows:

- Correspondence from the ICO regarding a Freedom of Information complaint (reference IC-80811-RIR5) received on 8th September requesting that the PC resolves this complaint and a further complaint received on 1st September (reference IC-72574-H7G5).
- Correspondence received via the ICO (reference IC-100233-KOZO) regarding an initial complaint received on 13th February that NHPC has not fully complied with a request for access information.
- A subject access request received on 5th September regarding the grievance process.

The Locum Clerk had not had time to look at these in any detail yet but would be responding within required timescales.

The Chair asked if the number of these types of requests was normal for a Parish Council. The Locum Clerk said that in her experience this was an unusually high number of requests.

21/75: Date of Next Meeting: 14th October at 7.30pm

The meeting closed at 10.20pm