



North Hinksey Parish Council



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Minutes of a meeting of North Hinksey Parish Council held at 7.30pm on Thursday 25th November 2021 in the Seacourt Hall and via video conference

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

In Attendance: Helen Broughton (Locum Clerk), County Cllr Judy Roberts and District Cllr Debby Hallett

Members of the public: 3

21/157: Apologies for Absence: Cllrs Bolder and Fairclough.

21/158: Declarations of Interest: Cllr Dowie declared a non-pecuniary interest as an allotment holder.

21/159: Approval of Draft Minutes

Cllr Church joined the meeting

Council Meeting 4th October: It was proposed and seconded **that the minutes of the Council meeting held on 4th October 2021 be agreed as a correct record, subject to an amendment to action sheet item 21/071(3) to read £20,000 (was £2,000) and that this item was ongoing and not completed.** A named vote was requested. All Councillors voted in favour, other than Cllr Dowie who was against and Cllrs Allen and Dykes who abstained and the minutes were therefore APPROVED.

Remembrance Day Committee meeting held on 21st October 2021: As there was not a quorum from the Remembrance Day Committee present the minutes would be approved at a future meeting.

Finance and General Purposes Committee 28th October: It was proposed and seconded **that the minutes of the Finance and General Purposes Committee meeting held on 28th October 2021 be agreed as a correct record.** This was unanimously APPROVED.

Personnel Committee meeting held on 11th November: As there was not a quorum from the Personnel Committee present the minutes would be approved at a future meeting.

Finance and General Purposes Committee held 18th November: It was proposed and seconded **that the minutes of the Finance and General Purposes Committee meeting held on 18th November 2021 be agreed as a correct record.** There were 6 in favour and 2 abstentions, so the minutes were APPROVED.

21/160: Matters raised by Members of the Public: There were none

21/161: Reports from County & District Councillors

The County and District Councillors reports had been circulated. The County Councillor was asked to expand on the draft LCPT5. She explained that this was a travel plan covering all concepts, policies and plans for transport within Oxfordshire. The draft consultation would be going out to public consultation in December / January and there will also be a series of roadshows which will

have more of an interactive approach than the previous consultation for LCPT4. It was asked if the Eynsham Bypass has been postponed again. Cllr Roberts said that the Eynsham Bypass was put in for tranche 3 funding but was not selected. The next step is to find funding however this may be difficult given the governments levelling up approach and because the scheme is over £1 million. It was agreed that Cllr Roberts request that the travel plan consultation roadshow come to the North Hinksey area.

District Councillor Debby Hallett said that she has stepped down as Deputy Leader which will enable her to spend more time working on projects and to be more accessible. The District Council is having to find 1.5million in cuts next year which is 10% of its budget and is currently the main focus of work. She continues to work closely with the Parish Council on planning issues.

21/162: Review of Actions

19/98 Burial Facilities: 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 'Custom' amplifier, speaker and microphone system, induction loop and associated cabling: Clerk to arrange disposal through Freecycle or similar. ONGOING POST LOCKDOWN

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. Cllr Roberts would ask at a higher level and raise with Cumnor Parish Council ONGOING

(2) Cllr Church to progress agreed green initiatives as per Paper 2. COMPLETED

20/167

6. Correspondence with EA on Seacourt Stream Pollution: Cllr Church to speak to EA representative and provide initial feedback. COMPLETED

13. Reinstatement of Benches in Memorial Garden: ONGOING

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

21/006 Register of Members' Interests – Cllr Potter to update form.

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 ONGOING

(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

21/163: CLERK'S REPORT

New Louie Memorial Pavilion and Skatepark tenders: 9 tenders were received from architects by the deadline and these were shortlisted to 5 and interviews held. This is a confidential item on the agenda. The deadline for tenders for the Skatepark is 1st December.

ICO / FOI / SBA requests

- Complaint to the ICO (Ref 72574). As agreed at the October meeting Knights Solicitors were paid to investigate if they held any information following an informal meeting on termination of the Scouts Hut lease. The Council had to re-state its position with the ICO as an email giving a summary of advice given was found. Knights advised that the council should claim legal privilege and confirmed that they held no further information. The ICO have now informally closed the case and no further action is required.

