



## North Hinksey Parish Council



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### **Minutes of the Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 23<sup>rd</sup> June 2022 in the Seacourt Hall and via video conference**

**Those Present:** Cllrs Allen (until end of item 22/057/2a. II), Berrett, Blase, Bolder, Dowie, Dykes, Fairclough, Kay, Potter (Chair), Rankin (absent for items 22/057/1e through 22/057/2b/III).

**In Attendance:** Linda Morrison Allsopp, Clerk to the Parish Council and Responsible Financial Officer.

By Zoom, County Councillor Judy Roberts.

There were 2 members of the public present by Zoom.

**22/048: Apologies for Absence:** received from Cllr MacKeith and Cllr Bastin. Cllr Church added by Cllr Berrett. Cllr Potter reminded councillors that apologies should be sent to the Clerk.

**22/049: Declarations of Interest:**

**Item 22/057: 2. J.** Non-pecuniary interest from Seacourt Hall trustees Cllrs Dowie, Berrett, Kay and Potter.

**Item 22/056:** Cllrs Kay and Berrett declared a pecuniary interest in the Motion for re-imburement of Jubilee costs to Councillors.

**Item 22/057: 2. b)** Cllrs Bolder and Blase declared a non-pecuniary interest in the Louie Memorial Pavilion Trust.

**22/050: Approval of Draft Minutes of the Annual Council Meeting held on 19<sup>th</sup> May 2022.** One amendment requested by Cllr Kay that in Item 22/03 f. Personnel the words “nominated as Chair” be added. Acceptance with that amendment proposed by Cllr Potter, seconded by Cllr Kay named vote requested. Cllrs Allen, Berrett, Dowie, Dykes, Kay and Potter voted for. No votes against. Abstentions from Cllrs Bolder, Fairclough, Blase and Rankin. **The Proposal carried.**

**22/051: Note the following committee minutes:**

- a) Environment and Well Being Committee - 26<sup>th</sup> May 2022
- b) Planning Committee - 26<sup>th</sup> May 2022 Meeting not Quorate.
- c) Remembrance Day Committee - 16<sup>th</sup> June 2022
- d) Planning Committee - 16<sup>th</sup> June 2022

**22/052: Matters raised by Members of the Public:** none

**22/053: Reports from County & District Councillors**

Cllr Judy Roberts highlighted from her report that she took part in the Central Oxford Transport Scheme COTS briefing which is the first public one to discuss the Zero Emission Zone, the traffic filters and the

Workplace Levy as a combined approach to reducing traffic congestion. There is a positive public response for action to be taken. Proposals going out to public consultation this summer. In 3 parts so there may be 3 consultations.

No answer, so far, to the health provision problem that so many of our residents will have, having moved to Beaumont Street or Jericho GP practices. The parking rates in the city have gone up to £6 /hour and if the traffic filters are introduced between 7am to 7pm access by private car to these GP surgeries will be via Woodstock Road. The Workplace Levy needs to go to the Secretary of State and will take longer to approve. Plans on city website much larger than present trial. Flood Alleviation not on Agenda yet. There were no questions.

There were no District Councillors present, but their report had been previously circulated. Cllr Potter noted that there was a District Councillor Surgery in July. The Clerk had asked if Parish councillors ever sat in on these. Chair asked if there was interest from Parish Councillors in doing this. Cllr Dowie expressed concerns about Parishioner confidentiality. Cllr Berrett to contact the District Councillors and express an interest in participation. Proposed by Cllr Potter, seconded by Cllr Fairclough. Named Vote requested. Cllr Dowie voted against and Cllr Allen abstained. Other Councillors voted for and the proposal was carried.

