



# North Hinksey Parish Council



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## **Minutes of North Hinksey Parish Council Meeting held at 7.30pm on Thursday 19<sup>th</sup> May 2022 in the Seacourt Hall and via video conference**

**Those Present:** Cllrs Allen until item 22/041, Bastin, Berrett, Blase, Bolder until item 22/034 2) f, Dowie, Dykes, Kay, MacKeith and Potter (Chair)

**In Attendance:** Linda Morrison Allsopp, Clerk to the Parish Council and Responsible Financial Officer. By Zoom, District Councillor Emily Smith and County Councillor Judy Roberts. There were 2 members of the public present by Zoom when the meeting started.

### **Annual Meeting items**

**22/014; Elect a Chairman of the Council:** To consider nominations for Chairman and elect one. Nominations received for Caroline Potter and Lorna Berrett. Caroline Potter elected. 8 Councillors in favour with 2 abstentions.

**22/015: Declaration of Acceptance of Office:** To accept the Declaration of Acceptance of Office from the Chairman. Cllr Potter completed the Declaration, witnessed by the Proper Officer.

**22/016: Elect a Vice Chairman of the Council:** To consider nominations for Vice Chairman and elect one. Nominations received for Lorna Berrett, Graham Fairclough and Adam Rankin. Lorna Berrett elected. 8 Councillors in favour with 2 abstentions.

**22/017: Declaration of Acceptance of Office:** To accept the Declaration of Acceptance of Office from the Vice Chairman. Lorna Berrett completed the Declaration, witnessed by the Proper Officer.

**22/018: Apologies for Absence:** Cllrs Church, Fairclough, Jones and Rankin. District Councillor Debby Hallett. Cllr Bolder intimated that she would need to leave the meeting early.

**22/019: Register of Members' Interest:** Councillors to check and confirm their Register of Interest forms. Councillors Allen, Bastin, Berrett, Blase, Bolder, Dowie, Dykes, Kay, MacKeith and Potter confirmed their Register of Interest forms as correct.

**22/020: Declarations of Interest in items on the Agenda**  
Cllr Dowie declared an interest as an allotment holder.

**22/021: To consider Proposal recommended by the Parish Council at the Meeting of 28<sup>th</sup> April 2022 that the Allotments Committee be disbanded and that the responsibility for the Orchard and Memorial Garden rest with the Recreation and Amenities Committee and that Parish Council appoint 2 Councillors to do the Allotment Plot inspections as and when required.**

Cllr MacKeith said the Annual Meeting of the Plot Holders was a positive and this should continue. Cllr Dowie proposed an amendment that the proposal be in two parts. First part **that the Allotments**

**Committee be disbanded and that the responsibility for the Orchard and Memorial Garden rest with the Recreation and Amenities Committee. Second part that Parish Council appoint 2 Councillors to carry out Allotment Plot inspections as and when required.**

Cllr Potter seconded the proposal. 3 Councillors voted in favour 2 opposed. The other Councillors abstained so the proposal was carried to vote on two separate proposals. The proposal to disband the Committee, proposed by Cllr Potter, seconded by Cllr Kay named vote requested. Cllrs Potter, Dowie, Kay and Berrett voted for the Proposal, Cllr MacKeith voted against and the other Councillors abstained. **The proposal to disband the Allotments Committee was carried.**

**Proposal that Parish Council appoint 2 Councillors to do the Plot inspections.** Cllr MacKeith went over the process used in the past. She has marking sheets, with plot numbers to be completed and given to the Clerk. Cllr Dowie said that a Plot Holder should have a right to see their marking sheet. Marking Sheet to be available in feedback to Plot Holders. Cllr Kay proposed move to a vote Cllr Berrett seconded. Named vote requested 6 Councillors voted for, Cllrs Allen and Dykes abstained and Cllrs Dowie and MacKeith voted against. **Proposal that Parish Council appoint 2 Councillors to do the Plot inspections was carried.**

**22/022: To review the Terms of Reference and delegation arrangements for Committees, staff and other local authorities and confirm committee structures (Paper 1)**

Cllr Kay highlighted that because of the removal of Allotments Committee the numbering in the document required rationalisation.

Cllr Potter highlighted another inconsistency in terms of the Web Masters. Historically they have been appointed at the Annual Meeting of the Parish Council while in the Terms of Reference, they are appointed at the next Meeting of the Communications Committee. **Terms of Reference to be amended to match practice that the Web Masters are appointed by Parish Council at its Annual Meeting. Proposal to adopt with these amendments** from Cllr Potter, seconded Cllr Kay. Named Vote requested. Eight Councillors in favour, Cllr Dowie voted against and Cllr Allen abstained. **Motion carried.**

**22/023: Appointment to Committees & their respective Chairmen:** Once appointed each committee is asked to agree a Chairman

- a) Planning Committee – Cllrs Dowie, Dykes, Kay and Rankin. Cllr Rankin proposed as Chair. Unanimous agreement from those present from the Planning Committee.
- b) Communications Committee – Cllrs Berrett, Dowie, Kay and Potter. Cllr Berrett proposed as Chair by Cllr Kay seconded Cllr Potter. Agreement from those present from the Communications Committee.
- c) Recreation & Amenities Committee (including Nature Reserve and Community Orchard. Louie Memorial Playing Fields, Copse & Fen, Louie Memorial Pavilion Trust, cutting grass at the NH Village Green and Churchyard) – Cllrs Bastin, Berrett, Blase, Bolder, Dowie, Kay, MacKeith, Potter and Rankin. Cllr Blase nominated as Chair. Agreement from those present from the Recreation & Amenities Committee.
- d) Remembrance Day Committee - Cllrs Berrett, Dykes, Potter and Rankin. Chair Cllr Dykes nominated as Chair. Agreement from those present from the Remembrance Day Committee.
- e) Environment & Wellbeing Committee - Cllrs Bastin, Berrett, Dowie, Kay and MacKeith – Cllr Bastin nominated as Chair. Agreement from those present from the Environment & Wellbeing Committee.

