



# North Hinksey Parish Council



Mrs Helen Broughton, Locum Clerk to the Parish Council

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## Minutes of a meeting of North Hinksey Parish Council held at 7.30pm on Thursday 14<sup>th</sup> October 2021 in the Seacourt Hall and via video conference

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

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

**Members of the public:** 2

**21/145: Apologies for Absence:** Apologies for absence had been received from Cllrs Blase and Dykes.

**21/146: Declarations of Interest:** Cllr Dowie declared a pecuniary interest, the nature of his interest being that he was an allotment tenant.

### **21/147: Approval of Draft Minutes**

1. Council Meeting 9<sup>th</sup> September 2021

It was proposed and seconded **that the minutes of the Council meeting held on 9<sup>th</sup> September 2021 be approved 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 and the minutes were therefore APPROVED.

2. Recreation and Amenities Committee 16<sup>th</sup> September 2021

It was proposed and seconded **that the minutes of the Recreation and Amenities Committee meeting held on 16<sup>th</sup> September 2021 be approved as a correct record.** A named vote was requested. All committee members present at the committee meeting voted in favour, other than Cllr Dowie who was opposed. Cllrs Bastin, Bolder and Kay abstained as they had not attended the meeting and the minutes were therefore APPROVED.

3. Environment and Wellbeing Committee 16<sup>th</sup> September 2021

It was proposed and seconded **that the minutes of the Environment and Wellbeing Committee meeting held on 16<sup>th</sup> September 2021 be approved as a correct record.** A named vote was requested. All committee members present at the committee meeting voted in favour, other than Cllr Dowie who was opposed. Cllrs Bastin and Kay abstained as they had not attended the meeting and the minutes were therefore APPROVED.

4. Communications Committee 30<sup>th</sup> September 2021

It was proposed and seconded **that the minutes of the Communications Committee meeting held on 16<sup>th</sup> September 2021 be approved as a correct record.** A named vote was requested. All Committee members voted in favour, other than Cllr Dowie who was opposed, and the minutes were therefore APPROVED.

### **21/148: Matters raised by Members of the Public:**

*Question 1 - Paper 3 is anonymous. Who is(are) the author(s), and what professional advice was taken in its production?*

Answer from Cllr Caroline Potter

I drafted this project brief, using the brief for the previous phase of the Louie Memorial Playing Fields rejuvenation project as a template. This previous brief was prepared by officers at the Vale of White Horse District Council following input from community stakeholders including the parish council. I and other

members of NHPC were advised by a contact at Kingerlee on the range of needed consultancy services that are listed in the brief. I also spoke to three professional architects to clarify what information was needed in the brief before drafting it. The draft was circulated and commented on by the previous NHPC chair, the NHPC Vice-Chair, and the NHPC Planning Committee chair prior to circulation for consideration at this meeting.

*Question 2 - Paper 4 is also anonymous. Who is(are) the author(s) and who are the members of the Skatepark Working Group (referred to in item 21/152, item 2b), how many are North Hinksey parishioners, and can full details of the survey and responses to each question be provided, including the skatepark features recommended by each respondent?*

Answer from Cllr Caroline Potter

As shown on the draft project brief, Paper 4 was authored by public members of the Skatepark Working Group (Francis Prime), with input from Cllr Ag Mackeith, myself, and three other public Working Group members (all North Hinksey parishioners) through discussions ahead of the brief being drafted. Prior to this Francis had meetings and discussions with the three skate park companies being considered and with the designer of the previous skate bowl. The survey results are not yet in the form of a public formal report, but the free-text comments on what features people wanted in a skate park have been compiled and can be circulated on request.

## **21/149: Reports from County & District Councillors**

*The County Councillor reported on the following:*

The Scrutiny Committees have been reorganised into three areas. Place – Highways, Environment and Libraries, Museums and Crime & Disorder. People – Adult and Children’s Social Care and Education. Performance, Corporate and Customer Services – the Council’s delivery of their own services. Each committee will have equal workloads so that all areas are monitored.

Countywide 20mph policy and New Approach is on 19<sup>th</sup> October’s Cabinet meeting agenda. It sets out the Councils approach to changing the accepted built-up area speed limit to 20 mph. At the Scrutiny meeting it was stated that all the towns and parishes that had been consulted were wanting to implement this as soon as possible. The protocol for applying is still being formulated.