- FOI requesting correspondence relating to advice from the DPO on Data Privacy Impact Assessment was received. This has been sent.
- Complaint received on 11th October that NHPC has not handled personal information properly regarding a grievance raised by the former Parish Clerk and Code of Conduct complaint. Clerk has responded but was unable to add anything to a previous subject access request on the matter.
- FOI request was received on 25th October requesting data following the Skatepark consultation. Information has been provided.

Allotments: No further plot holder agreements have been signed which leaves 10 outstanding. A new tenant is taking on plot 25

Westminster Way Bus Stop: Primesite Media have received confirmation from the shelter manufacturer that they will be installing the shelter on Friday 7 January.

Staff: The Caretaker is on annual leave from 6-11th December. Usual cover has been arranged.

Works: Contractors have been given the go-ahead to clear the Memorial Garden at a cost of £600. Work is taking place on Friday 3rd December.

20mph zones: A link had been circulated for the Parish Council to request 20mph zones. It was agreed that the Clerk request a 20mph limit on all residential roads other than West Way, Eynsham Road and Cumnor Hill as resolved at a previous meeting.

21/164: COUNCIL MOTIONS: There were none

21/165: COUNCIL MATTERS

1. Finance

- It was proposed and seconded **to approve Receipts and Payments made since the last full Council Meeting as follows.** Unanimously APPROVED.

Paid between meetings			
Botley Larder	Grant - approval minute P21/153d	BACS	£1,500.00
Graham Sillman	Grass safety mats. J948	BACS	£1,755.00
Chris Church	Refund for Botley Green Guide	BACS	£850.00
SLCC	Locum fees September	BACS	£4,440.00
ICO	Data protection fee renewal	Cheque	£40.00
The Sprout	The Sprout - half page ad	BACS	£56.00
Sharon Henley	Refund for MS	BACS	£59.99
Oxford Tree surgeons	Various works (see invoice)	BACS	£1,056.00
For Approval			
Lorna Berrett	Remembrance order of service printing	BACS	£75.00
The Sprout	Vacancy ad	BACS	£56.00
The Sprout	Insert of Green Guide	BACS	£112.00
Steve Hall Gardening	Grass cutting Nature Reserve	BACS	£114.00
Graham Sillman	Play area repairs	BACS	£438.00
Sharon Henley	Refund for Antivirus software (auto renewal)	BACS	£49.95
Eleanor Greenhalgh	Wesway Arts project	BACS	£2,000.00
BGG	Cutting LMF	BACS	£228.00

Clare Goodhall Mosaics	Westway Arts Project	BACS	£715.00
Total			£13,544.94

- b. GDPR: Budget implications following a data mapping exercise by the Data Protection Officer were considered. Approximately £2,500 would be required to implement all recommendations and it was agreed that further investigation was required.
- c. 2022-23 Draft budget: The draft 2022-23 budget and recommendations from the F&GP Committee were considered. The Recreation and Amenities Committee would further review the budget which would then be finalised at the December Council meeting.
- d. It was proposed and seconded **that new clerk training with OALC be booked at a cost of £55, subject to agenda item P21/170i**. This was unanimously APPROVED.
- e. It was proposed and seconded **that £5,000 be vired from the General Fund to the Locum Clerk budget**. This was unanimously APPROVED.
- f. It was proposed and seconded **that £1,215 be vired from Contingency to the Audit fees budget**. This was unanimously APPROVED.
- g. It was proposed and seconded **that a new Earmarked Reserve for Art Project money be created**. This was unanimously APPROVED.
- h. It was proposed and seconded **that a grant to Botley Boys and Girls Football Club for £200 be given**. Cllrs Blase and Jones declared non-pecuniary interests. A named vote was requested, and all councillors voted in favour other than Cllr Blase and Jones who abstained.