- f) Personnel Committee – Cllrs Bastin, Berrett, Bolder and Kay. Cllr Kay nominated as Chair. Agreement from those present from the Personnel Committee.
- g) Finance & General Purposes Committee: The committee will consist of the Chairman and Vice-Chairman of the Council, Chairmen of the other Committees + 1 Councillor with extensive knowledge of the Parish and 1 further councillor.  
Cllrs Bastin, Berrett, Blase, Dykes, Kay, Potter and Rankin as the Chair and Vice Chair of Council and Chairs of Committees. A councillor with extensive knowledge of the Parish – Cllr MacKeith. There was no nomination for a further Councillor. Remains vacant.

**Appointment of:**

- i) A councillor with extensive knowledge of the Parish – Cllr MacKeith.
- ii) A further councillor – No nomination.

**22/024: Appointment of Parish Council Representatives and procedure for reporting back to Council**

- a) Louie Memorial Pavilion Trust (max. of 2). Cllrs Bolder and MacKeith. 5 councillors in favour with 5 abstentions.
- b) Seacourt Hall Management Committee (max. of 4). Cllrs Berrett, Kay and Potter. 8 councillors in favour and 2 abstentions.
- c) Botley Traffic Advisory Committee (max. of 4). Cllrs Bastin and MacKeith. 5 councillors in favour and 5 abstentions.
- d) Parish Transport Representative (1) Cllrs Bastin and MacKeith nominated Cllr Church but he was not present to accept the nomination. 7 councillors in favour and 3 abstentions.
- e) Oxford Green Belt Network Representative (1) (the Chairman of the Planning Committee) Cllr Rankin. 8 councillors in favour and 2 abstentions.
- f) Website Management. Cllrs Berrett and Kay. 7 councillors in favour and 3 abstentions.

Councillor Potter moved to the next item and Cllrs Dowie and Blase highlighted that this item also included procedure for reporting back to Council.

Louie Memorial Pavilion Trustees report back to Recreation and Amenities. Standing Item on the Agenda.

Seacourt Hall Management Committee reports to Parish Council

Botley Traffic Advisory Committee reports to Parish Council

Parish Transport Representative reports to Parish Council

Oxford Green Belt Network Representative reports to Parish Council

Website Management reports to Communications Committee

Cllr Kay proposed and Cllr Potter seconded **that the present reporting arrangements continue** 9 Councillors voted for the proposal with 1 abstention. The proposal carried.

**22/025: To approve list of Bank Standing Orders and Direct Debits for the year**

**List of Standing Orders and Direct Debits**

Payee	SO/DD	Frequency	Date Approved
BT	DD	Quarterly	Agreement commenced in 2018 and DD set up prior to this financial year
EE	DD	Monthly	New agreement commenced in 09/05/2022 Parish Council 28/04/2022 22/010: COUNCIL MATTERS 1. Finance e)

Clerk (Salary)	SO	Monthly	Parish Council 28/04/2022 22/010: COUNCIL MATTERS 1. Finance b)
Caretaker (Salary)	SO	Monthly	Full Council 21/01/2021 item 20/130 (3)
Lloyds Bank MultiPay Card	DD	Monthly	Approved as part of Paper 1 Proposal to change Bank Account to Unity Trust. Full Council 15/10/2021 20/80(6)

**Approval proposed by Cllr Potter, seconded by Cllr Berrett Unanimous agreement.**

**22/026: To review bank signatories for Barclays Bank and Unity Trust Bank**

Clerk went over the list of the Signatories. Barclays has Cllrs Kay, Berrett and Potter as signatories. Cllr Kay is historical, but it is difficult to change the signatories on the accounts. Unity Trust is the active account and the signatories are Cllrs Potter as Council Chair, Cllr Berrett as Council Vice Chair, Cllr Rankin as Chair of Planning and Cllr Blase as Chair of Recreation and Amenities. The Clerk/RFO has overview of payments by setting them up and two from four of the signatories then authorise the payments.

**22/027: To Review and adopt standing orders and financial regulations; (Paper 3)**

Cllr Potter went over Standing Orders and the amendments due to changes in Covid regulations, the inclusion of new policies and the sorting of list at end to be in alphabetical order. Cllr Potter proposed adoption, Cllr Kay Seconded named vote requested 8 Councillors voted for and Cllrs Allen and Dowie abstained. **Adoption agreed.** No changes to Financial Regulations, adoption proposed by Cllr Potter, seconded by Cllr Kay named vote requested. 8 Councillors voted in favour and Cllrs Dowie and Allen abstained. **Adoption agreed.**

**22/028: To Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (Paper 4)**

Cllr Potter explained the list was created by the Clerk and herself and requested suggestions for any other organisations that should be included. Suggestions of Kitson Consulting who we have an arrangement with and Mythic Beasts who Host the NHPC website. North Hinksey Conservation Volunteers and Oxford Conservation Volunteers who have worked on the Fen and the Louie Memorial Estate. Cllr MacKeith suggested the contractor who mows the paths in Memorial Garden but Clerk still trying to establish if we have a contract for this year. Cllr Bastin asked if we have a formal contract with Knights as the Parish Council solicitor. Cllr Kay responded that there is no formal contract but NHPC have used them for several years. Cllr Dowie asked that his reservations on the use of Knights as the Council Solicitor be noted, due to their refusal to engage with all Parish Councillors. Cllr Potter asked that her disagreement with Cllr Dowie's statement also be noted. All these contracts are open to change if Council agree.

