



## North Hinksey Parish Council



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### **Minutes of the Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 21st July 2022 in the Seacourt Hall and via video conference**

**Those Present:** Cllrs Berrett, Bolder, Church, Dowie, Dykes, Fairclough, Jones, Kay, MacKeith, Potter (Chair) and Rankin.

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

**22/061: Apologies for Absence** received from Cllrs Allen and Bastin and from Mr Rob Goacher from Jessop and Cook.

**22/062: Declarations of Interest**

Sustainable Botley non-pecuniary interest for Cllrs Kay, Church and MacKeith.

Allotments non-pecuniary interest Cllr Dowie.

Seacourt Hall non-pecuniary interest Cllrs Dowie, Potter, Berrett, Kay and Fairclough.

**22/063: Approval of Draft Minutes of the Parish Council Meeting held on 23<sup>rd</sup> June 2022**

Proposed by Cllr Potter, seconded by Cllr Kay. Named Vote requested with nine in favour of approval and two abstentions from Cllrs MacKeith and Jones who were not present at the meeting. **Minutes approved.**

**22/064: Note the following committee minutes:**

- a) Planning Committee - 7<sup>th</sup> July 2022

**22/065: Matters raised by Members of the Public:**

Question from Mr John Marriott

Why has NHPC failed after 2 months to dismantle the large den and remove the associated fly tipping in the Copse, our local wildlife site?

Answer from Cllr Potter:

I received an email from the chairman of the North Hinksey Conservation Volunteers on 24<sup>th</sup> May, which I forwarded immediately to the Parish Clerk for action. The Clerk notified local police of the situation, and a PCSO visited the site. The PCSO advised that they have some information on who is responsible and feels there is limited danger. The Council's contractor has been approached for a quote to remove the den. Contractor has come back with quote and will clear in the next few days. The Recreation & Amenities Committee will consider the present situation at its meeting next week.

Further Question from Mr John Marriott

How much is the quotation?

Answer from the Clerk  
£345.00

## **22/066: Reports from County & District Councillors**

Report from County Cllr Judy Roberts.

### Traffic and Highways

I have sent the list of the parishes in tranche one of the 20 mph schemes through to the Clerk. North Hinksey in December, completion by January. It is also published on OCC's (Oxfordshire County Council) website

I also took part in the second COTS (Central Oxford Transport Strategy) workshop which has simplified the exemptions for the traffic filters. It has become apparent that the Workplace Levy may need to be implemented before or at the same time as the traffic filters and that the ZEZ (Zero Emission Zone) will require a considerable consultation with many businesses before it can go ahead. All of this will introduce delays that are hopefully minimal, so that the £35 million funding for the ZEBRA electric bus scheme can be approved by central government and the funding will not be lost. Will increase traffic on A34 which is National Highways. Will be extremely challenging to get all this working together. Need solid modelling information to back each section and how they work together and before they go out to consultation. At the recent Council meeting the LCPT5 (Local Transport and Connectivity Plan 5) was recommended for adoption. At the recent Cabinet meeting the Cowley LTN's (Low Traffic Neighbourhoods) were made permanent but with the proviso that continuing consultation will be made with the residents to ensure amendments to the scheme can be made to improve its performance and acceptability.

ANPR: (Automatic Number Plate Recognition) Oxfordshire is one of the first places in the country to be given extra powers to enforce traffic violations using ANPR. It is the first time anywhere outside of London and Cardiff, that these powers have been granted.

### Consultations:

The website area is: <https://myeplanning.oxfordshire.gov.uk/Planning/Display/MW.0027/22/> and it contains the application for the Flood Alleviation Scheme. The consultation is closed but the documents are still there. It currently has no date for the Planning Committee.

There is a consultation on the East Oxford LTN's which closes on 30/11/2022.

### Councillor Surgery

I have now received permission to restart my surgeries in the Library on the first Saturday of each month from 10am – 12, starting on the 6<sup>th</sup> of August.

Cllr Church asked about the part 2 of the LTCP consultation Cllr Roberts felt that the full LTCP5 had been adopted by Oxfordshire County Council. There is a dichotomy between the vision and what is implemented. Previous Strategies such as LTCP4 going through scrutiny now because problems with some parts of these not being implemented. OCC need to identify why this is happening.