#### **22/054: Review of Actions (paper 1)**

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**. Raised with Cllr Roberts. No feasibility study yet. Short of staff because of 20 mph pinching staff. Cllr Roberts will follow up. **Item for Environment Committee Meeting on the 15<sup>th</sup> September.**

20/167 14. B&NH Green Spaces: Cllr Church to progress agreed actions. **Item for Environment Committee Meeting on the 15<sup>th</sup> September.**

21/042 12. 20mph Zone: Cllr Bastin to liaise with Cllr Roberts to progress. Applies to whole Parish. **Item for Environment Committee Meeting on the 15<sup>th</sup> September.**

21/071 (2b) Consider other options to reduce air pollution and improve local transport infrastructure with a focus on active transport **Item for Environment Committee Meeting on the 15<sup>th</sup> September.**

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. **Item for Environment Committee Meeting on the 15<sup>th</sup> September.**

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. **Completed**

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 **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General j) Update on the Burial Facilities Campaign**

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. **Completed**

21/189 Risk Assessments for the Skate Park – Skate Park Working Party and Contractor. **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General d) Skatepark Project Update.** II. Update on the Risk Assessments for the Skate park being written jointly by the Working Group and the Contractor.

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

P21/212 To plan next steps for Skatepark Project. **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General d) Skatepark Project Update.** I. Report on the Meetings of the Working Group and provide copy of Plan for the next steps.

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. **Completed**

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. **Completed**

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

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. **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General c) Pavillon Project Update.** I. Update and Results of the Consultation event

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 **Completed**

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. . **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General c) Pavillon Project Update.** I. Update and Results of the Consultation event

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. **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. **Completed**

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

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

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. **22/056: COUNCIL MOTIONS**

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

**Minutes of Annual Meeting Thursday 19<sup>th</sup> May** – Clerk to implement updates to Policy Documents. **ONGOING**

**22/035:** Open new savings accounts and move money as provided in North Hinksey Parish Council Investment Strategy. **ACTION POINT**

**22/043: COUNCIL MATTERS 2. General a) I. Risk Assessments**

Clerk to get advice from our insurers. Accept tea light candles if insurers say ok. **Completed**

Risk Assessment to be updated with warning signage. **Completed**

Cllr Blase to send Clerk links for fire, ambulance and police to register the Jubilee Events. **Completed**

**22/043: COUNCIL MATTERS 2. General a) II. West Way Square Events**

Need NHPC Risk Assessments for the stage, electrical items and use of pop-up power points. Will be circulated as they are completed. **Completed**

**22/043: COUNCIL MATTERS 2. General a) 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. **Completed**

Clerk asked to contact Tap Social for their licence and risk assessment. **Completed**

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

**22/043: COUNCIL MATTERS 2. General b) GDPR Review of Progress to Compliance II.**

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. **Completed**

**22/043: COUNCIL MATTERS 2. General c) Update from the Personnel Committee on the recruitment of a pool of Relief Occasional Caretakers for Louie Memorial Playing Fields.**

Cllr Berrett given delegated authority to reword recruitment ad based on the debate. **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General e) To Review and agree procedure for the recruitment of Relief Occasional Caretakers**

**22/043: COUNCIL MATTERS 2. General d) Pavillon Project Update. II. Update on Fundraising Strategy.** Fundraising Group needs to meet and Cllr Potter will make contact to arrange. **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General c) Pavillon Project Update III.**

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

Cllr Kay delegated to review the governing document of the Louie Memorial Pavilion Trust to clarify the situation and report back to Council on the councillors on Management Committee being Trustees.

**Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General b) Louie Memorial Pavilion Trust: I.**

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

If, however, the Governing Document requires members of the Management Committee to be Trustees, they should also be named on the Charity Commission Website. **Covered on the Agenda in item 22/057: COUNCIL MATTERS 2. General b) Louie Memorial Pavilion Trust: I.**

**22/055: CLERK'S REPORT (paper 2)**

**Brass Plaque**

The Brass Plaque for North Hinksey Parish Council Office has been purchased and attached to the wall.

**Stationary Delivery**

I ordered white printer paper and other items from Viking Direct, which have been delivered.

**Laptop Purchase**

I have purchased the laptop recommended by Cllr Bastin. Because the purchase price was £549.99 and the maximum, I can charge against the card is £500, I bought a gift card to cover the balance. This has been set up and has Zoom on it and was used for the Remembrance and Planning Committee Meetings.