2. General:

- a) Skatepark Tender Panel Membership
It was proposed and seconded that **the Working Group consist of Cllrs Blase, MacKeith, Dowie and Church plus Francis Prime and up to 4 members selected by the Working Group to maximise diversity and representation. Cllr MacKeith to be designated as lead councillor with a co-ordinating role**. A named vote was requested, and the motion was unanimously APPROVED.
- b) **Risks relating to the New Louie Memorial Pavilion.**
The Clerk had been investigating the risks involved in appointing an architect to progress the New Louie Memorial Pavilion project. The main risk identified was in paying for architectural services and then being unable to obtain funding for building works resulting in the pavilion not being built. There was some discussion as to which stage further risks should be considered. Councillors were asked to send any risks they identified to the Clerk. The architectural consultants, once appointed, would be asked for their input. The risk(s) identified would be captured in a document.
- c) Lighting of the Jubilee beacon in 2022 as part of the Queen's Platinum Jubilee celebrations. It was proposed and seconded **that in principle NHPC would wish to see the lighting of the Beacon for the Queens Platinum Jubilee**. A named vote was requested, and this was unanimously APPROVED.
- d) Update on the Public Arts Project. Cllr Berrett informed the Council that three artists had been appointed and that money for public art is being allocated in three phases. The first phase is for research and public consultation and Fusion Arts are overseeing this. Events are planned between now and February which will give opportunities to meet

people and obtain feedback. Following this a proposal will come to the February Council meeting.

- e) Terms of Reference. It was proposed and seconded **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'**. This was unanimously APPROVED.

3. Planning:

- a) **Proposed solar farm in Cumnor Parish:** An update was received from Cllr Rankin following a presentation to the Planning Committee by Solar2 on a proposed solar farm in Cumnor Parish. A Parishioner was asked for his views and said that the assertions made in the presentation given by Solar2 raised questions which have not yet been answered. An application for a screening opinion to the District Council has just been submitted. A public presentation had been expected in November. It was agreed that North Hinksey Parish Council could not engage at this stage and would liaise with Cumnor Parish Council and residents. It was proposed and seconded **that the Clerk write and ask for an update on the public exhibition and request that Solar2 give a response to questions raised**. This was unanimously APPROVED.

Cllr Allen left the meeting

It was proposed and seconded **that Cllr Church arrange a guided trip to a solar farm in January**. There was one abstention with all other Councillors voting in favour, so this was APPROVED.

4. Nature Reserve & Allotments:

- a) Update on the allotment tenants' poll: Cllr Kay reported that a poll had been circulated asking allotment tenants for their views on appointing informal tenant representatives who could provide feedback to the Parish Council.
- b) Installation of a new bench near the gate of the community orchard: It was agreed to investigate if installation costs had already been paid for the bench and include this item on the Recreation and Amenities Committee agenda.

5. Personnel Committee

a. Terms of reference

Cllr Dowie expressed a view that the Personnel Committee had arisen out of a formal grievance hearing that should not have been held and the concept of the Personnel Committee and everything associated with it was therefore tainted. The Chair advised that the creation of a personnel committee had been resolved by Council and would not be revisited and she asked him not to use inappropriate language such as 'tainted'. Cllr Dowie felt this language was appropriate and that there should not be a personnel committee at this stage. The Chair advised him that he was out of order and Cllr Dowie said that he disagreed and was not out of order. The Chair asked the minutes to show that Cllr Dowie was interrupting the Chair. Cllr Dowie reasserted that he felt the personnel committee was tainted. He was warned again by the Chair not to interrupt. It was proposed and seconded **that the revised Terms of Reference be approved**. A named vote was requested. Cllr Dowie voted against while all other Cllrs voted in favour, so the Terms of Reference were APPROVED.

b. Protocol on Councillor – Employee relations

A typo was noted. It was asked by Cllr Dowie where the template on councillor –

employee relations had originated from and if it was legally compliant. Cllr Kay explained that the template had come from Haughton Parish Council and had been adapted by the personnel committee. Cllr Dowie expressed a view that the policy conflicted with legislation and the Ledbury judgement. It was suggested that the Clerk check the document with the District Council for compliance. It was proposed and seconded **to approve the protocol on Councillor Employee relation in principle, subject to the District Council confirming that it was legally compliant and amending a typo**. A named vote was requested. Cllr Dowie was opposed and all other Cllrs voted in favour, so the motion was APPROVED.

