



North Hinksey Parish Council



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Minutes of a Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 16th December 2021 in the Seacourt Hall and via video conference

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

In Attendance: Helen Broughton (Locum Clerk), County Cllr Judy Roberts, District Cllr Emily Smith and Mr Wadsworth (Jessop and Cook Architects)

There were 3 members of the public present

21/171: Apologies for Absence: These were received from Cllrs Blase, Bolder, Church and Jones.

21/172: Declarations of Interest: Cllr Dowie declared a non-pecuniary interest as an allotment holder.

21/173: Approval of Draft Minutes

Cllrs MacKeith and Fairclough joined the meeting

It was proposed and seconded **that the minutes of the meeting held on 25th November 2021 be agreed as a correct record.** A named vote was requested. All councillors voted in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained, so the motion was APPROVED.

21/174: Committee minutes

It was asked what had prompted the change to approval of committee minutes at the next meeting of the relevant committee. The Clerk stated that this was standard procedure and agreed to send advice from OALC to Cllr Dowie.

Draft minutes of the following meetings were noted:

- Recreation and Amenities – 2nd December 2021

- Environment and Wellbeing - 9th December 2021
- Planning - 9th December 2021

21/175: Matters raised by Members of the Public:

Question 1

Why have architects been appointed for the new Louie Memorial Pavilion (Item 21/169 of the draft minutes of the NHPC meeting held on 25th November 2021), involving a spend equivalent to the whole of an annual precept, when no proper risk assessment has been written of the risks involved in making such an appointment (item 21/165 2b of the same draft minutes)?

Response from the Chairman

As reflected in the minutes, the key risk identified (financial risk of lost fees for completing the design phase if the remaining capital funding is not secured in order to begin construction) was known to Councillors prior to appointing an architect; this risk was highlighted to Councillors who attended a meeting with Vale of White Horse leisure and finance officers in March 2020, and again when Full Council allocated a budget for completion of all pre-construction works in September 2021. As noted in the minutes, further risks (such as those associated with demolition and construction) would be considered at later stages of the project before these steps were undertaken. Assessment of longer-term risks from the Pavilion project is ongoing by the Clerk, with input from Councillors and Council's appointed architect.

The member of the public requested clarification as to whether the risk assessment document existed and if it would be a public document. Cllr Potter replied that this was work in progress and that it would be part of meeting papers at the meeting at which it was approved.

Question 2

Why is NHPC considering a motion to gift the Scout Hut to the 4th Oxford Scouts (etc) before discussing the response from the Scouts to NHPC's request to them to put forward proposals to refurbish the Scout Hut? The response to the motion surely risks predetermining the unbiased discussion of the Scouts' proposals that is required by standing orders.

Response from the Chair

The agenda follows the standard format, with Council Motions placed ahead of items under General Council Matters. The Motion refers to the Scouts' proposal, which may be discussed in the debate on the Motion, but the subsequent separate item under General Council Matters allows for further discussion of the Scouts' proposals irrespective of the outcome of the Motion. Nonetheless if Councillors feel that general discussion of the Scouts' proposal should precede discussion of the motion, Council may move to bring this item forward on the agenda.

The member of the public asked for clarification as to whether councillors wished to discuss the Scouts' proposal before the council motion to avoid predetermination. Cllr Potter replied that she would invite councillors to move the item up the agenda.

21/176: Reports from County & District Councillors

County Cllr Judy Roberts gave the headlines from her report that had been previously circulated.

- The County Council budget has gone out to consultation and includes:
 - £824,000 for schemes to address the climate emergency.
 - Annual provision to implement the 20 mph areas over the next 4 years.
 - Further £1.3 million is to support children and young people restoring previously cuts services
- The Westminster Way bus shelter is due to be installed on 7th January 2022.
- Parking Enforcement Officers have made 32 visits to the area and issued 8 fines.

An update on work to potentially pedestrianize an area through West Way was requested.

The landowners had approved pedestrianisation in principle, and the planning officer had indicated that there were no major objections. Cllr Smith had recently had a meeting with the landowners and consultation with tenants was being undertaken and, depending on their feedback, the situation may be reviewed in the New Year. The next step would be to go out to consultation with the County Council.