**Microsoft 365 Business Standard**

I have not had time to set this up. I contacted the IT Volunteer to request his help but he doesn't have any spare capacity over the next few weeks to help. I need to find time for this. The quote from the JPAG Practitioners Guide 2022 illustrates why

"The importance of secure email systems and GOV.UK

5.204. All authorities except Parish meetings must now have an official website.

To comply with GDPR, councils should provide official email accounts for their councillors as well as for their Clerk and other officers.

5.205. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.206. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.207. For the purposes of user management, councils should ensure that the Proper Officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests."

The Clerk drew Councillor's attention to the quote from the JPAG Practitioners Guide 2022 and the recommendations it contains. Cllr Fairclough highlighted that this task requires training and support for

the Clerk. Cllr Fairclough volunteered to show the Clerk how to do it. Cllr Berrett highlighted that sufficient email addresses needed to be added the Website Domain that the Council owns. Cllr Rankin suggested Clerk might be able to get support from the Vale of White Horse District Council.

### **Allotments**

Vacant allotments are now being allocated to new tenants.

### **Louie Memorial Picnic Benches and Pitch**

These are being ripped up by the local youths and on the afternoon of the last Parish Council Meeting one of the picnic benches was on the Pavilion roof with a number of youths and younger children. Since this is a Health, Safety and Welfare issue, I asked Graham Sillman for a quote for a more secure method of fixing the benches in place. I checked with Jessop & Cook that what was proposed would not cause any issues in building the new Pavilion. I also had emails from 2 of the Pavilion Trustees, a) about taking action on the picnic benches and b) the caretaker doing the line marking for the football pitch. The job description for the Caretaker clearly states that the line marking is done by the LMPFPT not by the Caretaker. This decision was taken by NHPC because the rental for the pitch is paid to LMPFPT not NHPC. Having had 3 Chairs agreement courtesy of support from Cllr Rankin, I arranged for Graham Sillman to be shown the correct positions for each bench so they could be embedded at the beginning of the week, ready for the Platinum Holiday weekend.

### **Planning Documents**

These have been printed, collected and distributed in the Planning Meeting.

### **P18/V1877/106**

This was an application by North Hinksey Parish Council for funding towards play equipment at the Louie Memorial Field. Vale of White Horse District Council awarded £30,356.05 of funds on 12<sup>th</sup> September 2018 and they wanted a record of the expenditure to close the file. With some help from a previous Clerk, I was able to find the HAGS invoice which I forwarded. There is a discrepancy of £156.05 which I speculate was the cost of the safety signage but I wasn't able to find that invoice, but VOWDC are happy without it.

### **Web Site training**

I did this with Lorna on the 17<sup>th</sup> of July. As well as adding Agendas and Minutes I can now add meetings.

### **22/056: COUNCIL MOTIONS – Motion from Cllr Potter seconded by Cllr Berrett**

NHPC expresses its gratitude to all the Parish Councillors and community volunteers who organized local events to celebrate the Queen's Platinum Jubilee. The lighting of the Jubilee Beacon on 2<sup>nd</sup> June (in collaboration with Cumnor Parish Council, and with food and entertainment provided at the Louie Memorial Pavilion), and the West Way Festival on 4<sup>th</sup> June (including a local history exhibition, cake competitions, treasure hunt trail, performances, and refreshments) were attended by hundreds of people and were appreciated for the positive community spirit that these events fostered. NHPC also acknowledges the organisers' efforts to keep costs to a minimum in securing in-kind donations from local businesses and organisations.

