**North Hinksey Parish Council**

Mrs Linda Morrison Allsopp, Clerk to the Parish Council Tel: 01865 861992 or 07494 054581
E-mail: clerk@northhinksey-pc.gov.uk Parish Office, First Floor, 5 Church Way, Botley, Oxford OX2 9TH

**A Meeting of North Hinksey Parish Council**
**will be held at 7.30pm on Thursday 20th October 2022 in**

**the Seacourt Hall and via video conference**

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

Papers for the meeting can be viewed at this link: [DROPBOX](https://www.dropbox.com/sh/78hruz99cszkrne/AACOidVg1QeL10V_mqTN0Azqa?dl=0)

To view the meeting from a computer, tablet or smartphone, use this link:
https://us02web.zoom.us/j/83643488807?

Alternatively go to the zoom website (zoom.us), click ‘join a meeting’, and enter
Meeting ID: 836 4348 8807

You will also be prompted to enter the following passcode: 981154

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

*Linda Morrison Allsopp .*Linda Morrison Allsopp, Clerk to the Parish Council 16th October 2022

**AGENDA**

**22/086: Apologies for Absence**

**22/087: Declarations of Interest**

**22/088: Approval of Draft Minutes of the** Parish Council Meetings held on 29th September 2022.

**22/089: Note the following committee minutes:**

1. Remembrance Day Committee – 6th October 2022
2. Planning Committee – 6th October 2022
3. Finance & General Purposes – 13th October 2022
4. Recreation & Amenities – 13th October 2022

**22/090: Matters raised by Members of the Public:** (Max 5 mins / question, 15 mins total)

**22/091: Reports from County & District Councillors** (10 minutes)

**22/092: Review of Actions** *(paper 1)*(5 minutes)

**22/093: CLERK’S REPORT**  *(paper 2)* (5 minutes)

**22/094: COUNCIL MOTIONS** (5 minutes)

**All in one room Motion**

We propose to invite all volunteers from the community to mince pies, tea and mulled wine on Sunday 18th of December.

The idea is to celebrate everyone's contribution to the community and to get groups together in one room, as they can share experiences, needs, resources and work together with one another.

We request a minor budget of up to £500 to buy the ingredients for mulled wine and the mince pies, also we would need a few councillors please to help send the invitations to all local groups.

We are hoping by then the Christmas Tree would have been planted and decorated so to also come to the community around the tree to turn on the lights.

Proposed by Cllr Berrett Seconded by Cllr Church

**22/095: COUNCIL MATTERS** (Total 60 minutes)

1. **Finance**
2. Approval of Receipts and Payments since last full Council Meeting *(paper 3)*
3. Approval of a virement of £490.00 from the contingency budget to the Councillor Training Budget to increase the amount to £700.
4. Approval of a virement of £7673.80 from the contingency fund to cover the cost of the Locum Fees paid in this financial year because the invoices were received late.
5. To make Council aware that the Pavilion pre-construction costs incorrectly allocated to the Pavilion Budget Code will be reallocated to Earmarked Reserves Pavilion Budget Code.
6. Approval of consolidation of the two telephone and broadband budgets into one under general administration.
7. To agree the submission of planning application drawings / information to building control (BC) (Vale of White Horse District Council BC) for pre-assessment application at a cost of £90, reclaimable when/if Vale of White Horse District Council Building Control do their full plan check for the full BC application.
8. To review and agree Skipton Building Society to provide Savings Accounts to NHPC. *(paper 4)*
9. Review of Grants Budget *(paper 5)*
10. To consider issue of vandalised picnic bench and agree replacement or restoration *(paper 6)*
11. To consider a review of the Clerk’s workload in anticipation of the appraisal due at the beginning of January *(paper 7)*
12. To approve payment to SSE for the power standing charges from the former Scout Hut and to consider requesting that the Clerk arranges for the removal of the meter to prevent further costs *(paper 8)*
13. To consider quote for the installation of self-closers on the pedestrian gates for Louie Memorial Upper Field *(paper 9)*
14. The contract for the Data Protection Officer is due to expire soon. For Council to consider if they wish to renew it.
15. For Council to consider and agree the purchase of a large wheelie bin for weekend storage of rubbish bags at the Louie Memorial Playing Fields  *(paper 10)*
16. For Council to consider and agree setting up a Direct Debit to pay the Information Commissioner’s Office annual fee of £40. This incurs a £5 reduction *(paper 11)*
17. **General**
18. **Skatepark Project Update**
	* 1. To approve contract from Canvas when received. *(paper 12)*
		2. To report on the Meetings of the Working Group and provide copy of the plan for the next steps for review and agreement *(paper 13)*
		3. To provide an update on the Risk Assessment for the Skate Park being written jointly by the Working Group and the Contractor for review and agreement *(paper 14)*
19. **Pavilion Project Update -** Report from the Pavilion Project Working Group and their recommendations
20. Planning Application Update
21. Consider and agree Terms of Reference for Pavilion Committee and nominate and agree members *(paper 15)*
22. For Council to decide how to go forward with the tendering process. The options are:

` a) Traditional: Wait for the planning permission to be approved, planning conditions cleared and build up a large, detailed package of information to go out for a full tender with.

Pros: set price, doesn't tie you up with a contractor until all design decisions made

Cons: will take longer time, contractors may price in more risk as they haven't been consulted on design phase.

b) Stage Tender: get contractors to tender with the planning drawings and a basic performance specification and then work with them (open book) to firm up all the details and pricing. This would likely include an earlier demolition package.

Pros: Quicker. Builds a relationship with the contractor and the contractor can help advise on costs and efficiencies- Unlikely to require as much QS involvement and possibly other consultants.

Cons: Price would be worked up with contractor- no set cost from start, tied in with a contractor.

1. **Staffing –** on the resignation of the caretaker to consider changing the job description to that of a groundskeeper with more emphasis on the upkeep of the pitch*(paper 16)*
2. **Louie Memorial Pavilion Trust-** For Council to consider and agree the request by the Trust for the siting and storage of moveable goal posts on Louie Memorial Playing Fields and for Botley Boys and Girls Football Club to mark out 5-a-side and 9-a-side pitches in blue. *(paper 17)*
3. **GDPR Deferred from meeting of 29th September 2022**
4. To report on progress of training
5. To report on progress of review of policy documents
6. **Allotments Deferred from meeting of 29th September 2022**
7. To report on Allotment Plot Checks (Paper 18)
8. For Clerk to notify Council of 2 requests for second plots.
9. **Public Arts Project Update**
10. **SharePoint Environment - To report that this is now set up and available for Council members to**

**use.**

1. **Burial Ground Campaign Feedback** *(paper 19)*
2. **To consider and agree a response to the request from Oxfordshire County Council’s Countryside Access Team** *(paper 20)*
3. **For Council to decide on the planting position for the Jane Chapman memorial tree.**
4. **Review of Parish Council Investment Strategy** *(paper21)*
5. **To note that the Civility and Respect Pledge has been signed and the NHPC commitment** *(paper 22)*

*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*

1. **Royal Protocol Update - For Council to consider and agree update to the Royal Protocol** *(paper 23)*
2. **Pavilion Fundraising - For Council to consider and agree sharing the Fundraising Strategy Document with the Louie Memorial Pavilion Trust** *paper 24)*

**22/096: Questions raised by Councillors:** (Max 5 mins / question, 15 mins total)

**22/097: Other Documents & Letters Received:**

**Date of Next Meeting:** 24th November 2022 at 7.30pm