**22/029: Review of Council's Complaints Handling Procedure (Paper 5)**

Cllr Potter asked for any comments on the Complaints Handling Procedure. Cllr Dowie objected to the Procedure, as he had previously, but had no proposal to change it. Names of Clerk and Chair require to be updated. Cllr Kay proposed and Cllr Bastin seconded the **adoption of the updated Complaints Handling Procedure with the names of the Chair and the Clerk amended.** Named vote requested. 8 Councillors voted for Cllr Dowie against and Cllr Allen abstained. The proposal was agreed.

**22/030: Review of Council's Policies, Procedures and Practices in respect of its obligations under freedom of information and GDPR legislation. Privacy Policy (Paper 6)**

**Clerk contact details require to be updated and in appendix 1 the references to Allotments Committee and its Chair need to be removed.** Cllr Kay proposed the amendments and Cllr Blase seconded. Named vote requested. 8 Councillors voted in favour and Cllrs Dowie and Allen abstained. Proposal agreed.

### **22/031: Review of the Council's Policy for dealing with press/media (Paper 7)**

Cllr Dowie referred to paragraph 4.11, Any public statement by a Councillor, should not seek to undermine agreed Council policies or activities. Proposed that this be deleted, but there was no seconder. Cllr Blase raised paragraph 4.2 on investigating a leak of confidential information and the need for investigation. Who is the Proper Officer to act as investigator? **The policy is due for review next March so proposal to accept as is and revisit the issue then**, by Cllr Bastin seconded by Cllr Berrett named vote, 8 councillors in favour and Cllrs Dowie voted against and Cllr Allen abstained. Proposal agreed.

### **22/032: Review of the Council's employment policies and procedures (Paper 8)**

Health and Safety Policy requires the Chair's signature at the end. Cllr Kay requested an amendment to match practice which is **the recruitment process is overseen by the Personnel Committee and interviews are carried out by a recruitment panel, members of the panel, recommended by the Personnel Committee and approved by Council**. Cllr Dowie noted his disagreement with the Personnel Committee. Amendments proposed by Cllr Kay seconded by Cllr Blase. Named vote, 8 councillors in favour and Cllr Dowie voted against and Cllr Allen abstained. Proposal agreed.

### **22/033: To determine the time and choice of media of ordinary meetings of Council, up to and including the next annual meeting of the Council**

**In person for Councillors who must be present in person to vote with a Hybrid option of attending in person or online, for members of the public**. Cllr Potter proposed, Cllr Bastin seconded and unanimous agreement for the proposal.

**There was a short Break and on return there were 10 Councillors in room.**

### **22/034: End of Year Finance**

#### **1) RFO End of Year Report to 31st March 2021 (Paper 9)**

I find this difficult to write because I was not the RFO during the year only taking up that role on the 1<sup>st</sup> of April.

There are sums of money which should have been debited from the Accounts in this financial year, but the invoices were not received in time. The invoices from SLCC for the services of the locum Clerk/RFO for December, January and February were received too late for the Council to authorise payment in the year the debt was accrued. There are also monies outstanding to Seacourt Hall Management Committee. The invoice for the 2021-22 Room Rental has been received in May and appears in the invoices for payment later in this Meeting. There is also an invoice for other items that is still to be presented.

Providing the information for AGAR on the variances between 2020-21 and 2021-22 proved interesting. The fee invoices from SLCC were shown as salaries. The salary for a Locum Clerk is paid by their employer SLCC and the Parish Council pays the invoices SLCC provide. Invoices should not have been entered under the salaries code. The high figure from the previous year is also a result of the Clerk and the Locum Clerk being paid to work together for an efficient handover in May 2020. A few weeks later the same procedure applied with the 2 Locum clerks. This contrasts with the recent situation where the working hours of the Clerk were reduced so Council could continue to pay SLCC for a Locum Clerk as RFO up to and including 31<sup>st</sup> March 2022 at a reduced cost to Council.

£7,500 was reimbursed to Council for the judicial review and Council were paid by Acer trust for 2 rentals of Louie Memorial Playing Fields.

There is over £900 of allotment rental which was paid in 2021-22 which had a due date of 1<sup>st</sup> of April 2022.

## 2) Review & Approval of AGAR & associated documents 2020-21 (Paper 10)

a) **AGAR Section 1 – Annual Governance Statement 2020-21:** To review statements 1-9 and agree Yes or No responses to each statement. Named vote was requested for each Statement 1. 8 councillors voted for agreement. Cllr Dowie voted against and Cllr Allen abstained. **Statement agreed.**

Statement 2. 8 councillors voted for agreement. Cllr Dowie voted against and Cllr Allen abstained. **Statement agreed**

Statement 3. 8 councillors voted for agreement. Cllr Dowie voted against and Cllr Allen abstained. **Statement agreed**

Statement 4. 9 councillors voted for agreement and Cllr Allen abstained. **Statement agreed**

Statement 5. 8 Councillors voted for agreement. Cllr Dowie voted against and Cllr Allen abstained. **Statement agreed**

Statement 6. 8 Councillors voted for agreement. Cllrs Dowie and Allen abstained. **Statement agreed**

Statement 7. 8 Councillors voted for agreement. Cllr Dowie voted against and Cllr Allen abstained. **Statement agreed**

Statement 8. 8 Councillors voted for agreement. Cllrs Dowie and Allen abstained. **Statement agreed**

Statement 9. Agreement unanimous. **Statement agreed**

### The Chair and the Clerk signed the AGAR section 1.

#### b) To approve Bank Reconciliation 2021-22

Proposed by Cllr Potter seconded by Cllr Kay 8 councillors voted for with 2 abstentions.