In support of the organisers' efforts, **Council RESOLVES to commit £600 from its Contingency budget to reimburse the costs of the local Platinum Jubilee events** including the disco, PA system hire, printing, bunting, prizes, refreshments, and tea lights. Amendment proposed by Cllr Rankin seconded by Cllr Blase to **increase amount to £620**. Named vote requested. Six councillors in favour, abstentions from Cllrs Allen, Kay, Berrett and Dowie. Amendment agreed and put to the vote. Named vote requested. Six

councillors in favour, abstentions from Cllrs Allen, Kay, Berrett and Dowie. **Proposal agreed with the amendment to £620.**

## 22/057: COUNCIL MATTERS

### 1. Finance

#### a) Approval of Receipts and Payments since last full Council Meeting (*paper 3*)

	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>	Engraving Studios	Brass Name sign	MultiPay	£84.95	31	555.00	440.28
<a href="#">21.</a>	Post Office Counters	Signed for Postage AGAR	MultiPay	£2.85	31	555.00	437.43
<a href="#">22.</a>	Post Office Counters	Signed for Notice to Quit	MultiPay	£2.35	50	103.00	100.65
<a href="#">19.</a>	MultiPay Card	Monthly Fee 26 April	DD	£3.00	27	190.00	187.00
<a href="#">20.</a>	MultiPay Card	Monthly Fee 26 May	DD	£3.00	27	190.00	184.00
<a href="#">2.</a>	EE	Office mobile	DD	£11.82	31	555.00	425.61
<a href="#">3.</a>	Viking Direct	Stationary	MultiPay	£64.42	20	773.00	359.58
<a href="#">4.</a>	BHIB	Insurance Costs	Bank Trans	£2,821.15	29	2240.00	-581.15
<a href="#">5.</a>	Currys	Laptop for use in Zoom Meetings	MultiPay	£549.00	99	n/a	248.29
<a href="#">14.</a>	BT	Wi Fi and Telephone Services	DD	£177.32	31	555.00	248.29
<a href="#">18.</a>	VOWHDC	Arts Application	MultiPay	£494.20	105	5540	3695.80
<a href="#">13</a>	Incandescence	Disco for Jubilee Beacon Lighting	Bank Trans	£300			
<a href="#">20.</a>	Lloyds Bank	MultiPay Card	DD	-£642.15			
<b>For Approval</b>							
	Staff costs	June staff costs (including pension and NI).	SO	£3,361.99	8 9 10 75	44,117	33406.80
<a href="#">6.</a>	BGG	Grass Cutting	Bank Trans	£396.00	77	2180	1160.00
<a href="#">7.</a>	OCC	Character Assessment Print 7	Bank Trans	£64.00	39	10000	9936
<a href="#">8.</a>	OCC	Neighbourhood Plan 2031 & Appendices	Bank Trans	£112.00	39	10000	9824
<a href="#">9.</a>	North Hinksey Parish Publications	Job Ad Occasional LMPF Caretaker	Bank Trans	£28.00	25	750	722
<a href="#">10.</a>	JK Garden Maintenance	Memorial Garden May 2022	Bank Trans	£180.00	59	1000	220
<a href="#">12.</a>	Graham Sillman	Zip Wire Monthly Tension Inspection	Bank Trans	£60.00	88	1100	665

<a href="#">11.</a>	Graham Sillman	LMPF – Repositioning and securing Picnic Benches	Bank Trans	£610.00	89	1200	-508
<a href="#">15.</a>	Jessop + Cook	Planning Application re-submission and Architectural Services	Bank Trans	£1,541.26	74	10,000	6758.74
<a href="#">16.</a>	Graham Sillman	Rectification Works	Bank Trans	£1446.00	89	1200	-15.39
<a href="#">17.</a>	Murray Rankin	Louie Memorial Pavilion Caretaker -Sickness Cover	Bank Trans	£480.00	75	44117	32926.80
<a href="#">23.</a>	Graham Sillman	Fixing Brass Name Plate to Wall	Bank Trans	£36.00	31	555	212.29
<a href="#">24.</a>	L. Morrison Allsopp	Mileage claim March to May	Bank Trans	£8.55	11	110	101.45
<a href="#">25.</a>	North Hinksey Parish Publications	Job Ad Occasional LMPF Caretaker	Bank Trans	£56.00	25	750	666
<a href="#">26.</a>	Cllr Kay	Reimburse Jubilee Costs	Bank Trans	£18.99			
<a href="#">27.</a>	Cllr Berrett	Reimburse Jubilee Costs	Bank Trans	£24.78			
<a href="#">28.</a>	Cllr Berrett	Reimburse Jubilee Costs	Bank Trans	£106.00			
<a href="#">29.</a>	Cllr Kay	Reimburse Jubilee Costs	Bank Trans	£59.00			
<a href="#">30.</a>	Cllr Kay	Reimburse Jubilee Costs	Bank Trans	£63.00			
<a href="#">31.</a>	Ali Hogg	Reimburse Jubilee Costs	Bank Trans	£14.99			
	Total						
		All invoices have been checked as correct by the Clerk					
	Receipts						
	Acer Trust	Hire of Louie Memorial Playing Field		£378.36			
	Louie Memorial Pavilion Trustees	Payment of Peppercorn rent of £10 per year. Overdue for the years 2019-2020, 2020-2021, 2021-22 and in advance as per lease for 2022-23		£40.00			
	Plot 111	Allotment Rent paid after notice to Quit		£10.00			