Report from District Cllr. Emily Smith who had difficulty getting into the meeting. Two successful applications from North Hinksey for the Climate Action Fund. One from Sustainable Botley and one from the Nature Reserve. District Councillor surgery highlighted the health issue of pigeon poo under the A34 bridge. Cllr Smith contacted Environmental Health Department who will be doing a deep clean soon including under the bridge. Boundary Consultation ends in 8 days. There were no questions.

## **22/067: Review of Actions (paper 1)**

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

**Minutes of Annual Meeting Thursday 19<sup>th</sup> May** – Clerk to implement updates to Policy Documents. The updates have been done, but I haven't had the training yet to upload them to the website, so **effectively completed**.

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

**22/053:** . Cllr Berrett to contact the District Councillors and express an interest in participation in their local Surgeries. **Completed**

**22/057: COUNCIL MATTERS 1. Finance c)** Agreed quotation from GIS will be actioned by Jessop & Cook Architects. **Completed. Happening next week.**

**22/057: COUNCIL MATTERS 1. Finance e)** Clerk to write to the Plot Holder to rescind the Notice to Quit but to emphasise that in future Council will expect prompt payment and future correspondence will be by email. **Completed.**

**22/057: COUNCIL MATTERS 2. General a) I.** Council agreed that all the Pavilion consultation information be made public. Still to be uploaded to the Website by Cllr Berrett. **ACTION POINT**

**22/057: COUNCIL MATTERS 2. General a) II.** Scout Hut and Pavilion inspections. Jessop and Cook will provide a report on their findings. **ACTION POINT**

**22/057: COUNCIL MATTERS 2. General a) II.** Cllr Blase will get feedback from the Pavilion trustees who are not NHPC Councillors. **Completed.**

**22/057: COUNCIL MATTERS 2. General b) III.** 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. **Covered in item 22/070 2. f) I.**

**22/057: COUNCIL MATTERS 2. General c)** 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. **ONGOING**

**22/057: COUNCIL MATTERS 2. General c)** 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. **Completed followed VOWHDC Protocol**

**22/057: COUNCIL MATTERS 2. General c)** Cllr Bastin will work with the Clerk on setting up the 365 SharePoint environment. **ONGOING**

**22/057: COUNCIL MATTERS 2. General c)** Delegate to Clerk to explore Individual one hour training courses, with certification. **Covered in item 22/070 1. b)**

**22/057: COUNCIL MATTERS 2. General e)** 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. **ONGOING.**

#### **22/068: CLERK'S REPORT (paper 2)**

##### **Complaint from a Parishioner on the state of Willow Walk**

With his consent the complaint was forwarded to the County Councillor.

##### **VAT**

Claim for April, May and June submitted. Total of £2,160.10.

##### **SLCC**

I attended the local meeting by Zoom on the 7<sup>th</sup> of July and by Zoom an "in conversation with Prof Steven Griggs" of De Montford University organised by the SLCC Northamptonshire Branch on the 30<sup>th</sup> June, his discussion was about "levelling up" and the politicisation of tier one of local government.

##### **Complaint of overgrown Hedge North Hinksey Lane**

Complaint forwarded by "Fix my street" that the hedge along the lane fronting the orchard, memorial garden, etc was encroaching on the foot path, as was the nettles. Forwarded to the Recreation and Amenities Committee. Cllr MacKeith responded that this was normally cut back in July. Oxford Tree Surgeons have been asked for a quote. Data was deleted at a time in late 2021.

##### **Complaint of overhanging branch blocking a path in the Copse**

This was received from Cllr Berrett then again from Cllr Kay, Cllr Rankin attended and reported the break was too high and would require professional attention. Since this was a health and safety issue, I asked Graham Sillman to attend and deal with the branch.

##### **Objections to NHPC AGAR 2020-21 Request from the external auditor**

Email correspondence with the External Auditor on this matter, answering the questions posed. I still await an answer from Cllr Church on the data from the Speed Survey done using his Mail Chimp Account. This was raised with Cllr Church who responded that the data had been deleted at the time of the survey, which will be reported back to the Auditor.

