



North Hinksey Parish Council

Mrs Helen Broughton, Locum Clerk to the Parish Council
Parish Office, First Floor, 5 Church Way, Botley, Oxford OX2 9TH.
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Minutes of a meeting of North Hinksey Parish Council held at 7.30pm on Thursday 5th August 2021 in the Seacourt Hall and via video conference

Those Present: Cllr Potter (Chairman) Cllrs Bastin, Berrett, Blase, Bolder, Church (part meeting), Dowie, Dykes, Fairclough, Jones (part meeting) and Rankin. Cllrs Kay and MacKeith attended in a non-voting capacity via Zoom.

In Attendance: Helen Broughton (Locum Clerk) and County and County Cllr Judy Roberts.

Members of Public: 5

21/051: Apologies for Absence: Cllrs Kay and MacKeith.

21/052: Declarations of Interest: Cllr Dowie declared a non-pecuniary interest in item 21/059 8, the nature of his interest being that he was an allotment holder.

21/053: Approval of Draft Minutes

1. Extraordinary Council Meeting held on 27th May 2021.
Proposed by Cllr Potter and seconded by Cllr Fairclough that the minutes of the meeting held on 27th May 2021 be approved as a correct record. Cllr Dowie requested a named vote. All members voted in favour and the minutes were therefore APPROVED.
2. Parish Council Meeting held on 24th June 2021
Proposed by Cllr Potter and seconded by Cllr Berrett that the minutes of the meeting held on 24th June 2021 be approved as a correct record. Cllr Dowie requested a named vote. All members voted in favour except Cllr Dowie who voted against, and the minutes were therefore APPROVED.
3. Extraordinary Council Meeting held on 1st July 2021
Proposed by Cllr Potter, seconded by Cllr Blase that the minutes of the Extraordinary Council meeting held on 1st July 2021 be approved as a correct record. Cllr Dowie requested a named vote. All members voted in favour except Cllr Dowie who voted against, and the minutes were therefore APPROVED.
4. F&GP Committee Meeting 29th July 2021
Proposed by Cllr Potter and seconded by Cllr Rankin that the minutes of the F&GP meeting held on 29th July 2021 be approved as a correct record. All committee members voted in favour and the minutes were therefore APPROVED.

21/054: Matters raised by Members of the Public: There were none

21/055: Reports from County & District Councillors

County Cllr Judy Roberts reported on the following:



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- The Active Travel Plan Tranche 3 bid had been submitted in on 1st August. The Botley to Eynsham Community Path had been entered in two sections, the Farmour to Botley (delivery by March 2023) and Eynsham to Farmour (delivery between 2024 and 2026).
- The surface of Westminster Way has become uneven, and repairs will be made after the Botley corridor work has finished on 12th August.
- There is a new initiative for a change to verge and hedgerow maintenance with an emphasis on rewilding and keeping vision splays, cycle paths and pavements clear.
- The County Councillor was asked for an update on a 20mph zone for North Hinksey. She reported that Councillors were pushing strongly for a 20mph speed limit across all residential areas and that there had been progress.

The District Cllrs report had been circulated on Dropbox and the Chair summarised some of the key points as follows:

- The Oxfordshire Plan 2050 consultation was open until 8th October
- Oxford Infrastructure Strategy consultation is open until the end August
- Ox-Cam Arc consultation is open through to 12th October

21/056: Review of Actions

19/98 Burial Facilities: CARRIED OVER

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. ONGOING

20/130

10. ROSPA Training for Caretaker: Clerk to arrange training. BOOKED FOR 28th JULY. COMPLETED

5. Financial Risk Assessment:

(a) Create Investment Policy

(b) Contingency Plan for loss of key personnel

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

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



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20/155

4. Annual Parish Meeting

20/166

(1) Cllr Jones to approach Cumnor PC regarding safe crossings for Eynsham Rd & Cumnor Hill

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

20/167

1. Finance

4 (c) Cllrs Rankin and Blase to attempt to board up window and repair fence at former Scout Hut. COMPLETED.

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 FULL COUNCIL TBC

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

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

21/041 Allotments task and finish group – Cllr Church to set up with Cllrs Dowie, MacKeith, Kay and Church COMPLETED

21/042

(2) Interim RFO – Clerk to arrange Cllr Bastin to have 'view and submit' access to Unity Trust Bank. ONGOING

(3) Grant to The Sprout -Clerk to arrange £200 payment. COMPLETED.