Clerk explained that the negative amount for the MultiPay invoice was to balance with the invoices paid with the card. Rectification works are replacement of Bollards etc quoted for already and agreed by Council. Cllr Potter proposed that the invoices be approved in two parts because two Councillors had a pecuniary interest in the Jubilee invoices.



The first being invoices up to and including the Invoice for the advert for the Occasional Caretaker. Proposed by Cllr Potter seconded by Cllr Rankin eight councillors voted in favour, Cllrs Dowie and Allen abstained.

Proposal that the Jubilee costs be reimbursed proposed by Cllr Potter, seconded by Cllr Fairclough, six councillors voted in favour with four abstentions from Cllrs Berrett, Kay, Dowie and Allen and the proposal carried. **Payment of all receipts agreed.**

b) To note confirmation of receipt of AGAR Part 3 and the basic documents expected (*paper 4*)  
Noted.

c) **To consider and agree a quotation for the land survey work required for the building of both the new Pavilion and the new Botley Bowl Skate Park**  
Land Survey work covers both the Pavilion and the Skatepark projects. GIS is the cheapest quote. Rob Goacher from Jessop and Cook Architects confirmed that all the quotes covered the same work and that the bore holes will be capped and left safe.

Cllr Rankin left the Meeting and returned during this discussion

Proposal from Cllr Kay Seconded by Cllr Fairclough that GIS quote be accepted. Named vote requested with 8 Councillors voting in favour, Cllrs Allen and Dowie abstained and the **Proposal to accept the GIS quote for Land Survey Work was carried. Jessop and Cook to ACTION**

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

Cllr Fairclough raised this issue originally because of the expense involved. Research on the internet was not helpful so his report is based on his study of the dog bin close to where he lives. It seems to act as an encouragement for dog owners to not only pick up after their dog but to use the dog bin. Cllr Fairclough recommends that NHPC continues to pay for the Dog Bins while there are sufficient funds. Can be looked at again in the future if funding becomes short. Cllr Bolder asked if it was possible to get one along A34, she was asked to bring a proposal to the next meeting. **No action required.**

e) To agree action on non-payment of rent for plot 111 until the Notice to Quit had been served and if necessary, repay the £10 in late rent. Discussion that the rent be accepted this year with a stern warning that the rent needs to be paid on time in future. **ACTION POINT**  
Cllr Berrett reminded Councillors that they had agreed last year that Mailchimp be used to send out newsletters to Allotment Holders.

Cllr Rankin left the meeting.