District Cllr Emily Smith gave an update following the District Councillors report that had been circulated.

- Covid rates were very high and appeared to be due to the Delta variant. There was currently no facility to obtain lateral flow tests and Cllr Smith would raise this issue at a meeting tomorrow.
- The District Council will have staff working over the Christmas period to help those in need.
- There was a live consultation on a review of parish boundaries and councillors were asked to review this and respond. Cllr Smith would forward information.

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

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

20/130

5. Financial Risk Assessment:

(a) Create Investment Policy COMPLETED

(b) Contingency Plan for loss of key personnel ONGOING

20/142 – General

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.

20/155

4. Annual Parish Meeting

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.

(2) Cllr Church to progress agreed green initiatives as per Paper 2. FOLLOW UP REQUIRED

20/167

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: ONGOING

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

21/006 Register of Members' Interests – COMPLETED

21/042

(5)a Clerk/RFO Recruitment: Cllrs Potter, Berrett, Rankin and Blase to arrange advertising, review applications and hold interviews. 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

21/046

(4) Councillor/Officer Protocol: Personnel Committee (when formed) to draft document COMPLETED

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

21/152

(1b) Project brief be sent out to architectural firms on 20th October for tenders to be returned by 10th November and placed on Contracts Finder. COMPLETED

(1c) Ask Scouts and Pavilion Trustees for representatives on pavilion tender panel. COMPLETED

(2b) Clerk to put the Skatepark design brief out to tender, with a view to framing a planning application which will be brought back to Council in due course. COMPLETED

21/153

(1c) Purchase a laptop at a cost of up to £400. ONGOING

(1d) Inform Food for Charities that their grant request was successful. COMPLETED

(1e) Ask Knights to investigate ICO complaint at a cost of up to £450. COMPLETED

(2c) Inform Primesite Media to install the same style and colour of bus stop as that on the opposite side of Westminster Way. COMPLETED

(2f) Inform the Monitoring Officer that the council strongly support the new arrangements for considering any allegations of a breach of the Code of Conduct. COMPLETED

(3c) Arrange for data protection training ONGOING

(3d) To arrange for a review of NHPC's data protection compliance COMPLETED

(4) Allotments Working Group set up a poll using the outline questions circulated as a basis for the final wordings, and communicate to the plot holders via the Clerk, then report back to the November Council meeting on the results. ONGOING

(5b) Appoint contractor for clearance of the Memorial Garden COMPLETED

21/178: CLERK'S REPORT

Following the November Council meeting the Clerk has requested, via the County Council website, that all residential roads other than West Way, Eynsham Road and Cumnor Hill have speed reductions to 20pmh. A reply has been received that this will be examined by a speed review panel and that the process could take up to three months depending on the number of requests that we received and to ensure that there is a consistent approach to deceleration across the county.

- VAT refund for Q1 and Q2 has been received.
- The Clerk had been asked to check the quarterly phone bills with BT. The cloud phone is £63 a month and is in contract for 3 more years while phone and broadband are in contract for a further year.
- An overdue bill received relating to June tax and national insurance which may have been sent in error is being investigated.
- The CIL reporting form for 2020/21 has been sent to the District Council and is available on the PC website. CIL receipts last year had not been transferred to Earmarked Reserves but once this is done will result in total CIL funds of £42,493.50.
- The MUGA has not been pressure washed however Matthew Arnold School have said that this will be done in the next couple of weeks.
- The Memorial Garden has had initial clearance at a cost of £600.
- Linda Morrison Allsopp has formally accepted the job as Clerk (and then RFO starting on 1st April 2022) and will start on 10th January.

21/179: COUNCIL MOTIONS

It was proposed and seconded that Council Motions (21/179 (1 and 2)) be moved on the agenda to follow item 21/180 (2b). This was unanimously APPROVED.

It was proposed and seconded that item 21/180 (2a) be moved forward on the agenda to follow 21/180 (1c). This was unanimously APPROVED.

21/180: COUNCIL MATTERS

1. Finance

- a) It was proposed and seconded **to approve receipts and payments since last full Council Meeting subject to the OALC training fee being amended to £66 to include VAT and the HMRC invoice being investigated and confirmed as correct by HMRC.** This was unanimously APPROVED.
- b) It was proposed and seconded **to approve the 2022-23 budget.** 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.