##### **AGAR 2021-22 Requests from Cllr Dowie**

To inspect and make copies of:

1. The draft risk assessment or approved risk assessment for the Pavilion redevelopment project as required by Section 15 of NHPC Financial Regulations. **Provided Draft**
2. The draft risk assessment or approved risk assessment for the Skatepark project as required by Section 15 of NHPC Financial Regulations. **Provided Draft**
3. His allotment tenancy agreements (from the time of first rental). **Not Provided. Cllr Dowie has not signed a tenancy agreement yet. He has completed annual plot holders' agreements.**

Please may I have copies of the following information which was also requested in July 2021 but has not yet been provided.

1. The solicitors' file relating to legal advice provided by Knights to NHPC on the subject of the Scout Hut lease. I would like this information provided directly by Knights, with a representative of Knights confirming in writing that the file is complete. **Cllr Dowie was referred to the previous minutes on this matter and the advice from the Solicitor.**

2. Any information from VWHDC to NHPC confirming that it would be necessary to demolish the Scout Hut in order to build the proposed new Pavilion. **Cllr Dowie was advised that since VWHDC cannot provide advice to NHPC such information is unlikely to exist**
3. The UK Community Renewal Fund Application Form (submitted in May 2021). **Provided**
4. The Feedback from UK Community renewal Fund Application. **Provided**

#### **Neighbourhood Plan – transfer of funds and formal disbandment of Neighbourhood Plan Steering Group Request from Cllr Kay**

*"I have just received a letter from Barclays dated 25<sup>th</sup> June saying that the N Plan funds have been identified and sent 'to me' in line with instructions. That means they should have turned up in one of the NHPC Barclays bank accounts.*

*Those funds now need to be placed in a new earmarked reserve for Neighbourhood Plan matters (primarily for implementation of the Plan, but if anything is left over when we get round to reviewing the Plan in about 2026/27 the funds could be used for that as well) as agreed by Council in our June meeting last year.*

*The final part of the process is for the Neighbourhood Plan Steering Group to be formally disbanded in line with their Terms of Reference which state "The decision to disband the Steering Group upon completion of the project, or for any other reason, will be taken by the NHPC, who will then inform members of The Steering Group of their decision." That decision was made by Council last June, to take effect once the funds transfer had been completed, which is now, so all that needs to happen is for you to write to me Linda in my position as Chairman of the North Hinksey Parish Neighbourhood Plan Steering Group to confirm receipt of the funds and to tell me that NHPC are now disbanding the Steering Group as the N Plan process has been completed. That should keep everything clear and in line with procedures even if it does feel a bit over the top.*

*Also, the receipt of funds and disbanding of the Steering Group should be reported back to Council in your Clerk's Report at the next Council meeting."*

What is in the Minutes of the June Meeting as approved is

**Neighbourhood Plan. Cllr Kay to update Council on the finalisation of the Neighbourhood Plan process.** Council to decide on the timing of the Steering Group being disbanded. The final version of the plan was awaited from the Vale. Cllr Kay proposed to formally disband the Steering Group and transfer all available funds into NHPC earmarked reserves to support implementation of the plan. The Clerk to obtain quotes for printing of copies of document when available. Seconded by Cllr Fairclough and unanimously APPROVED.

What is in the Minutes of the 5<sup>th</sup> August Meeting as approved is

**Neighbourhood Plan:** (1) Clerk to obtain printing quotes for Council review (2) Cllr Kay to arrange transfer of monies to NHPC account following which the Clerk to confirm receipt and disbanding of Steering Group to Cllr Kay. COMPLETED

Cllr Kay is fully aware that these items are COMPLETED in the minutes because this was already discussed when he instructed me to get the printing done. This needs to return to Council.

#### **Web Site training**

Further web site training booked for the 22<sup>nd</sup> of July.