Cllr Fairclough proposed that **NHPC accept payment and rescind the notice to quit**, seconded by Cllr Blase. Named vote requested. Unanimous agreement from the nine Councillors in the room. **ACTION POINT**

f) To consider and **agree Oxford Conservation Volunteers offer to mow and rake the Orchard on July 17<sup>th</sup> and the Meadow on September 11<sup>th</sup> at a cost of £120 per day** which covers their costs. Proposed by Cllr Kay and seconded by Cllr Blase. **Unanimous agreement.**

## 2. General

### a) Pavillon Project Update.

#### I. Presentation of the Results of the Consultation (*paper 6*)

Full results have been circulated to Councillors and a summary paper in Dropbox for Parishioners. Cllr Potter presented the results. There were eighty-eight responses in total across all the static displays and on-line. The feedback was used by Jessop and Cook architects to produce a sketch of possible amendments to the proposals. Cllr Fairclough proposed and Cllr Dowie seconded that the dataset information should be made public. Named vote requested Cllr Potter abstained and the other councillors voted for. **Council agreed that all the consultation information be made public. ACTION POINT**

#### II. Presentation by Jessop and Cook on potential updated plans and a decision by Council to proceed with present plans or agree amendments and fee changes based on the consultation results.

Rob Goacher spoke to his sketch on the screen. The consultation feedback highlighted an issue with the changing rooms since they tend not to be used. Rob Goacher had produced a revised sketch, taking that into account. Council need to decide how much changing space it wants. Sport England have been contacted but have refused to comment on individual projects. Parking must include disabled parking. In the sketch, spaces reduced to 5 with 2 of them disabled, but can be reduced further. The sketch reoriented building to the playing fields. Can remove the green roof from the main block because it is so expensive, double the price and the weight adds other expense with the extra strength required for the rest of the building to support it. Can replace the green roof with solar panels which could be added gradually as finance allows. Can add a green roof to a smaller area.

Sketch shows a concertina wall between the small hall and foyer to add flexibility to the space. Removal of an accessible toilet and storage. Addition of an outside door to the kitchen. Reduction of sixty-six square meters at £3000 per square meter cost reduction of approximately £200,000. With a further reduction in additional costs of £30,000.

Cllr Dowie asked why retaining the Scout Hut is not viable. The retention of the former Scout hut would be viable if sufficient funds could be invested in it. Jessop and Cook visited both buildings on Tuesday and Rob Goacher went on to provide an extensive list of issues which would require to be addressed and upgraded to make the former Scout Hut useable. Viability possible at an exorbitant cost to the Parish, which is not cost effective. **Jessop and Cook will provide a report on their findings. ACTION POINT**

Cllr Fairclough asked if the Scout Hut should be condemned. Rob Goacher is not a structural engineer so cannot make that determination but the building could not be used with fabric as it is. NHPC cannot rent it out because it failed the EPC. It is not safe in its present condition.

Comments on the sketch plan were invited and councillors gave their preferences. Cllr Blase will get feedback from the Pavilion trustees who are not NHPC Councillors. **ACTION POINT** The Architect highlighted there may be financial implications for the extra planning work. Timescales for submission of Information to Jessop and Cook. Rob Goacher on holiday for 10 days from the 30th of June. If he has feedback from the Pavilion Trust Monday or Tuesday, he can produce alternative sketches for the next Parish Council Meeting, which

illustrate the Changing Room options. **Council broadly happy with recommended changes of a reduction in parking, removal of the green roof and the rearrangement of inner doors.** Proposal that these be accepted by Cllr Potter and seconded by Cllr Fairclough named vote requested. Seven councillors voted for, Cllr Dowie voted against and Cllr Allen abstained.

**The two-hour time limit in Standing Orders having been reached. It was proposed by Cllr Potter and seconded by Cllr Kay to suspend Standing Orders and continue the meeting. This was approved by all councillors present apart from Cllr Allen who abstained.**

Cllr Allen left the meeting.

There was a short break for the remaining eight councillors and the meeting re-convened at 9.44 pm.

- III. Update from Fundraising Working Group  
As per the action points. The fundraising group met on the 9<sup>th</sup> of June and documents from the Fundraiser have been circulated to all councillors. The next step is to talk to the Pavilion Trustees. Clarification is required on what role the Trust will take as a Charity, before moving forward with further work with a professional fundraiser.