**Approved.**

c) **AGAR Section 2 – Accounting Statements 2020-21:** To approve draft Accounting Statements Proposed by Cllr Potter seconded by Cllr Kay 8 councillors voted for with 2 abstentions. Cost for new Pavilion should read 2.1 million and boxes with information for last year should be deleted. **Approved.**

#### d) To review an inventory of land and assets

2 Benches in the lower Memorial Field should be added as assets.

e) **2021 Notice of Public Rights:** To approve (a) dates and draft notice and (b) date and method of publishing on website.

Change finance year to 2022. Cllr Potter proposed Cllr Kay seconded. Unanimous agreement. **Approved.**

#### f) Review of Council's and/or staff subscriptions to other bodies. (Paper 11)

Organisation	Cost
SLCC Membership	£249.00
NSALG Membership	£66

Oxfordshire Playing Fields Assoc.	£78
OALC Membership	£997.72
Zoom Video Communications	£143.88
Oxford Green Belt Network	£15.00

**Cllr Bolder left the meeting. Nine councillors present.**

**22/035: Annual Insurance Renewal (Paper 12): To review and approve quote from BHIB to provide annual cover from 1st June 2022 at a cost of £2,821.15.**

As suggested by the Internal Auditor the Clerk had discussed with BHIB increasing the level of insurance for the monies held, but the insurance level already at the maximum at quarter of a million. Need to move monies into new savings accounts as discussed in previous meetings.

Approval proposed by Cllr Kay, seconded by Cllr Blase. **Unanimous agreement.**

Thanks to Clerk/RFO from Cllr Potter as Chair and the Meeting.

**Parish Council Meeting Items**

**22/036: Approval of Draft Minutes of the Council Meeting held on 28<sup>th</sup> April 2022**

Approval was proposed by Cllr Potter and seconded by Cllr Kay named vote requested 8 Councillors voted for and Cllr Blase abstained. **Approved.**

**22/037: Note the following committee minutes:**

- a) Finance & General Purposes Committee – 5<sup>th</sup> May 2022
- b) Planning Committee – 5<sup>th</sup> May 2022
- c) Communications Committee – 12<sup>th</sup> May 2022

**22/038: Matters raised by Members of the Public:**

Question from Mr Andrew Pritchard

Since NHPC is promoting the new pavilion as a low-carbon building (both build and operation), what specific measures are proposed to achieve this, and are their costs included in the current figure of £2.1 million, or will they be extra items for which further funding will have to be raised?

Answer from Cllr Caroline Potter

The cost plan from the QS in January was based on a specification in line with a sustainable design. As we have not done a technical design the costs are provisional and not based on specific specifications, but the following sustainable aspects were included within the design:

- Timber frame (Timber I beam Studs) construction for walls and roof with significant amounts of insulation (this is the main thing which will allow for a sustainable building). As the technical design is developed a different type of timber frame may be more appropriate but it will still be timber frame and sustainable.
- Green Roof
- Triple Glazed Aluminium Composite Windows, External Doors and Rooflights
- Significant insulation to floor slab
- Air Source Heat pump/s for heating with underfloor heating
- Mechanical Ventilation and Heat Recovery System (to minimize heat loss)

- £10000 allowance for new planting and £14950 allowance for new turfing
- PV Panels are included within the electrical allowance.

Some items in the cost plan may not seem super-sustainable i.e., the beam and block floor but compared to the alternative of a concrete slab it is more sustainable.

Question from Mr Andrew Pritchard

The football pitch on the Upper Louie Memorial Field gets relatively little use, and most of those teams that do use it make no use of the changing rooms, other than possibly the toilets. Will NHPC therefore consider removing them from the current plans, thereby reducing the cost of the project, if any grant from Sport England does not cover the whole cost of new changing rooms, estimated at £500,000, with toilet facilities being shared with other pavilion users?

Answer from Cllr Caroline Potter

The total cost of the 'changing room' wing in the cost plan was £413,000 there are also shared preliminaries/overheads costs with the other wings. If the wing is removed some areas/items within the wing will have to be relocated within the main building, for example the plant room and the PV panels, but it would be a significant saving. This has already been raised in the consultation so is being considered. The Pavilion Trustees report Covid reduced levels of use but there is now increased use by Botley Boys and Girls Football Club.

Mr Pritchard was no longer present, but the answers will be forwarded to him.

## **22/039: Reports from County & District Councillors**

Council have received the written reports from both County and District Councillors.

Cllr Roberts highlighted the response to the flood alleviation scheme with differing responses based on the likely impact of the completed scheme and the works to build it. She is still trying to get more information on the impact on the A34. It is going to County Council Planning Committee on the 6<sup>th</sup> June. 100 businesses along the Botley Road will come out of flood plain and the area would then be suitable for housing as per the 2030 Ox Plan.