#### **Allotments**

The allocations were delayed slightly until the position with Plot 111 was regularised but offers have been made, invoices sent and tenancy agreements issued for most of the plots. I have another plot which became vacant just before Cllr MacKeith went on holiday. The plot holder sent her email to the Councillor, because

the Councillor had been in correspondence with her. Cllr MacKeith then did a plot inspection in breach of standing orders which requires Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

**22/069: COUNCIL MOTIONS – Proposed by Councillor Berrett seconded by Cllr Kay.**

*Council to note the intention of the Seacourt Hall Management Committee to carry out the following process in relation to Seacourt Hall (registered charity number 1000816):*

- *To set up a new replacement charity under the Foundation CIO structure, with a new constitution (see paper X), as the current constitution and charitable trust structure are no longer fit for purpose*
- *Once the new charity has been set up, to transfer all funds held by the current Seacourt Hall charity to the new charity and to close down the current charity*
- *To continue managing Seacourt Hall on behalf of Council as previously through the new Seacourt Hall charity*

*Council to agree that it wishes to formally record its approval of this process, and to confirm that it will recognise the new Seacourt Hall charity as a direct replacement of the current charity, and will continue to interact with, and support, the new Seacourt Hall charity in the same manner that it has done historically with the current Seacourt Hall charity.*

**Motion withdrawn.**

**22/070: COUNCIL MATTERS**

**1. Finance**

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

**Receipts & Payments for approval at July 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>	MultiPay Card	Monthly Fee 26 June	DD	£3.00	27	190.00	181.00
<a href="#">2.</a>	EE	Office mobile	DD	£17.28	31	555.00	301.35
<a href="#">3.</a>	Microsoft	Monthly Charge Business Standard June	MultiPay	£11.28	31	555.00	290.07
<a href="#">3.</a>	Microsoft	Monthly Charge Business Standard July	MultiPay	£11.28	31	555.00	278.79
<a href="#">4.</a>	Unit Trust	Service Charge Allotment Cheques	DD	£18.00	27	190.00	163.00
<a href="#">5.</a>	Zoom	Online Meetings	DD	£143.88	31	555.00	146.19
<a href="#">1.</a>	Lloyds Bank	MultiPay Card June	DD	-£508.48			
<b>For Approval</b>							
	Staff costs	June staff costs (including pension and NI).	SO	£3,362.02	8 9 10 75	44,117.00	29564.78
<a href="#">6.</a>	BGG	Grass Cutting	Bank Trans	£396.00	77	2180.00	764

<a href="#">7.</a>	Clare Goodall Mosaics	Mosaic Making	Bank Trans	£4,500	105	5540.00	-804.20
<a href="#">8.</a>	SLCC	Locum Fees March	Bank Trans	£1110.00	103	0	-7141.00
<a href="#">9.</a>	SLCC	Locum Fees April	Bank Trans	£532.80	103	0	-7673.80
<a href="#">10.</a>	Play Safety Ltd	RoSPA Safety Check	Bank Trans	394.80	88	1100.00	40.20
<a href="#">11.</a>	JK Garden Maintenance	Memorial Garden June 2022 + cut pathways	Bank Trans	£264.00	59	1000.00	-44
<a href="#">12.</a>	Jessop + Cook	Planning Application re-submission and Architectural Services	Bank Trans	£1,617.71	74	10,000.00	5141.03
	Total			<b>£11873.57</b>			
		All invoices have been checked as correct by the Clerk					
	Receipts						
	Barclays	Interest		£6.38			
	Barclays	Interest		£14.49			
<a href="#">13.</a>	Barclays	Monies from closing Neighbourhood Plan Account		£4457.68			

The Chair requested an explanation for the amounts in red. The Clerk explained that the amounts in red for Locum fees are because there is no budget in this financial year for Locum Fees and the invoices since January have all been received for payment in this financial year. Cllr Potter suggested that this go to Finance and General Purposes next week to discuss funds being moved from the contingency fund. **Action Point**

Cllr Berrett explained that the amount in red for Public Arts is because further S106 funds must be drawn done from the Vale of White Horse District Council, to continue to fund the project.

Cllr Dowie asked for confirmation that the information from Knights Solicitors provided by the Clerk, was all the information received. The clerk responded that the External Auditor had made it clear that all information must be available to all councillors. They might not receive it at the same time, with information going first to a working party, but it will then go to all councillors.