It was proposed and seconded **to authorise the Clerk to send a letter to the District Council requesting a precept of £94,651,** which would equate to a 5.7% tax reduction for a Band D houseowner vs. the 2020-

21 level. All councillors voted in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained and the motion was therefore APPROVED.

- c) The Seacourt Hall Management Committee had agreed that £20,000 could be moved out of Earmarked Reserves for the new community Hall for other purposes. It was proposed and seconded **to move £20,000 from the Earmarked Reserves for the new Community Hall to the Earmarked Reserves for the Playing Field/Pavilion**. 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.

2. General

- a) Mr Wadsworth, the architect appointed for the pavilion project, gave an update. Planning permission for the new pavilion runs out in July 2022 and all funding required for the project is not yet in place. He recommended that a fundraiser be appointed for 2 days a month following an initial 3 days' work to set up the project. Fundraiser rates were in the region of £550 a day. In the meantime, the following surveys were recommended as not time constrained:
- Topographical survey at £1,200 (approximately an additional £300 if including the skatepark area)
 - Asbestos survey £695 plus vat
 - Cost estimate by quantity surveyor £800 plus vat
 - Utility searches £361

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.

Cllr Dowie requested that all grant applications made by the fundraiser be shared among the Council and Mr Wadsworth said that this was normal practice but was a matter for the Council who would be directly employing the fundraiser.

It was proposed and seconded **that a core team of Cllrs Potter, Kay, Blase, Dowie and Rankin be appointed to liaise with the architect**. This was unanimously APPROVED.

It was proposed and seconded **that £3,000 be approved for fundraiser fees**. 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. It was agreed that fundraiser details be circulated by email.

1. Finance

- d) It was proposed and seconded **that the following surveys be approved in relation to the Pavilion project:**

- **Asbestos survey £695 plus vat**

- **Cost estimate by quantity surveyor £800 plus vat**
- **Utility searches £361**
- **Topographical survey at £1,480 plus vat to include the skatepark area**

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

e) It was proposed and seconded **to purchase replacement defibrillator pads and battery at a cost of £99.00 + VAT**. This was unanimously APPROVED.

f) It was agreed that a parish council name plate would be considered at the next meeting as the name sign was for an external door and likely to cost more than the £30 quoted.

2. General

b) Proposal received by the 4th Oxford Scout Group

Proposals had been received by the 4th Oxford Scout Group regarding the Scout Hut.

Views were expressed and a discussion on aspects of the proposal took place. It was also noted that in previous discussions with the Scout Group a key requirement was identified, which was that any new proposal would require planning permission from the District Council for a revised application including both the intended new Pavilion building and the Scout Hut.

Cllr Dowie proposed and Cllr Allen seconded a motion that the council accepts in principle the proposal to refurbish the Scout Hut requiring the Scout Group to acquire specifications and 3 quotes for building work and that if this is done NHPC will amend the planning application and accept in principle to retain the Scout Hut. A named vote was requested. Cllrs Dowie and Allen were in favour and all other councillors were opposed so the motion did not carry.

It was proposed by Cllr Potter and seconded by Cllr Fairclough **not to accept the Scouts' proposal on the basis that NHPC is not willing to offer a 25 year lease and for insufficient information on the feasibility of the proposal**. A named vote was requested. All councillors voted in favour other than Cllrs Allen and Dowie who were opposed, and the motion was therefore APPROVED.

21/179 COUNCIL MOTIONS

In consideration of the 4th Oxford Scout Group's current position as outlined in their proposal of 23rd November 2021, i.e., their need for dedicated building space to accommodate future growth and their draft long-term lease for 8 acres of land at the Oxford Rugby Club, Council RESOLVES

- 1) to gift the scout hut to the 4th Oxford Scout Group for relocation to their new site, formally transferring ownership of the building from the Parish Council to the Group at the time of relocation, and
- 2) to enable site access for surveys to be undertaken by the 4th Oxford Scout Group while planning for the building relocation.