Residents Association Meeting last Friday for the City only, giving information on the Central Oxford Transport Strategy (COTS). i.e., the planned Bus Gates. Meeting by City Council did not include County or Districts. The plans will result in an increase in the Traffic levels on Botley Road and there is no plan to open the extension at the Seacourt Park and Ride. If Park and Ride is to be promoted there needs a package deal for families, comparable to parking costs at Westgate Centre.

Lots of roadworks in Botley Road for the next 10 years. Query if tradesmen with vans will be able to go through bus gates. Present proposal is that Taxis, busses, pedestrians and cycles will have access. Blue Badge holders are still being discussed.

Query on the 20mph limits for North Hinksey. North Hinksey in the first tranche but no date yet. There are so many in the first tranche that Highways will not make timescale commitments but it should be before December, which is completion date for the first tranche.

Cllr Smith re consultation with City she is getting increasingly frustrated at the lack of Consultation by the City with the surrounding Districts but has received reassurance from the new Cabinet Member that there are plans for more consultation with Boards being set up. The Districts will have seats but there also needs to be consultation with the Parishes that are being impacted.



Boundary review includes feedback from the initial “light touch” consultation, which was positive to the name change for the Council. Recommendation to go to formal consultation.  
Joint Local Plan Consultation now online and looking at key issues not specifics at this point. Please have a look at the website and encourage Parishioners to get involved.  
Council Tax rebate going ahead £8 million paid out so far to 54,000 households, those on direct debit, more info on website. There were no questions.

**22/040: Review of Actions (paper 13)**

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. Still **ONGOING**.

20/167 14. B&NH Green Spaces: Cllr Church to progress agreed actions. **ONGOING**.

21/042 12. 20mph Zone: Cllr Bastin to liaise with Cllr Roberts to progress. **ONGOING** Applies to whole Parish.

21/071 (2b) Consider other options to reduce air pollution and improve local transport infrastructure with a focus on active transport **ONGOING**

21/071 (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**.

21/071 (4) proceed with remaining pre-construction work to the new Louie Memorial Pavilion. **ONGOING**

21/153. (1c) Purchase a laptop at a cost of up to £400. Cllr suggested that it be up to £600. Approved. Time scale requested. Clerk to follow up and get quotes. Awaiting report from IT Strategy Group and specification of laptop required. **Cllr Bastin to action**

Purchase of Business Microsoft 365 to be actioned on receipt of MultiPay Card. **COMPLETED**

21/153. (3c) Arrange for data protection training. EDPO has refused to provide until the recommended IT strategy is in place. Covered in **22/043: COUNCIL MATTERS 2. General b) II**

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. In the meantime, Cllr Berrett will circulate her correspondence with the City Council. Cllr Berrett followed up and still **ONGOING**

21/180 (1e) Purchase replacement defibrillator pads and battery at a cost of £99.00 + VAT. Clerk asked to check if this had been done last year.

Items ordered by Cllr Potter in December, but not delivered yet. 30-day notice of expiry received. Clerk asked to chase up delivery. **Delivery will be late but supplier confirms that items will continue to function past their sell by date. ONGOING**

21/180 (2c) Cllr MacKeith to liaise with Cumnor PC over lighting of the Beacon for the Queen’s Platinum Jubilee. **ONGOING**

21/189 Risk Assessments for the Skate Park – Skate Park Working Party and Contractor **ONGOING**

21/194 1.b) Parish Council Brass sign outside door to Community Building. ONGOING Awaiting arrival of MultiPay Card. **On order**

P21/212 To plan next steps for Skatepark Project. **ONGOING**

21/222: COUNCIL MATTERS. 1. Finance q) Cllr Fairclough to confirm where the dog bins are and how often they are being used and emptied before his proposal to the next meeting. Agenda Item. **Covered in 22/043: 22/043: COUNCIL MATTERS 1. Finance c)**

21/222: COUNCIL MATTERS 2. General g) Military Covenant Trust Fund. NHPC to sign the articles of Arms Forces Covenant. To support the armed forces, veterans and their families. Cllr Fairclough to work with the Clerk to move this forward. **ONGOING**

P21/226: 1.a) Cllr Fairclough drew Councillors attention to the Guide to GDPR for Parish Councils from the Information Commissioners Office, which Cllr Fairclough will circulate. **ACTION POINT**

P21/226: 1.a) Terms of reference for the EDPO to be circulated, along with her previous IT Service quote. **ACTION POINT**

22/008: CLERK'S REPORT Return of Botley Bowl tender documents to Parish Office. **COMPLETED**

22/008: CLERK'S REPORT Allotments. The Clerk highlighted that 14 plots not yet paid for despite the single reminder requested by Councillors. Since plot holders who did not pay by the 14<sup>th</sup> of May would lose their plots and have to re-apply the Clerk was asked to follow these up with a phone call. **COMPLETED**  
**Vacant plots have been identified and a tour of the vacant plots is happening on Saturday for those on the waiting list. Clerk was asked about the present position re payments. 2 have not paid. For one the Plot Holder has passed away. The other the only contact details are a postal address and they have received the initial rent demand and the reminder so can only conclude that they no longer want the Plot.**

22/010: COUNCIL MATTERS 2. General 4 Pavillon Project Update. I. Update on Consultation event. Start consultation Sunday 15<sup>th</sup> at Pavilion questionnaire continues online and ends Sunday 22<sup>nd</sup> of May at the Saturday stall at the Farmer's Market. **ACTION POINT**