**Approval of Receipts and Payments**, proposal by Cllr Potter seconded Cllr Fairclough **unanimous vote of agreement**.

b) To consider and agree a quote for on-line basic GDPR training (*paper 4*)

Provider	Course	Length	Cost	Certificate
Optimised Learning	<a href="#">General Data Protection Regulation (GDPR) UK</a>	40 Minutes	£20.00 per person	
High Speed Training	<a href="#">GDPR Training</a>	60 minutes	£25.00 per person	CPD Certification Service
Training Express Ltd	<a href="#">View the course details</a>	3 hours	£12.00 per person	Training Certificate

UK ONLINE TRAINING	<a href="#">GDPR training for businesses   UK Online Training</a>	60 minutes	£35.00 per person	Continuous Professional Development <a href="#">(CPD)</a> Certification Service.

Cllr Berrett suggested another **High Speed Training course Data Protection covering both GDPR and Data** protection. Cllr Fairclough agreed the broader one was a better option. Proposed by Cllr Berrett seconded by Cllr Fairclough **Unanimous vote of agreement. Action Point**

- c) To consider and agree email correspondence from Cllr MacKeith on request to re-imburse Jubilee costs in the absence of a receipt (*paper 5*)  
£23.28 for Jubilee reimbursement. Cllr Fairclough proposed and Cllr Church seconded the proposal that this be paid. Named vote requested. Nine councillors voted for with two abstentions from Cllrs Dowie and MacKeith. **Request agreed. Action Point**
- d) To consider and agree request by Cllr Berrett to attend online training provided by NALC Between the Tiers £30.00+£2.44 Fee+£6.49 TAX (*paper 6*)  
Agreement proposed by Cllr Church seconded by Cllr Kay. Ten councillors voted for and Cllr Berrett abstained. **Request agreed. Action point**
- e) To consider and agree costs for Clerk to successfully complete the CiLCA qualification required for Council to retain the General Power of Competence. CiLCA registration fee of £410 + VAT and OALC mentoring courses at £275 +VAT, starting in September (*paper 7*)  
Agreement proposed by Cllr Fairclough and seconded by Cllr Church **unanimous agreement. Action Point**
- f) To consider and agree the purchase of three-year guarantee for the Zoom Meeting Laptop at a cost of £195.00 (*paper 8*) Agreement proposed by Cllr Church Seconded by Cllr Fairclough **unanimous agreement. Action Point**
- g) To consider and agree the quote to trim back the North Hinksey Lane Hedge, encroaching on the footpath (*paper 9*), at a cost of £290 + VAT. Agreement proposed by Cllr Potter and seconded by Cllr Fairclough. **Unanimous agreement. Action Point**
- h) To consider and agree grant application from Sustainable Botley (*paper 10*)  
Cllr Church spoke in favour of the grant application. Sustainable Botley have already had funds from Vale of White Horse District Council and this application fits in with that to generate a report branded as NHPC on how six homes can be renovated to save money and to provide a source of free advice. £900 requested. Cllr Dowie expressed reservations that it is a good idea but the delivery, should be done by NHPC. Cllr Fairclough expressed reservations on the branding issues. Grant application only agreement Proposed by Cllr Berrett and seconded by Cllr Rankin Named Vote. Cllrs Berrett, Rankin, Bolder, Jones and Potter voted for and Cllrs Church, Dykes, Dowie, Fairclough MacKeith and Kay abstained. **Grant agreed. Action Point**
- i) To agree an initial budget of £800 plus VAT for the review by Knights Solicitors of the Louie Memorial Pavilion Lease. Two hours work at £400 per hour. Agreement proposed by Cllr Fairclough and seconded by Cllr Kay. **Unanimous agreement.**



## 2. General

### a) Pavilion Project Update.

- I. 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 (*paper 11*)

No representative from Jessop and Cook was available for this evening. Three plans displayed on the screen and already circulated to councillors and available on Dropbox. Cllr Potter presented the three plans. After discussion, consensus for option 2 or 3 as the best value options. No Parish Council meeting until September so decision required this evening. Suggestion that before 4th August Planning Meeting all Cllrs be present to approve the planning application. Point of Order from Cllr Fairclough that item to be voted on this evening. **Proposal to instruct Jessop and Cook to action Option 3 with the smaller room 30 square metres minimum.** Proposed by Cllr Kay Seconded by Cllr Bolder Named Vote requested. Ten for and Cllr Dowie opposed. **Agreed Action Point**