c. Equal opportunities policy

Cllr Kay explained that the policy was an updated equal opportunities policy produced by the previous council. It was proposed and seconded to move to a vote. Cllr Dowie expressed a view that insufficient debate had taken place and that the Chair was not acting properly in her role. The Chair asked it to be minuted that Cllr Dowie was out of order, showing disrespect to the Chair and interrupting the meeting. There were 10 in favour of moving to a vote and 1 against so this was APPROVED. It was proposed and seconded **to approve the equal opportunities policy**. A named vote was requested. Cllr Dowie was against and all other Cllrs were in favour, so this was APPROVED.

d. Recruitment policy

It was proposed and seconded **that the Recruitment Policy be approved**. A named vote was requested. Cllr Dowie was against and all other Cllrs voted in favour, so this was APPROVED.

e. Disciplinary policy

It was proposed and seconded **that the Disciplinary Policy be approved**. A named vote was requested. Cllr Dowie was against and all other Cllrs voted in favour, so this was 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**. One Cllr voted against, and all other councillors were in favour, so this was unanimously **APPROVED**.*

a. Complaints Handling Procedure.

It was proposed and seconded **that an amended Complaints Handling Procedure be approved**. A named vote was requested. All Cllrs voted in favour, so this was APPROVED.

6. Recreation and Amenities:

- a) Play area quarterly inspection report: It was agreed to defer this item to the next Recreation and Amenities Committee meeting.
- b) Planting of hedgerow trees along the back of the Lime Road houses backing onto the Upper Field: It was agreed that hand delivered letters be given to residents of the Lime Road houses regarding planned tree planting. It was proposed and seconded **to approve the planting of hedgerow trees on 5th December subject to letters being sent to residents**. A named vote was requested. All councillors voted in favour, so this was APPROVED.

21/166: Questions raised by Councillors: There were none

21/167: Other Documents & Letters Received: There were none that had not been circulated. It was noted that the Scouts had recently submitted a proposal regarding the Scout Hut.

21/168: Date of Next Meeting: 16th December 2021 at 7.30pm (residents to be invited at 7pm for mince pies)

It was proposed and seconded that 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, be excluded from this part of the meeting. A named vote was requested. Cllr Dowie was opposed and all other councillors voted in favour, so this was APPROVED.

P21/169: New Louie Memorial Pavilion:

A recommendation had been circulated in a confidential paper from the Tender Panel on the appointment of an architect for the new Louie Memorial Pavilion. Cllr Dowie expressed a view that this was premature as a proposal from the Scouts had recently been received. The Chair said that the design phase would take several weeks and there would be time to review correspondence from the Scouts. It was proposed and seconded **to appoint Jessop and Cook as architects for the new Louie Memorial Pavilion.** A named vote was requested. Cllr Dowie was against and asked for it to be noted that he felt the appointment was premature, and all other Cllrs were in favour, so the appointment was APPROVED.

P21/170 Appointment of Clerk and Responsible Financial Officer

- a) Appointment of a permanent Clerk: It was proposed and seconded **that Linda Morrison Allsopp be appointed Clerk to North Hinksey Parish Council from 10th January 2022 initially for 27 hours a week rising to 37 hours.** A named vote was requested. Cllr Dowie was against and all other Cllrs voted in favour, so this was APPROVED.
- b) Clerks contract: It was proposed and seconded to approve the contract of employment for the new Clerk. A named vote was requested. Cllr Dowie was against and all others in favour so this was APPROVED.

Helen Broughton (Locum Clerk) left the meeting

- c) Responsible Financial Officer: It was proposed and seconded **that Helen Broughton be appointed Locum Responsible Financial Officer and offer support to the permanent Clerk at up to 10 hours a week from 1st January to 31st March 2022.** This was unanimously APPROVED

Helen Broughton re-joined the meeting

- d) Bank access: It was proposed and seconded **that Mrs H Broughton be given administrative access to the Unity Trust bank account.** A named vote was requested, and this was unanimously APPROVED.

The meeting closed at 10.04pm