22/010: COUNCIL MATTERS 2. General 4 Pavillon Project Update. I. Update on Consultation event. Survey delegated to working group. **22/043: COUNCIL MATTERS 2. General d) I**

22/010: COUNCIL MATTERS 2. General 4 Pavillon Project Update. II. Fundraisers final report to be circulated to working group for their comments then when the report is complete it will be circulated to all Councillors as a confidential document. **ONGOING**

22/010: COUNCIL MATTERS 2. General 4 Pavillon Project Update. II. Update on Fundraising Strategy. Proposal to get quotes for ongoing fundraising consultation from present fundraiser plus others. **ONGOING**

22/010: COUNCIL MATTERS 2. General 4 Pavillon Project Update. II. Update on Fundraising Strategy. Convene working group **22/043: COUNCIL MATTERS 2. General d) II**

22/010: COUNCIL MATTERS 1. Finance c) Return of Allotment fees received in error amounting to £35.00. **COMPLETED**

22/010: COUNCIL MATTERS 1. Finance d) Subject to consultation with and agreement from Prime Site Media, install a sign on the Bus Shelter saying that to install a live time sign would cost £7000 and we do not feel that is good use of money. **ONGOING**

22/010: COUNCIL MATTERS 1. Finance e) we accept EE quote for new mobile phone and contract. **COMPLETED**

22/010: COUNCIL MATTERS 1. Finance f) printed copies of Neighbourhood Plan cheapest quote from S&CS be accepted. **COMPLETED**

22/010: COUNCIL MATTERS 1. Finance g) grant to Sprout for Botley in Bloom agreed. **COMPLETED**

22/010: COUNCIL MATTERS 2. General 1. f) Cllr Kay will write to the recruitment/review panel members to provide guidance on how to carry out the review process. **ACTION POINT**

22/010: COUNCIL MATTERS 2. General 1. g) Caretakers contract be amended to match Clerk's contract in terms of paid sick leave. **ONGOING**

22/010: COUNCIL MATTERS 2. General 2. GDPR Clerk was asked to contact OALC for a recommendation for a trainer. **COMPLETED**

22/010: COUNCIL MATTERS 2. General 2. GDPR to be revisited at next meeting. **22/043: COUNCIL MATTERS 2. General b)**

22/010: COUNCIL MATTERS 2. General 2. GDPR Cllr Bastin asked to write up the process and circulate the training link. **ACTION POINT**

22/010: COUNCIL MATTERS 2. General 3. Committee Structure Review Bring proposal to AGM to disband the Allotments Committee. **Covered at 22/021:**

22/010: COUNCIL MATTERS 2. General 5. Update on Queen's Platinum Jubilee celebrations. Bring proposal for increase in budget to next Parish Council Meeting. **ACTION POINT**

22/010: COUNCIL MATTERS 2. General 6. Planning Application for Arts Installation. Clerk to action. **ONGOING**

22/010: COUNCIL MATTERS 2. General 7. Acceptance of quote for both sets of work at Louie Memorial Playing Fields. **COMPLETED**

22/010: COUNCIL MATTERS 2. General 7. Acceptance of cheaper quote for ongoing maintenance work for Memorial Gardens. **COMPLETED**

**The two-hour time limit in Standing Orders having been reached. It was proposed by Cllr Kay and seconded by Cllr Blase to suspend Standing Orders and continue the meeting. This was unanimously approved.**

## **Cllr Allen gave her apologies and left the meeting**

Eight Councillors now present in the Meeting.

### **22/041: CLERK'S REPORT (paper 14)**

#### **New Mobile Phone**

EE reduced the Monthly cost to £14.50.

In ordering this I discovered that the previous Clerk was still the administrator on the account and that EE had a code that was used to set up the account that I didn't have. Having successfully submitted the form to change the administrator, I reordered the phone. The first phone was not delivered – showed on tracking as refused and returned to EE. For the second delivery I tracked it and went out to Church Way to collect the package from DPD.

The old phone does not have a SIM card, much to EEs confusion. I ordered a new SIM card which has been inserted. The previous phone was obviously working on Wi-Fi, so worked in the office. As a Lone Worker Health and Safety Measure at the Allotments or the Louie Memorial Playing Fields it was completely useless.

#### **MultiPay Card**

I finally received the MultiPay Card but when I went to set it up on the Website, found that I couldn't. I called Lloyds who provide the card and found that the previous Clerk was still on their system as the Administrator. Having gone through the system and changed the set up for the account and the card, the operative pointed out that while the card had a limit of £5,000 the account had a limit of £500 and suggested that this issue be raised with Unity Trust Bank urgently. I spoke to our Advisor at Unity and as a result organised a letter signed by Chair and Vice Chair to be emailed to Unity Trust for them to process and forward to Lloyds so Lloyds could process urgently. I wait for this to be fixed.

#### **Microsoft 365 Business Standard**

Without a useable MultiPay card I still couldn't purchase the Microsoft 365 Business Standard I have however loaded the trial version onto the Clerk's laptop. The trial lasts for a month and hopefully by the end of that period I will have a card to pay for it going forward.

#### **Allotments**

All the ones being kept have now been paid for and I know which are vacant. The new Tenant finally turned up to sign her Tenancy Agreement so I didn't have to return her rent. The other 2 rent payments have been returned. I now have several people who have expressed an interest in an allotment and can start renting the vacant ones now that the work for the Annual Meeting is complete.

