



## North Hinksey Parish Council



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### **A Meeting of North Hinksey Parish Council will be held at 7.30pm on Thursday 28<sup>th</sup> April 2022 in the Seacourt Hall and via video conference**

Members of the public and press are encouraged to attend the above meeting by video conference but may attend in person. Please note that this meeting will be recorded.

Papers for the meeting can be viewed at this link: [DROPBOX](#)

To view the meeting from a computer, tablet or smartphone, use this link: <https://us02web.zoom.us/j/82583732286>

Alternatively go to the zoom website (zoom.us), click 'join a meeting', and enter Meeting ID: 825 8373 2286

You will also be prompted to enter the following passcode: 197765

To listen by telephone (including mobiles), dial: 0203 901 7895

*Linda Morrison Allsopp.*

Linda Morrison Allsopp, Clerk to the Parish Council

22<sup>nd</sup> April 2022

## **AGENDA**

**22/001: Apologies for Absence**

**22/002: Declarations of Interest**

**22/003: Approval of Draft Minutes of the Council Meeting held on 24<sup>th</sup> March 2022**

**22/004: Note the following committee minutes:**

- a) Planning Committee – 7<sup>th</sup> April 2022
- b) Recreation & Amenities Committee – 21<sup>st</sup> April 2022
- c) Personnel Committee – 21<sup>st</sup> April 2022

**22/005: Matters raised by Members of the Public: (Max 5 mins / question, 15 mins total)**

**22/006: Reports from County & District Councillors (10 minutes)**

**22/007: Review of Actions (paper 1) (5 minutes)**

**22/008: CLERK'S REPORT (paper 2) (5 minutes)**

**22/009: COUNCIL MOTIONS**

**22/010: COUNCIL MATTERS (Total 60 minutes)**

**1. Finance**

- a) To review Internal Audit Report (paper 3)

- b) Approval of Receipts and Payments since last full Council Meeting (*paper 4*)
- c) To approve the return of Allotment fees received in error amounting to £35.00.
- d) To review and agree action on information on installation of live bus arrival times screen (*paper 5*)
- e) To consider and agree costings for a new mobile phone and contract. (*paper 6*)
- f) To consider and agree costings for printed copies of Neighbourhood Plan. (*paper 7*)
- g) To consider grant application from the Sprout for £200.00 for Botley in Bloom for the cost of prizes (*paper 8*)

## 2. General

### 1. Policies and Procedures arising from the Personnel Committee Meeting of 21<sup>st</sup> April 2022

- a) Council to approve the new Sickness and Absence Policy. (*paper 9*)
- b) Council to approve the revised Protocol on Councillor – Employee Relations. (*paper 10*)
- c) Council to approve the updated Terms of Reference for Committees. (*paper 11*)
- d) Policies on the NHPC website. Council to approve the recommendation by the Personnel Committee that all Policies are made available to download from a public page on the NHPC website other than certain identified internal Personnel Policies, which are to be made available to Councillors and Employees by other means, initially by a private, password protected page on the NHPC website. The Policies in question are the Grievance Policy, the Disciplinary Policy, plus, subject to their approval at this meeting, the Sickness and Absence Policy and the Protocol on Councillor – Employee Relations.
- e) Report to Council by Cllr Kay on the intended process for recruiting a temporary caretaker to cover for holidays and periods of sickness or other absence. Council to approve an initial budget of £200 to cover advertising costs.
- f) Report to Council by Cllr Kay on the Clerk's probationary review process to take place in July.
- g) Council to approve the proposed amendments to the Contract of Employment for the Louie Memorial Pavilion Caretaker to meet the requirements of Equal Opportunities Legislation.

### 2. GDPR

To receive and consider recommendations of GDPR Working Group.

### 3. Committee Structure Review

To consider current committee structure and if changes should be proposed at the Annual Meeting

### 4. Pavillon Project Update.

- I. Update on Consultation event.
- II. Update on Fundraising Strategy.

### 5. Skatepark Project Update.

- I. Update on actions since last meeting.

### 6. Update on Queen's Platinum Jubilee celebrations.

### 7. Public Arts Project Update

- i. Update on progress since last meeting.
- ii. Planning Application for Installation.

**8. To consider quotations for work arising from the Receptions and Committee Meeting of 21<sup>st</sup> April 2022.**

- i. Quote from designated contractor for remedial works Louie Memorial Playing Fields (*paper 12*)
- ii. Quote for continuing maintenance of the Memorial Garden. (*paper 13*)

**22/011: Questions raised by Councillors: (Max 5 mins / question, 15 mins total)**

**22/012: Other Documents & Letters Received:**

**22/013: Date of Next Meeting: 19<sup>th</sup> May 2022 at 7.30pm**