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

(5)b Locum Clerk: Cllr Potter to finalise arrangements with SLCC. COMPLETED

(6) Reschedule of Council Meetings: Clerk to update website and email dates to Cllrs. COMPLETED.

(8)bii Insurance: Clerk to arrange additional cover and pay invoice when available £167.31. REQUESTED.

(9) Parish Poll: Cllr Berrett to organise councillor surgery with Cllrs Potter, Dowie, MacKeith, Blase, Berrett, Kay, Jones and Church. COMPLETED

(10)a Grass Matting: Clerk to arrange work with Graham Sillman. ONGOING

(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.

(10)c Zip Wire: Clerk to confirm monthly tightening by Graham Sillman. COMPLETED

(11)a Memorial Garden: Clerk to confirm to Kevin Minns that work can go ahead to Planning.

(11)c Allotment 47 Rubble Dumped: Cllr MacKeith to contact neighbour.

(11)d Allotment Rents: Clerk to add non-submission of forms to July agenda. COMPLETED

12. 20mph Zone: Cllr Bastin to liaise with Cllr Roberts to progress.

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. COMPLETED

21/046

(1) Grievance Policy to be added to website. COMPLETED



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- (2) Code of Conduct Training: Clerk to obtain quote for Council approval.
- (3) Personnel Committee: Cllr Potter to bring proposals to Council.
- (4) Councillor/Officer Protocol: Personnel Committee (when formed) to draft document

The Chair requested that ongoing actions be looked at and actions taken where possible.

21/057: Locum Clerk's Report

The Locum Clerk reported on the following:

- Confirmation had been received that Oxford City Council, who own the cemetery, have given permission for the Remembrance Service to go ahead.
- ROSPA play inspection reports have been received. Works are urgently required on 2 swings, labelled high risk. Other works would be considered at the Recreation and Amenities Committee meeting in September.
- A complaint has been received regarding an overgrown hedge along the path on the side of the North Hinksey Lane Nature Reserve.
- An allotment plot-holder had reported a branch had broken off a Cherry-plum tree on the North Hinksey allotments. There were concerns that the tree might not be stable so tree surgeons had inspected the tree and reported that it was not in imminent danger but recommended work in September as soon as the fruit had been harvested. The price quoted was £420.
- Grass cutting on the Village Green had been delayed due to staff shortages but has now been completed. A grass cutting schedule has been requested.
- A quotation of £190 has been received for mowing the paths in the nature reserve.
- The Q1 reserve report and bank reconciliation to the end of June have been completed following F&GP meeting and uploaded to Drop box. One query remains regarding the earmarked reserves for office equipment increasing between Q4 and Q1.

21/058: Council Motions: There were none

21/059: Council Matters

Finance & Personnel

Cllr Church joined the meeting at 19.56

1. Approval of Receipts and payments
Proposed by Cllr Potter and seconded by Cllr Blase that receipts and payments be approved. All members voted in favour, so these were unanimously APPROVED.



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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			
Multipay card	Monthly Fee July @ £3.00 per month	DD	£3.00
Zoom	Annual fee	BACS	£143.88
Moore	External Audit Fee	BACS	£1,740.00
Various	Salaries, tax and NI for July	BACS	£952.75
Bastin	reimbursement IT	BACS	£21.86
Botley in Bloom	Competiton grant	BACS	£200.00
EE	Office mobile monthly charges	DD	£29.97
Unity Trust	Bank fees	BACS	£44.80
Graham Silman	Fallen tree Lime Road	BACS	£142.00
SLCC	Advertising job vacancy	BACS	£416.40
Playground Facilities Ltd	Wetpour surfacing repair	BACS	£8,595.60
BHIB	insurance premium	BACS	£162.04
For Approval			
Play Safety Ltd	Play inspection training course	BACS	£312.00
Parish poll	Fees for Parish Poll	BACS	£2,940.82
Dog bins	Emtying of dog litter bins April 2021 to June 2021	BACS	£322.92
Steve Hall	Grass cutting	BACS	£76.00
Business rates	Business rates Louis Memorial Pavilion	DD	£49.99
Graham Silman	Monthly Zip wire report	BACS	£60.00
Total			£16,214.03

2. Reports from the Finance and General Purposes Committee (F&GP)
Reports from the F&GP Committee meeting held on 29th July 2021 including Q1 financial reports were noted.
3. Recruitment of a permanent Clerk
Advertisements for the post of Clerk/RFO had gone out via the Society of Local Council Clerks and Oxfordshire Association of Local Councils (OALC). The initial closing date of 2nd August had been amended to 9th August to see if any applications came in following circulation of the OALC newsletter as only 1 application had been received to date.
It was proposed by Cllr Fairclough and seconded by Cllr Berrett to extend the recruitment period for the new Parish Council Clerk until September 6th unless 3 valid applications were received by 9th August. Members voted unanimously in favour and the motion was therefore APPROVED.