Criminal Parking Enforcement is coming in for the Vale of White Horse District on the 1st of November. Each District will initially have 10 enforcement officers and to start the charges will go towards increasing the system to the ideal capacity.

The Verge and Hedgerow Maintenance Strategy is being worked on with the hope of going to Cabinet for December.

Quickway cycle routes consultation closes on 24<sup>th</sup> October

Community Risk Management Plan consultation closes on 15<sup>th</sup> December.

There will be a Libraries and Cultural Services Strategy out for consultation closing on 20<sup>th</sup> October.

There is an area on the County Council website called Let’s Talk where consultations can be found.

*District Councillor Emily Smith reported on the following:*

Brown bin collections had taken place today. A few streets had been missed and residents should leave unemptied bins out and they would be emptied the next day.

A Full Council Cabinet Meeting had been held in which the following decisions had been made:

- That the Council join the UK 100 network, a climate organisation bringing councils together
- To oppose a cut to an uplift in universal credit
- Approval of new tree planning policies which will enable planting on District Council land

- Approval of a new CIL charging schedule/strategy which will result in development in the area attracting more income. Following a query Cllr Smith agreed to check where information on CIL could be found on the District Council website.

## 21/150: 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 ONGOING  
(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.  
20/146
- (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 COMPLETED  
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: Recreation and Amenities Committee
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
- (5)a Clerk/RFO Recruitment: Cllrs Potter, Berrett, Rankin and Blase to arrange advertising, review applications and hold interviews. ONGOING
- (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
- (2) Code of Conduct Training: Clerk to obtain quote for Council approval. COMPLETED
- (4) Councillor/Officer Protocol: Personnel Committee (when formed) to draft document 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. ONGOING
- (9) Discussion held with allotment tenants in late September (arranged by the Allotment Working Group) and reported back to Council. *Date arranged for Sunday 3<sup>rd</sup> October for the tenants meeting.* COMPLETED  
21/071
- (2a) Authorise County Council to install a standard bus shelter at Westminster Way using S106 funds. COMPLETED
- (2b) Explain reasons for not supporting the 'green bus shelter' to the County Council COMPLETED

- (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
- (3) Move £20,000 from the Earmarked Reserves for the new Community Hall to the Earmarked Reserves for the Playing Field/Pavilion and move £20,000 in a similar manner, subject to Seacourt Hall Management Committees approval, following their meeting at the end of September. ONGOING
- (4) proceed with remaining pre-construction work to the new Louie Memorial Pavilion.
- (5) obtain a quotation for the safe removal and disposal of the Scout Hut
- 21/72
- (1b) to move £10,000 from the General Fund to Locum Clerk Fees COMPLETED
- (1c) to release £1,000 from the skatepark earmarked reserve to a working budget COMPLETED
- (1d) to accept funds for public work project at West Way COMPLETED
- (2b) Planning Committee draft a response to Oxfordshire Plan 2050 COMPLETED
- (3a) Give contractor go ahead for felling of T2 Contorted Willow COMPLETED
- (3b) Give contractor go ahead for pollarding of Cherry-Plum tree COMPLETED
- (7) Move £1,000 from the general reserve to recruitment advertising budget and take out more widespread advertising for a Clerk/RFO COMPLETED

## **21/151: CLERK'S REPORT**

### Finance

The Clerks report had been circulated as follows:

- £7,500 has been received following the court costs judgment.
- A VAT reclaim has been made for Q1 and Q2.
- CIL monies of £7,376.37 are due by the end of October.
- 2<sup>nd</sup> half precept has been received.

### Ethical Standards Training

Democratic Services was offering free training on the behaviours expected under the ethical standards regime for parish clerks and parish/town councillors. These sessions will be held via Teams on Tuesday 9 November at 7.00pm and Thursday 18 November at 7.00pm. The sessions will last about 1 ½ hours and will be recorded for those unable to attend. Links to the meetings will be sent in the week prior to the sessions. The Monitoring Officer is reluctant to offer individual Code of Conduct Training sessions to councils but may be prepared to do so following this training if NHPC feels it is necessary.

### West Way toilets

The West Way public toilets will be open daily from Monday 4th October from 7am – 6pm. There will be cleaning daily, and cleaners are on instruction to report any form of misuse. The front door is covered by CCTV to prevent damage or misuse. Signage will be installed.