Cllr Potter gave the background to her proposal as her view was that the Scout Group has outgrown the former scout hut site, that a 25-year lease is not on offer, that the building was dilapidated, and the playing fields needed to be available to all. The Council has concluded on several occasions that the hut has deteriorated and is not prepared to spend money on its refurbishment. The Scouts relocated to the rugby club in February and is currently running at this location.

Cllr Dowie asked for clarification as to whether in future council leases would be on 4 year renewable cycles. Cllrs Potter and Kay said that this was not a formal policy of the Council but had been followed in recent years in the agreement with Matthew Arnold School. Cllr Dowie added that in his view this was a means of getting the Scouts to bear the costs of demolition and avoid calculating the carbon cost of their actions.

Cllr Rankin asked for clarification on part of the proposed pavilion development that would not be required as the Scouts had relocated. Cllr Potter replied that her understanding was that a change was not required to build less but confirmation would be required from a planning officer.

Cllr Bastin questioned whether it was technically feasible to move the building. Cllr Potter replied that in theory it was, but this would depend upon the condition of the materials and this needed to be assessed.

It was proposed by Cllr Kay and seconded by Cllr Bastin that motions 1 and 2 be amended as follows:

1 - Add **'offer to'** before 'gift'

1- Add after 'relocation to their new site' **'at the expense of the Scout Group'**

2 - Add **'reasonable and supervised'** after 'enable'

2- Add a new paragraph to read **'relocation of the hut by the Scout Group must occur before the date which NHPC subsequently identify as a requirement for the site to be cleared, and failure to move the hut before that deadline will result in this offer being withdrawn'**.

A named vote was requested. All councillors voted in favour other than Cllrs Dowie and Allen who abstained, so the amendments were APPROVED.

Cllr Allen left the meeting at 9.05pm

The amended motion was then proposed by Cllr Potter and seconded by Cllr Berrett **that North Hinksey Parish Council offer to gift the scout hut to the 4th Oxford Scout Group for relocation to their new site at the expense of the Scout Group, formally transferring ownership of the building from the Parish Council to the Group at the time of relocation. NHPC would enable reasonable and supervised site access for surveys to be undertaken by the 4th Oxford Scout Group while planning for the building relocation. Relocation of the hut by the Scout Group must occur before the date which NHPC subsequently identify as a requirement for the site to be cleared, and failure to move the hut before that deadline will result in this offer being withdrawn.** A named vote was requested. All councillors were in favour other than Cllr Dowie who was opposed, and the motion was therefore APPROVED.

21/180: COUNCIL MATTERS

2. General

c) Lighting of the Jubilee Beacon

Cllr MacKeith and the Clerk had been contacted by the Clerk of Cumnor Parish Council who had advised that Cumnor Parish Council would like to be involved in lighting of the Beacon in 2022 as part of the Queen's Platinum Jubilee celebrations and had suggested that Cumnor Parish Council lead on arrangements as it was located on land in Cumnor. It was agreed that Cllr MacKeith would liaise with Cumnor Parish Council.

3. Recreation and Amenities: It was agreed to postpone consideration of a quotation for jet washing the play area and wet pour in the Lower Louie Memorial Field until advice was received from Mr Sillman.

4. Nature Reserve & Allotments: Cllr Kay reported that there had been a limited response to the tenant's poll with only one volunteer coming forward.

It was proposed and seconded **to ask for volunteers and that if 2 from each allotment site did not come forward before the next council meeting not to proceed with informal tenant representatives.** A named vote was requested, and all councillors voted in favour other than Cllr Dowie who was opposed so the motion was therefore APPROVED.

21/181: Questions raised by Councillors: None

21/182: Other Documents & Letters Received:

A letter had been received from the Environment Agency asking questions regarding the ownership of the riverbank along the North Hinksey Lane allotments. This was in connection with a possible (but unlikely) compulsory purchase order in connection with the Flood Alleviation Scheme. The Clerk was asked to circulate her response to this to the Council.

21/183: Date of Next Meeting: 20th January 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. This was unanimously approved.

P21/184: Skatepark

A recommendation from the Tender Panel on the appointment of a contractor for the Skatepark was carried over to the next meeting as the Tender Panel had not met.

The meeting closed at 9.37pm