General

4. Presentation OCC on green bus shelters
The Chair welcomed Laura Peacock, the Innovation Hub Manager at Oxfordshire County Council, and gave some background to the item. The bus shelter on Westminster Way has been missing after being knocked out some time ago. S106 funding is in place to install a new shelter along with several others. It had been proposed that this could potentially be a green bus shelter and Laura Peacock had been asked to give a presentation to inform the Council of the implications and costs of this.



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Key points from the presentation were as follows:

- The Innovation Team have undertaken green wall pilot schemes in Oxfordshire which have looked at how natural infrastructure and interventions can help capture carbon.
- Green Infrastructure can be retrofitted however, in the case of the Westminster shelter, it would be more efficient for operators to work together on installation at the same time.
- Included in the shelters is an integrated water tank, soil, water, precipitation, and air pollution sensors, a dashboard for live readings.
- Construction is from lightweight organics and plants which are high pollution absorbing, such as moss.
- There has been positive data to demonstrate that it is effective at particulate filtering. A Green Wall in Staffordshire showed a reduction in pollutants by 45%.
- No grid, water, road works or policy change would be required.
- Success of this shelter would be monitored, and the scheme could be extended to other areas.
- Visually appealing and innovative.
- Aims to use local companies.
- Reusable pods for holding the organic material and are easy to maintain with a mesh that reduces vandalism.
- This would be the first pilot in Oxfordshire.
- Cost is £15 to £17k which includes the base bush shelter, green shelter, water tank and sensors and dashboard for live readings) plus maintenance of £1k per annum. A standard shelter would cost £5 to £7k.
- A further option with noise and movement sensors would cost £17 to £20k
- Timescale is 4-6 weeks to create from an order plus 2 days maximum installation.

The following questions were asked, and answers given:

How much impact this would have in reducing pollution in the area? *Improvements to air quality would mainly be in the immediate vicinity of the shelter and this would be part of a range of measures to improve the environment.*

Would measurements taken by the sensors help with funding applications? *Data that is not currently available would be collected, potentially including noise data, but this would have to be combined with other data sets.*

Has a technical report been done on how the shelter stands up to vandalism and what are the likely costs of replacing parts of the shelter? *The mesh has proved a deterrent and the more expensive elements, such as the sensors, are within the structure of the shelter so any vandalism is likely to be to the pods which are relatively cheap to replace. The company will be asked if they have produced a vandalism management report and this along with a detailed breakdown of the cost of replacement of modular pods will be provided.*



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What is the time scale for getting a detailed specification, firm cost and information required so that a decision can be made at the September meeting? *By the 13th of August.*

The site on a steep bank and shady. Will the moss be affected by the light levels? *Have been advised that there is sufficient light for the moss and for solar power.*

How is it watered when there is a drought? *This feature has been well tested.*

Sensors will show if there is an indication that the water storage is critical at which stage there will be a call out/maintenance.

The main priority is to get a bus shelter in as soon as possible. Would it therefore be possible to install a standard shelter and then retrofit the green shelter? *It is more efficient to install at the base shelter and green shelter at same time. There may be additional costs for retrofitting, and this would be investigated and the Council informed.* Would there be live bus times provided? *Display units are separate from bus shelters and would need to be negotiated with bus companies and County Council.*

It was confirmed that there was £54k from S106 for transport infrastructure only.

The Chair requested that a detailed projection of ongoing maintenance costs and the timescale involved be provided so that a proposal could be made at the September Council meeting. She also requested that Councillors consider the opportunity costs involved.