### Business Rates on unused Scout Hut

The Council has received a Business Rates bill of £1321.94. The Clerk has contacted the Valuation Office to have the Scout Hut revalued and ensure they have the correct address.

### ICO / FOI / SBA requests

- A complaint made to the ICO (Ref 80811) regarding insurance documentation has been resolved and the case closed.
- A complaint made to the ICO (Ref 72574) regarding a request for legal advice regarding termination of the scout hut lease. Knights have advised that their fee for investigating this is £450 and it is an item on the agenda for approval of this expenditure (Item 21/153(1e)). An extension for a response to the ICO has been given until the end of October.

- The ICO requested that a complaint, as to how personal data is processed and requesting information on allotment tenancies, be handled informally. Two virtual meetings were held, and this has been responded to in writing.
- A subject Access Request regarding a grievance has been responded to although little information could be given as the grievance process is confidential.
- A new FOI request has been made requesting correspondence relating to advice from the DPO on Data Privacy Impact Assessment which was considered at the meeting of NHPC Communications Committee on 30 September 2021.
- A Complaint was received on 11<sup>th</sup> October that NHPC has not handled personal information properly regarding a grievance raised by the former Parish Clerk. This will be responded to within the required time scale.

The Clerk has spent 12 hours on these requests to date. All the above have been received from 2 individuals.

#### Plot holder agreements

One further agreement has been signed which leaves 10 outstanding.

#### Works

- The Caretaker has painted the shelter to cover over graffiti.
- Tree works on the allotments will be taking place in November
- Maintenance arising from the ROSPA report has been carried out

## **21/152: COUNCIL MOTIONS**

### **1. New Louie Memorial Pavilion**

#### **a) Project Brief**

A draft project brief for Phase 2 works towards the new Louie Memorial Pavilion (i.e. detailed architectural design and completing pre-construction planning conditions), had been circulated in advance of the meeting and Cllr Potter gave a summary of the paper.

Cllr Rankin advised that there was no mention of a principal contractor, who would be responsible for health and safety, and that this was a legal requirement. It was also queried how the contract was structured and which contract management scheme it would follow.

Cllr Dowie asked if there had been a Risk Assessment in respect of the project and if the Council currently had an RFO who should authorise this. The Clerk advised that Cllr Bastin was acting as RFO until a permanent Clerk was employed. A Risk Assessment had not been undertaken but this could be drafted before the November meeting. Cllr Dowie had concerns regarding financial regulations and Cllr Kay asked him to send any concerns to the Clerk.

Proposed by Cllr Church seconded by Cllr Fairclough **to amend the specification to include a line 'that the design brief would be subject to CDM regulations that will be supplied following advice from the District Council'**. 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 by Cllr Potter and seconded by Cllr Berrett **that the Council agree the amended project brief content for Phase 2 works towards the new Louise Memorial Pavilion as in the paper circulated**. A named vote was requested. All councillors were in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained and the motion was therefore APPROVED.

#### **b) Tender**

It was proposed by Cllr Rankin and seconded by Cllr Kay **that the agreed project brief be sent out to architectural firms on 20<sup>th</sup> October for tenders to be returned by 10<sup>th</sup> November.** This would also be posted on Contracts Finder. A named vote was requested. All councillors were in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained and the motion was therefore APPROVED.

#### c) Panel

It was proposed by Cllr Potter and seconded by Cllr Berrett **to appoint a panel to consider received project bids and to recommend a preferred Phase 2 architect to Council. The panel would consist of Cllrs Kay, Jones, Potter, Rankin, Bastin and Blase** (to confirm if he wishes to be on the panel as absent from the meeting), **up to 2 representatives from the Pavilion Trustees and 1 representative from the Scouts.** A named vote was requested. All councillors were in favour other than Cllr Dowie who was opposed and Cllr Allen who abstained and the motion was therefore APPROVED.

Cllr Rankin left at 8.50pm

## 2. Skatepark

### a) Design Brief

Cllr MacKeith gave a summary of the paper that had been circulated prior to the meeting. A consultation had been held and it was generally agreed that a high quality, inclusive skatepark was wanted. The target was to have the skate park completed by Summer 2022. Based on estimates and recently built parks of a similar size the cost is expected to be in the region of £180,000.

It was asked if there were any short-term cost implications in terms of the design phase to get to a planning application.