#### **Louie Memorial Play Equipment**

The Equipment was cleaned on the 26<sup>th</sup> April. When the contractor called asking for an access key, I went up with the keys NHPC has in the office. None of them worked, the cover caretaker didn't have that key and there wasn't one in the box in the Pavilion. I had to borrow and return the keys of the sick caretaker to allow the contractor access. When the Caretaker returns to work, I intend to borrow his keys and get a set cut for the Clerk.

#### **AGAR**

My involvement in AGAR was unexpected. 118 hours were deducted from the Clerk for the RFO to cover the finance for 2021/22. Since this left minimal time for me to learn Scribe and the intricacies of Parish finance I thought I was starting 2022/23 with a clean slate and could build my confidence ready for the End of Year and AGAR for 2023. Instead, I have had to take a crash course in the AGAR with help from the Locum RFO and a previous Clerk. I then had to extract the information from last year's accounts to answer

the issues raised by the AGAR. Luckily the Scribe Accounts package is a lot simpler than I was expecting and so far, I have navigated around it without using any of the inbuilt training.

### Health & Safety and the Legality of Activities

Health and Safety is the responsibility of the Clerk. If I see issues that in the worst-case scenario could lead to a corporate manslaughter charge for the Council and individual Councillor's being prosecuted because they have failed in their Duty of Care then I will raise those issues. I will raise issues such as

- the need for activities to be Risk Assessed
- that insurance is required - don't assume check the activity is covered.
- Outside Bar – Additional application required – check it is in place.
- PPL PRS – Is a music licence required.

If you need help ask. If I don't know the answer, I will find it.

### 22/042: COUNCIL MOTIONS - None

### 22/043: COUNCIL MATTERS

#### 1. Finance

a) Approval of Receipts and Payments since last full Council Meeting (*paper 15*)

b)

#### c) Receipts & Payments for approval at May 2022 Council Meeting against Budget

	Payee	Description	Method of Payment	Total Amount including VAT	Budget Code	Budget Total £	Budget Balance £
<b>Paid - expenditure previously approved at Council Meeting or urgent /regular payments</b>							
<a href="#">1.</a>	OALC	Training for Cllr Kay on Basics of Employing People	Bank Trans	£66.00	15	210	144.00
<a href="#">2.</a>	EE	Office mobile	SO	£32.53	31	584.67	525.03
<b>For Approval</b>							
<a href="#">3.</a>	Staff costs	May staff costs (including pension and NI).	SO	£3,361.99	8 9 10 75	44,117	37,393.02
<a href="#">4.</a>	BGG	Grass Cutting	Bank Trans	£624.00	77	2180	1556.00
<a href="#">5.</a>	Seacourt Hall Management Committee	Room Hire 2021/22 Parish Office and Seacourt Hall for meetings	Bank Trans	£1620.00	21	21/22 1620.00	0
<a href="#">6.</a>	Seacourt Hall Management Committee	Room Hire 2022/23 Parish Office and Seacourt Hall for meetings	Bank Trans	£1620.00	21	22/23 1620.00	0
<a href="#">7.</a>	Graham Sillman	Zip Wire Monthly Tension Inspection	Bank Trans	£60.00	88	1100	1040.00
<a href="#">8.</a>	Graham Sillman	LMPF – Quarterly Inspection – 29/04/22	Bank Trans	£195.00	88	1100	845.00
	Total			<b>£7579.52</b>			
		All invoices have been checked as correct by the Clerk					
	Receipts						

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The Clerk asserted that all the invoices had been checked as correct.

The Chair highlighted the changes in presentation to include budget codes and implications, as requested by the Internal Auditor.

Approval proposed by Cllr Potter and seconded by Cllr Dowie. Agreement unanimous.

d) **To agree contract with BGG for 2022-23 at the same cost as 2021-22**

Some issues with the cutting of North Hinksey Village Green which Clerk is chasing up.  
Renewal proposed by Cllr Kay, seconded by Cllr Blase. **Unanimous agreement.**

e) **To receive and action report from Cllr Fairclough on Dog Bins and proposal to terminate contract with VOWHDC.** Carried forward.

2. **General**

a) **Update on Queen's Platinum Jubilee celebrations.**

I. **Risk Assessments**

Cllr Blase distributed hard copy for Beacon Risk Assessment.

Concerns raised about a narrow, rutted part of the path to the Beacon. Advice that we need a warden with a torch at that point to highlight the problem. Need to advise participants that a torch is needed for the rough path. Candle lit procession. Debate on use of real candle tea lights and the risk involved. Question are we being too safety conscious. Clerk to get advice from our insurers. Accept tea light candles if insurers say ok. **Action Point**

II. **West Way square events**

Cllr Kay had circulated 4 risk assessment 6 still to come. These are lower risk activities and he will circulate when received. Need NHPC Risk Assessments for the stage, electrical items and use of pop-up power points. Will be circulated as they are completed. **Action Point**

III. **Events Insurance.**

Clerk to discuss with our insurers but, if necessary, has delegated authority to obtain quotes for extension of present insurance or Events Insurance. To be circulated for 3 Chairs approval. Proposed Cllr Potter seconded Cllr Kay unanimous agreement. **Action Point**

Thanks to organisers. Clerk asked to contact Tap Social for their licence and risk assessment. **Action Point**

Ask Layla Moran MP to light the Beacon. Clerk to write letter of invitation. **Action Point**

b) **GDPR Review of Progress to Compliance**

I. To receive and consider report and recommendations of IT Strategy Group. Deferred to next meeting

II. To review recommendations from Communications Committee, progress and decide on further action to ensure the Council is GDPR compliant.