**b) Louie Memorial Pavilion Trust:**

- I. Review of Louie Memorial Pavilion Trust Governing Document and clarification of the status of NHPC Councillors on the Management Committee (*paper 7*)  
The Governing Document makes it clear that all members of the management committee are Trustees and should be registered on the Charity Commission website by the Trust.
- II. Briefing by the Clerk on
  - a) End of Lease for the Pavilion on the 18<sup>th</sup> of July 2022.  
The lease ends on the 18<sup>th</sup> of July 2022 not 2023, so action is required now.
  - b) Requirement for 365 days of Notice to Quit.  
Since the lease is naturally ending, this is not required.
  - c) Payment of Rent and Rent Arrears  
Level of rent arrears has been established and paid.
  - d) Louie Memorial Pavilion Trust charging pitch fees.  
Since the lease is only for the building, this is not appropriate because the pitch is public land maintained at public expense. The Trust can however charge for the use of the Pavilion.
- III. Consider and agree if legal advice is needed on extending the Lease (*paper 8*)  
The recommendation of the Clerk is for both parties to consult with a solicitor. After discussion and to ensure transparency, it was proposed by Cllr Potter and seconded by Cllr Fairclough that **councillors authorise the Clerk to**

**consult with Knights solicitors to establish the status of the present lease, the legal framework NHPC is subject to and can the lease roll over or is action required by NHPC to ensure the lease continues beyond the 18<sup>th</sup> of July. Amendment to include - until NHPC are ready to break ground.**

**ACTION POINT**

Proposed Cllr Potter seconded Cllr Kay Named vote requested. Vote unanimous.

Decision on level of rent for future building is open to future discussion.

Cllr Rankin re-joined the meeting

**c) GDPR: To agree protocol for councillor gov.uk email addresses and to consider and agree the following GDPR Policy Documents required by the EDPO.**

- I. NHPC Data Protection Policy (*paper 9*)
- II. NHPC Information Security Incident Policy (*paper 10*)
- III. NHPC IT Security Policy for staff (*paper 11*)

These items were on the agenda, in the expectation that Councillors were having training with the External Data Protection Officer next week. These were documents she said NHPC did not have and were required. Since the agenda was issued Cllr Kay has raised concerns about the policy documents since there is overlap with what has already been adopted. EDPO already did a review of policies but this needs to be redone and these policies may not be required or not required in this form. The adoption of these policy documents and agreeing monitoring by an external data management system was a requirement for the training. Council already rejected this proposal for monitoring. Council can only assume training will not now be going ahead. Cllr Fairclough has GDPR documents which he can provide to the Clerk for this.

The Breakthrough training recommended by OALC is still available.

After discussion there were the following proposals.

**To delegate Cllr Kay and Cllr Fairclough to consult with the Clerk to review present policies against suggested policies from the EDPO and establish what NHPC requires for GDPR compliance and bring recommendations to Council for updated policies. Action Point**

Proposed Cllr Potter seconded Cllr Rankin, named vote requested. Eight councillors voted for and Cllr Dowie voted against.

What support needed for councillor email addresses and SharePoint document storage?

**Proposal Cllr Berrett as Web Manager will follow up with Clerk on setting up the email addresses. Protocol for councillor gov.uk email addresses delegated to them. Action Point and Cllr Bastin will work with the Clerk on setting up the 365 SharePoint environment. Action Point**

Proposal Cllr Potter seconded Cllr Kay unanimous vote of agreement.

**Delegate to Clerk to explore Individual one hour training courses, with certification. Action Point**

Proposed by Cllr Potter seconded by Cllr Kay unanimous vote for the proposal.

d) **Skatepark Project Update.**

- I. Report on the Meetings of the Working Group and provide copy of the plan for the next steps for review and agreement. (paper 12)
- II. Update on the Risk Assessments for the Skate park being written jointly by the Working Group and the Contractor for review and agreement.