5. Update following the Councillors' Surgery on the Parish Poll

Cllr Berrett reported that the Councillors' Surgery on the Parish Poll had been held on 18th July and was attended by Cllrs Blase, Dowie, Jones, MacKeith, Potter and Berrett. Cllrs Dowie and Berrett had previously met with the Scouts Treasurer and had some useful discussions. At the surgery councillors met with interested parishioners, had group discussions with 2 sets of parents and discussed the steps required for the pavilion and hut to co-exist, which was the preferred outcome for the Scouts. The next steps involved the Scouts (a) getting information on the planning process and likelihood of any changes to the planning application being granted, (b) information on the state of hut now, the cost of refurbishment and to agree if they are willing to take this on in terms of responsibility and cost (c) to bring a proposal to the Council.

Timing was potentially an issue with work on the pavilion needing to commence by Summer 2022 which would require a proposal to be presented by the end of 2021.

The Scouts had indicated that they would be looking for a long-term lease. The Scouts are also exploring other land options.

6. Oxford Local Plan 2040: to agree initial comments

This deadline for the initial consultation is 25th August and it was agreed that Cllr Church would draft key bullet points by 18th August and circulate to the Council for submission.



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7. Update on the pavilion project and approval of a bat survey

The pavilion project plan produced by the previous planning consultant had been revisited by Cllr Potter and a Gant Chart produced to enable the Council to consider the timescale for pre-construction and to comply with planning conditions. This had highlighted that a bat survey was required to be completed by May 2022. Current guidelines required that a bat survey to be carried out before the end of August. Kinglerlee, who had assisted with the funding application, had estimated that a bat survey would cost in the region of £750. A quotation had been circulated from Bioscan UK for £575 plus vat and other quotations had been requested but had not yet been received. Funds would come from the pavilion earmarked reserve fund. *Proposed by Cllr Fairclough and seconded by Cllr Jones to accept the quotation from Bioscan UK of £575 plus vat for a Bat Survey on the Pavilion. Cllr Dowie requested a named vote. All members voted in favour other than Cllr Dowie who abstained, and the motion was therefore APPROVED.*

Cllr Jones left the meeting at 9.30pm

Allotments

8. To approve reinstatement of benches in the Memorial Garden

A clear management plan is required for the Memorial Garden, which has historically fallen under the remit of the allotment committee. As this land is not part of the allotments it was suggested that the Recreation and Amenities (R&A) Committee consider the management plan and make recommendations to Council. *It was proposed by Cllr Church and seconded by Cllr Fairclough that a management plan for the patch of land that encompasses the Memorial Garden, nature reserve and orchard be considered by the R&A Committee in September and that recommendations on key management issues that need to be addressed be brought back to Council. Cllr Dowie requested a named vote and all members voted in favour other than Cllr Dowie who voted against. The motion was therefore APPROVED.*

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

9. Report from the Allotments Working Group.

A paper had been circulated from the Allotments Working Group. The Chair of the Working Group, Cllr Kay, outlined the proposals as follows:
The recommendation is for the transfer of the management of the allotments to the allotment tenants to occur at the end of the current financial year (31/3/22), which also aligns with the end of the tenants' current rental period.
To achieve this there are several key deadlines the first of which is an initial meeting with tenants in September. At this meeting the proposal for the transfer of management would be put to tenants for feedback and to ascertain levels of support.



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The Council also needs to agree how the transfer of management would work financially and operationally. Transfer is for management of land not ownership, which would be retained by the Parish Council. The Council would retain responsibility for cutting of hedges and trees and the tenants would receive allotment fees and carry out maintenance, which it was anticipated would be sustainable without any ongoing costs to the Council or allotment holders. It was suggested that the meeting be held at the end of the Parish Council meeting cycle in September.

Concerns were raised that there was no benefit to the allotment holders in agreeing to manage the allotments and a suggestion made that an informal tenants' association might be the best first step.

It was proposed by Cllr Fairclough and seconded by Cllr Church that paper 3 become the basis for a discussion held with allotment tenants in late September, arranged by the Allotment Working Group. The outcome of the meeting would be reported back to Council. Cllr Dowie requested a named vote. 8 members voted in favour, Cllr Dowie was opposed and Cllr Bastin abstained so the motion was APPROVED.

10. Permission for Plot 24 to have a greenhouse and polytunnel

It was proposed by Cllr Fairclough and seconded by Cllr Dowie that permission be given for the plot holder at allotment 42 to have a greenhouse and polytunnel, so long as within the allotment rules. This was unanimously APPROVED.

21/060: Questions raised by Councillors: There were none

21/061: Other Documents & Letters Received: None

21/062: Date of Next Meeting: 9th September 2021

The meeting closed at 9.57pm