To agree training with the EDPO on the 30<sup>th</sup> June 2022. Clerk to confirm date and 7.30 as best time with EDPO. **Action Point**

c) **Update from the Personnel Committee on the recruitment of a pool of Relief Occasional Caretakers for Louie Memorial Playing Fields.**

Paperwork circulated this afternoon. Cllr Berrett has rewritten as an advert for the NHPC Website. No space in the Sprout this month for a half page ad but can include a one liner with a link to the ad on the website. Cllr Berrett gave feedback on the content of the Website ad and was delegated authority to reword ad based on the debate. **Action Point**

d) **Pavillon Project Update.**

I. **Update on Consultation**

Consultation started with an event at the Pavilion and Cllr Potter thanked Councillors for their involvement there. So far 20 responses received on the website and 19 as hard copies. A consultation display has been set up in the foyer between the Library and the Parish Office. A table at the farmers market is being organised. A visit to the lunch club requires the consultation be extended by an additional week.

For the online survey Cllr Potter is using a personal user account and Cllr Dowie expressed concerns about the ownership of the Data. Cllr Potter reassured him and will circulate raw data to Councillors.

Items raised include questioning the need for full changing rooms, negative feedback on parking spaces and reduction in size of the building. Jessop and Cook had raised need to update the Business Plan and for the Trustees to get more targeted feedback from users. District Cllr Smith asked if Sports England funding will it be affected with a reduction in the changing rooms? Interesting ideas on changing the building orientation.

II. **Update on Fundraising Strategy.**

Fundraising Group needs to meet and Cllr Potter will make contact to arrange.

**Action point**

2 Parishioners have been in touch to offer their services.

e) **Skatepark Project Update.**

I. **Update from the working group**

8 people have volunteered for the group including 2 Councillors. Canvas have been tasked with organising the group meetings. Plans for a pop-up café on the 28<sup>th</sup> August. Need a BMXer on the group and there is a potential volunteer.

II. **Information on the activities of Canvas with Jessop and Cook**

Clerk reported on the meeting. Both parties got on well and were keen to save the Council money. After discussing various options for going forward they decided that a ground survey was something that both projects needed and would not change if there were project delays. They looked at an arboricultural survey which both would benefit from but decided that this should wait.

f) **Public Arts Project Update**

i. **Highway England have fed back so meeting tomorrow to discuss strategy.**

Clerk to follow up on the planning application. Has all the required elements but has not had time with the preparation for this meeting.

Project in 3 parts.

1. Painting the underpass which needs permission from Highways England
2. The sculpture which needs Planning Permission

3. Mosaic Panels. Moving forward on the panels. Provisionally organising 4-5 daytime sessions in Seacourt Hall over June and July for people to make the Mosaic Panels.  
Panels likely to be completed first and other 2 elements completed in stages, next year. Rainbow lights on bridge were suggested and it was confirmed that lighting was raised by the Artist and will be followed up when working relationship established with Highways England.

## **22/044: Questions raised by Councillors:**

Question from Cllr Dowie

What are the names of NHPC Working Groups (Advisory Committees)?

Answer from Cllr Potter.

She apologised that this was missed in the Committee Structure Agenda Item.

Active Groups

Skate Park Working Group established last year and reports to Recreation and Amenities Committee

Louie Memorial Playing Fields Management Working Group established in 2020 reports to Recreation and Amenities Committee

Fundraising Working Group established in 2019 with some refreshes and this reports to Parish Council

Cllr Dowie queried if there was a GDPR Working Group?

Cllr Potter responded and Cllr Bastin confirmed that it was not a Working Group but Councillors with delegated actions.

Inactive Groups

There was a Leisure Working Group in the last Council term which ended with its final report. Operating from 2015 to 2017.

Scout Lease working group set up in 2018 then refreshed in 2019, but no longer active since Scouts never accepted later meeting invitations and discussions on a further lease broke down.

Oxford Cambridge Expressway Working Group in abeyance. No longer plans to build the Expressway.

Question from Cllr Dowie

The governing document of the Louie Memorial Pavilion Trust states that the committee of management shall be the charity trustees. NHPC appoints two councillors to the Louie Memorial Pavilion Trust committee of management. Are the NHPC representatives who are members of the Louie Memorial Pavilion Trust committee of management, charity trustees?

Answer from Cllrs Potter and Blase.

This is best confirmed directly with officers of the Louie Memorial Pavilion Trust, but according to Charity Commission records only the three officers of the Trust, which excludes the Council-appointed members of the management committee, are publicly listed as Trustees.

Governing Document of the Trust states the Trustees are members of the Management Committee. Cllr Kay delegated to review the governing document of the Louie Memorial Trust to clarify the situation and report back to Council. **Action Point**

Question from Cllr Dowie



NHPC appoints two representatives to the Louie Memorial Pavilion Trust management committee. What are the names of the Louie Memorial Pavilion Trust charity trustees?

This is Published Data so no GDPR restrictions.

Darren Blase

Dave Bunce and

Emmett Casley

are the officers named on the Charity Commission Web Site? If, however, the Governing Document requires members of the Management Committee to be Trustees, they should also be named on the Website. **Action Point**

**22/045: Other Documents & Letters Received: All circulated**

**22/046: Date of Next Meeting: 23<sup>rd</sup> June 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 information provided as confidential. As such the press and public are excluded from this part of the meeting*

**22/047: Civic Protocol - To receive and agree confidential report from Communications Committee (Paper 16) Proposal to agree by Cllr Berrett seconded by Cllr Kay unanimous agreement.**

The meeting closed at 10.38.