- b) **Proposal to nominate Cllr Fairclough to the Seacourt Hall Management Committee, the Personnel Committee and the Recreation and Amenities Committee and to note he has joined the Remembrance Day Committee.** Proposed by Cllr Potter and seconded by Cllr Bolder nine councillors in favour with two abstentions. **Proposal agreed.**

### c) Code of Conduct OSMOG

For Council to consider new code of conduct and for Councillors **to confirm attendance** at the training provided by the Monitoring Officer on Thursday 15th September or Wednesday 28th September both starting at 19.00 hours. (*paper 12*) Noted and commitment to attend or view recording of training. Proposed by Cllr Potter seconded by Cllr Church **unanimous agreement. Action Point**

- d) **To consider and agree a response to the consultation on the proposed changes to the name and to the status of North Hinksey Parish Council (NHPC) to Botley and North Hinksey Community Council (BNHPC or NHCC or BNHCC) from Thursday 30 June to midday on Friday 29 July 2022 (*paper 13*)** Discussion raised the following points - Confusion with Botley Hampshire. Area not a Parish so Community Council a better description. Older residents respect parish councillors. Parish has a religious meaning. Proposal to include Botley in name from Cllr Church, seconded by Cllr Jones Named Vote requested. Nine councillors in favour and two opposed, Cllrs MacKeith and Dowie. **Response to consultation agreed for inclusion of Botley in the name.** Change Parish Council to Community Council proposed by Cllr Church and seconded by Cllr Berrett Named Vote requested five councillors voted for Cllrs Church, Berrett, Potter, Dykes and Jones. Five councillors voted against Cllrs Rankin, Fairclough, Dowie, Bolder, Kay and Cllr MacKeith abstained. Cllr Potter used her casting vote and a **consultation response to agree change to community agreed. Action Point**

### e) Neighbourhood Plan.

Cllr Kay to update Council on the finalisation of the Neighbourhood Plan process. Council to agree disbandment of Steering Group and transfer of funds to earmarked reserves (*paper 14*)

Cllr Kay Motion. Now that the remaining Neighbourhood Plan funds totalling £4,457.68 have been transferred to NHPC, Council agrees to reconfirm its decisions made on 24<sup>th</sup> June

2021, which were incorrectly recorded in the minutes of the Council meeting of 5<sup>th</sup> August 2021 as having already been actioned, but have yet to be actioned, namely:

- (a) To place the transferred funds into earmarked reserves for implementing the Neighbourhood Plan; and
- (b) To disband the Neighbourhood Plan Steering Group, and to inform them of this decision by means of the NHPC Clerk writing to the Chairman of the Steering Group.

Seconded by Cllr Church **Unanimous agreement. Action Point**

f) **Louie Memorial Pavilion Trust:**

Consider and action legal advice from Knights on extending the Lease (paper 15)  
This advice has been deemed confidential by the solicitor and will be considered at the end of the meeting. Proposal by Cllr Kay seconded by Cllr Rankin that this item be moved to the end of the meeting.

g) **GDPR**

- I. To report progress on gov.uk emails for Councillors.  
Cllr Berrett reported that there are enough available email addresses for one for every councillors.
- II. To appoint Councillors to work with the EDPO to review all GDPR Policy Documents and bring to Council for agreement. **Proceed on the previous action.**
- III. **to update the Clerk's contact details in the two NHPC Privacy Notices (paper 16)**  
Proposed by Cllr Potter seconded by Cllr Kay **unanimous agreement Action Point**

h) **Skatepark Project Update.**

- I. To approve contract received from Canvas (Paper 17) **Not yet supplied.**
- II. To report on the Meetings of the Working Group and provide copy of the plan for the next steps for review and agreement (paper 18)  
No written paper provided, verbal presentation from Cllr MacKeith She read an email from John Flood of Canvas. New design projected on the screen and Cllr MacKeith spoke to it. Further information is required which will be circulated when it is received.
- III. To provide an update on the Risk Assessments for the Skate park being written jointly by the Working Group and the Contractor for review and agreement (paper 19) **Not supplied yet.**

9.30pm. Motion to suspend Standing Orders and continue the meeting past 2 hours.  
Cllr Potter proposed and Cllr Rankin seconded the proposal to continue the meeting beyond 2-hour period. Eight councillors in favour with two abstentions.