Working group members present were unable to provide a report and In the absence of the report, the items were deferred to the next meeting.

e) **To Review and agree procedure for the recruitment of Relief Occasional Caretakers**

- I. The Advert written by Cllr Berrett (Paper 13)  
**To approve text** proposed by Cllr Potter seconded by Cllr Bolder unanimous vote of agreement.
- II. Process for Advertising the posts  
Proposed by Cllr Potter, seconded by Cllr Rankin **to advertise the post in the Sprout, on the Website and using the Facebook page.** Unanimous agreement.
- III. Recommendations for the Interview Panel and process including questions.  
Proposal that **interviews be done on a rolling basis, as applications are received. Interview panel to consist of the Clerk, Recreation & Amenities Chair and one other Councillor. Cllr Rankin volunteered. Panel will formulate the questions. Action Point**  
Proposal from Cllr Potter seconded by Cllr Kay named vote requested. Eight councillors voted for and Cllr Dowie abstained.

f) **For Council to agree date for Probationary Review with the Clerk/RFO**

Proposed date and time are acceptable to the Clerk and the **interview panel members of Cllrs Potter, Rankin, Berrett and Blase.**  
**7pm on the 7<sup>th</sup> of July before the Planning Committee Meeting. Proposed by Cllr Potter seconded by Cllr Rankin and unanimous vote of agreement.**

g) **Council and Committee Meeting Date Review**

Following the Annual Meeting of the Parish Council to consider and agree Council and Committee Meeting dates up to and including the next Annual Meeting of the Parish Council in 2023 (*paper 14*)

Cllr Potter presented the information and raised the issue that the Clerk is on holiday on 14<sup>th</sup> July, when meetings of the Recreation and Amenities and the Finance and General Purposes Committees were planned. Paper has dropped off Dropbox. Dates projected on the screen. Proposed amendment from Councillor Rankin that Recreation and Amenities and Finance and General Purposes move from the 14<sup>th</sup> of July to the 28<sup>th</sup> July and Planning on the 28<sup>th</sup> July moves to the 4<sup>th</sup> of August. Planning on the 18<sup>th</sup> August to be cancelled. Proposal that **dates accepted with the proposed amendments.** Proposer Cllr Potter and seconder Cllr Kay unanimous vote of agreement.

h) **Public Arts Project Update**

- I. Update on progress since last meeting.

Cllr Berrett gave update on progress. Project is in three parts. Waiting for a response from Highways England for the letter on the Gateway Art. First workshop for the mosaics was today and hopefully further five workshops will continue over the Summer with plans to engage the school children. Third part the stone sculptures.

II. Planning Application for Installation.

The Clerk reported that the planning application for the 2 stone sculptures has been submitted and as a Parish Council the fee is half and the difference is being reimbursed. The planning department has asked for an additional plan to a different scale and the artist has been asked to provide this. Apart from this the Planning Department are happy with what has been submitted.

**i) Update on the Burial Facilities Campaign**

I. Correspondence with Oxford City Council (paper 15)

Only response, so far, has been a holding response from the Oxford City Councillor to say he will respond after conferring with Officers.

**j) Seacourt Hall Management Committee – to receive and consider report on activities from the NHPC Representatives.**

**Cllr Berrett has written a report which she will circulate. ACTION POINT**

Hall has some new users. Problems with the cleaning resolved, now being done by the Hall Manager. Outstanding item is purchase and installation of hanging rail. Plans to purchase a tv monitor, for which quotes have been requested, which will allow the Parish Council meetings to be held in a smaller room so that the larger room can be let out. Closing present Trust and opening another with a new Constitution, using foundation model constitution. Ongoing parking issues. Trying to recruit a Treasurer/Secretary, present holder wishes to retire.

**22/058: Questions raised by Councillors:** none.

**22/059: Other Documents & Letters Received:**

Only items not previously circulated were emails from north Hinksey villagers about Traffic Calming in the village. One wanted traffic calming measures, three didn't because of historical nature of the properties. Email response that the 20mph speed limits were an Oxfordshire County Council Project.

**22/060: Date of Next Meeting:** 21<sup>st</sup> July 2022 at 7.30pm

Meeting closed at 22.47