The dimensions were queried and a sketch from the masterplan stage would be circulated. It was also pointed out that the timetable included in the brief was extremely ambitious, especially as there was likely to be some delay in gaining planning approval, so a completion date up to 3 months later than stated might be more realistic.

It was proposed by Cllr MacKeith and seconded by Potter **that the draft design brief for the Skatepark be approved.** A named vote was requested. All councillors were in favour other than Cllr Dowie who abstained, and the motion was therefore APPROVED.

### b) Tender

It was proposed by Cllr Church and seconded by Cllr Potter that the motion be amended with the wording 'skatepark working group' being replaced with 'Clerk'. A named vote was requested. All councillors were in favour other than Cllr Dowie who abstained, and the amendment was therefore APPROVED.

It was proposed by Cllr MacKeith and seconded by Cllr Potter **that the Council authorise the Clerk to put the design brief out to tender, with a view to framing a planning application which will be brought back to Council in due course.** A named vote was requested. All councillors were in favour other than Cllr Dowie who abstained, and the amendment was therefore APPROVED.

Cllr Allen left the meeting at 9.05pm

## 21/153: COUNCIL MATTERS

### 1. Finance

- a. It was proposed and seconded **to approve Receipts and Payments since last full Council Meeting, subject to checking that OCVs were not paid last year.** A named vote was requested, and this was unanimously APPROVED.

- b. It was noted that NHPC has not yet been issued with its External Auditor Report and Certificate as an objection has been received in relation to the 2020/21 AGAR that remains under consideration.
- c. It was proposed and seconded **that a laptop be purchased at a cost of up to £400**. This was unanimously APPROVED.
- d. Grant request  
A grant of £1,500 had been requested from the Food for Charities (Botley Community Larder) for hall hire. There was some discussion on whether the grant should be earmarked for food items rather than hall hire.

It was proposed by Cllr Dowie and seconded by Cllr Fairclough that the grant be ringfenced for food costs. A named vote was requested. Cllrs Dowie and Fairclough voted in favour and all other councillors were opposed so the motion FAILED.

It was proposed and seconded **to approve a grant of £1,500 to Food for Charities**. A named vote was requested. All councillors voted in favour other than Cllrs Dowie and Fairclough who were opposed and Cllr Berrett who abstained and the grant was therefore APPROVED.

- e. Legal costs  
It was proposed and seconded **to approve legal costs of £450 to Knights for investigating an ICO complaint**. A named vote was requested. Cllrs Kay and Fairclough were opposed, Cllrs Jones, Berrett and Dowie were in favour and all others abstained so the motion was APPROVED.

## 2. General:

- a. It was proposed and seconded **to appoint Cllr Bolder to the Personnel Committee**. A named vote was requested. All councillors voted in favour other than Cllr Dowie who abstained, and the motion was therefore APPROVED.
- b. It was proposed and seconded **that Cllr Jones be appointed to the Finance and General Purposes Committee**. A named vote was requested. The motion was unanimously APPROVED.

*It was proposed, seconded and unanimously agreed to swap the order of items c and d on the agenda.*

Cllr Rankin re-joined meeting at 9.40pm

- d. Response from the Innovation Hub Manager at Oxfordshire County Council on potential options (including retrofitting) of green initiatives following the decision to proceed with a standard bus shelter.

A written response had been circulated from the Innovation Hub Manager. It was noted that the County Council had been informed that a £5k subsidy for the first Green Connected Bus Stop Shelter could be added for an already reduced cost for the first shelter and that information had been provided on particulate measurements. There was a view that a pilot project could be useful in stimulating public interest. A consideration was that the bus stop needed to be installed as soon as possible and that a green bus stop might delay the process with retrofitting considered in the future.

*The two-hour time limit in Standing Orders had been reached. It was proposed and seconded to **suspend Standing Orders and continue the meeting**. This was unanimously APPROVED.*

- c. Bus shelter  
Primesite Media had recommended that the same style and colour of bus stop as that installed at

the bus stop on the opposite side of Westminster Way be installed for the southbound stop to maintain uniformity of design.

As there was a view that the council should re-consider a decision made at the previous meeting to proceed with a standard bus stop rather than a green installation it was proposed and seconded **to suspend section 7 of the standing orders**. 6 councillors were in favour, 4 opposed and 1 abstained and suspension of standing orders was therefore APPROVED.