Meeting re-convened at 21.41.

i) **To receive the report of the 6 Month Review Panel and to consider their proposal that the Clerk be confirmed in post (paper 20)**

Cllr Potter reported back on the report previously circulated. Requested feedback received from most councillors. The Panel commented on the very high workload with no extra recompense requested. Confirmation in post proposed by Cllr Fairclough and seconded by Cllr Berrett. Named Vote requested. **Unanimous vote of agreement.**

Cllr Potter proposed an offer of extra annual leave. Proposal of two **extra days leave.** Cllr MacKeith suggested it should be **five days** amendment seconded by Cllr Fairclough. Named

vote requested. Unanimous agreement. Proposal amended to a week of extra leave. Proposed by Cllr Potter, seconded by Cllr Kay. Named Vote requested. **Unanimous vote in favour.**

Clerk expressed her disappointment that no risk assessment was put in place before her recruitment. At the time of her recruitment, she was the 4<sup>th</sup> Clerk in three years. The offer of 5 days holidays is appreciated but it needs to be matched with a five-day reduction in the amount of work requested. If the work is there, the Clerk will do it. A discussion followed on how this can be addressed. Councillors agreed to be aware of what they are asking the Clerk to do. Work needs to be agreed by Council so Council know the level of the workload. A review may be required and this can be discussed at the annual review in January. In the meantime, the Clerk will raise any issues in her report.

**j) Allotments**

To propose two Councillors to undertake Allotment Plot Checks.

Cllrs Church and Bolder volunteered and Cllr Potter proposed and Cllr Kay seconded there were eight councillors in favour and three abstentions. **Action Point**

**k) Public Arts Project Update**

I. To note Standing Stones Planning Application number P22/V1480/FUL. Target decision date 22<sup>nd</sup> August 2022.

II. To report on the Mosaic Sessions

Cllr Berrett reported that the last session was today in Seacourt lounge. The sessions covered five mornings in a row the first panel finished today. Next phase will be with Botley school in September. Cllr Berrett has a meeting tomorrow with the Vale of White Horse District Council Arts Officer. Highways England have refused consent for the gateway mural but there are alternative sites.

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

I. Correspondence with Oxford City Council (paper 21)

Cllr Fairclough noted the comments from Oxford City Council suggesting a formal approach to Vale of White Horse District Council (VOWHDC). Cllr Fairclough proposed that the Clerk write to VOWHDC, quoting the letter from Oxford City Council Cllr Rankin seconded. Unanimous vote of agreement. **Action Point**

**m) Botley Traffic Advisory Committee or Group – for Council to decide if the NHPC Clerk should provide the secretariate for this group made up of members from County, District and local Parish Councils and other bodies (paper 22)**

Cllr Potter summarised the report produced by the Clerk. Proposal from Cllr Kay to formally withdraw the services of the Clerk from the committee seconded by Cllr Fairclough. Named vote requested. Ten Councillors voted in favour with Cllr MacKeith voting against.

**22/071: Questions raised by Councillors: None**

**22/072: Other Documents & Letters Received:**

*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*

*Confidential legal advice. As such the press and public are excluded from this part of the meeting*  
**Proposed by Cllr Potter seconded by Cllr Jones unanimous agreement.**

**22/070: COUNCIL MATTERS**

**2, f. Louie Memorial Pavilion Trust:**

I. Consider and action legal advice from Knights on extending the Lease (paper 15)

Cllr Dowie highlighted that still only three trustees identified with the Charities Commission. Cllr Potter went over the advice. No need to make any decision now, but we are aware of the options are.

**Proposal to share the solicitor's advice with the Trust. Proposed by Cllr Fairclough seconded by Cllr Dowie. Ten votes for the proposal with one abstention. Approach trustees. Action Point**

**Date of Next Meeting:** 8th September 2022 at 7.30pm

Close 22.25.