It was proposed and seconded that £5,000 of S106 money be used for the installation of a green bus shelter in Westminster Way. A named vote was requested. Cllrs Potter, Jones and Bastin voted in favour, Cllrs MacKeith, Dowie, Berrett, Rankin and Fairclough were opposed, and Cllrs Kay and Church abstained, so the motion FAILED.

#### Standing Orders were re-instated

It was proposed and **seconded to install the same style and colour of bus stop as that on the opposite side of Westminster Way**. There were 10 votes in favour and 1 abstention, so this was APPROVED.

- e. Update from Cllr Berrett on the Public Arts Project.  
This was deferred to the next meeting when more information would be available.
- f. Response to a consultation on new arrangements for considering any allegations of a breach of the Code of Conduct from the Vale of Whitehorse.

The Clerk left the meeting due to technical issues

Proposed and seconded **that the council strongly support the new arrangements for considering any allegations of a breach of the Code of Conduct**. A named vote was requested. All councillors voted in favour other than Cllr Dowie who was opposed, and the motion was therefore APPROVED.

The Clerk re-joined the meeting

### 3. Communications

#### a. Public Attendance at Meetings

Cllr Berrett suggested that due to the group that uses the Lounge cancelling their booking meeting be moved to the Lounge Meeting Room to allow the Main Hall to be used for other bookings. This was noted.

It was proposed and seconded **that members of the public be permitted to attend meetings in person but that hybrid meetings continue**. There were 10 in favour and 1 abstention, so this was APPROVED.

#### b. Mailchimp

It was proposed and seconded **that NHPC use Mailchimp for contacting allotment holders for newsletters and all other allotment related communication, where possible**. A named vote was requested. All councillors voted in favour other than Cllr Dowie who was opposed, and the motion was therefore APPROVED.

#### c. Data Protection Training

It was proposed and seconded **that data protection training be arranged for the Council at a cost of £20 per head**. A named vote was requested. This was unanimously APPROVED.

#### d. Data Protection Officer

It was proposed and seconded **that an external Data Protection Officer (Maureen Chaffe) be appointed**



**and asked to undertake a review of NHPC's data protection compliance at a cost of £300.** A named vote was requested. All councillors were in favour other than Cllrs Fairclough and MacKeith who abstained, so the motion was unanimously APPROVED.

**4. Nature Reserve & Allotments:**

Cllr Kay gave a report following the allotment tenants meeting on 3<sup>rd</sup> October. A written report had been circulated.

Approximately 20 tenants had attended the meeting. Two options for increased participation by tenants in the management of the allotments had been presented which were for a full independent association or alternatively an informal set up.

There was no support for the idea of setting up a formal, independent association. The informal set up received some interest. There were questions raised about how representative any informal volunteers might be, and holding a poll for all tenants was discussed, which would hopefully provide more feedback on how an informal set up might work.

It was proposed and seconded **that the 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.** A named vote was requested. All councillors were in favour other than Cllr Dowie who was opposed, and the motion was therefore APPROVED.

**5. Recreation and Amenities**

a. Report from the Committee Chairman: as the Chairman was not present this was deferred.

b. Quotes for maintenance work in the Memorial Garden.

One quotation has been received so far but cannot undertake any work until November. Other quotes were being waited on.

Proposed that the sum of up to £1,000 be committed for clearance of the Memorial Garden and that the Clerk, with approval of 3 Chairmen, be delegated authority to appoint a contractor. A named vote was requested. All councillors voted in favour other than Cllr Dowie who was opposed, and the motion was therefore APPROVED.

**6. Environment and Wellbeing**

Councillor Church reported that the Green Day meeting had been successful and that there were plans to set up a community environmental group with a working name of Sustainable Botley. There is a County Council proposal that most residential roads become 20mph.

**7. Remembrance Day:** Cllr Fairclough gave an update. Arrangements were progressing well and this year the 4<sup>th</sup> Oxford Scouts would be attending the event. An email would be circulated asking councillors to take on a role on for the day.

**8. Clerk/RFO recruitment:** Cllr Potter reported that one application for the post of Clerk and RFO had been received. The deadline for applications was 16<sup>th</sup> October.

**21/154: Questions raised by Councillors:** There were none

**21/155: Other Documents & Letters Received:** There was nothing that had not been circulated

**21/156: Date of Next Meeting:** 25<sup>th</sup> November 2021

The Meeting closed at 10.32pm