



North Hinksey Parish Council



Mrs Linda Morrison Allsopp, Clerk to the Parish Council
E-mail: clerk@northhinksey-pc.gov.uk

Tel: 01865 861992 or 07494 054581
Parish Office, First Floor, 5 Church Way, Botley, Oxford OX2 9TH

A Meeting of North Hinksey Parish Council was held at 7.30pm on Thursday 20th October 2022 in the Seacourt Hall and via video conference

Those Present: Cllrs Bastin, Berrett, Blase, Church, Dowie, Dykes, Kay, MacKeith and Rankin.

In Attendance: Linda Morrison Allsopp, Clerk to the Parish Council and Responsible Financial Officer.
By Zoom, County Councillor Judy Roberts and Rob Goacher of Jessop and Cook. District Cllr Smith joined the latter part of the meeting by zoom at 9pm.
There was no members of the public present by Zoom, or in person.

In the absence of Cllr Potter, Cllr Berrett took the Chair

22/086: Apologies for Absence – Cllrs Bolder, Jones, Potter and Fairclough and District Cllrs Smith and Hallett.

22/087: Declarations of Interest

Cllr Dowie declared a non-pecuniary interest in the Allotments.
Cllrs Dowie, Berrett and Kay declared a non-pecuniary interest in Seacourt Hall.

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

Approval proposed by Cllr Berrett seconded by Cllr Church. Named vote requested, Cllrs Bastin, Berrett, Blase, Church, Dowie, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Kay abstained. The Minutes were agreed as a correct record.

22/089: Note the following committee minutes:

- a) Remembrance Day Committee – 6th October 2022
- b) Planning Committee – 6th October 2022
- c) Finance & General Purposes – 13th October 2022
- d) Recreation & Amenities – 13th October 2022

22/090: Matters raised by Members of the Public

None.

22/091: Reports from County & District Councillors

Oxfordshire County Council (OCC) Report from Cllr Roberts, in DropBox.

The County Council cabinet members are running a series of sessions where they are asking the public for their views on the priorities for next year's budget. They must be booked online through the Let's Talk website and the dates now are:

Wednesday 19th October, 7pm - 8.30pm, online (Microsoft Teams)

Thursday 20th October, 2:30pm - 4pm, online (Microsoft Teams)

Friday 21 October, 2:30pm - 4pm, online (Microsoft Teams)

At the last cabinet meeting on 18th October, the Parking Standards for New Developments was approved which gives a reduced level of parking spaces required for new dwellings and extensions but an increase of 50% cycle storage. It has different levels for inner city, edge of city, towns and rural.

Traffic and Highways

We have been assured by Network Rail that it will always be possible for pedestrians and cyclists to have access to the city during the planned closure of the Botley Road for adjustments to the rail bridge. This is not happening until

the beginning 2023 (it will not disrupt Christmas shopping) and despite constantly asking for more information both Network Rail and the bus companies have not confirmed what is actually happening. I will let you know as soon as I do.

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. There is currently no date for this to be considered by Planning Committee.

Let's Talk Oxfordshire.gov.uk website:

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

A423 Kennington Bridge Improvement Plan. Works planned for the end of 2023. This contains the timetable and plans for the Kennington bridge replacement and the channel for the flood alleviation scheme. It will be challenging to get in and out of Kennington. Closing North bound carriageway, then reopening and closing the South bound carriageway. This consultation closes on Sunday 23/10/22.

A4260/A44 Kidlington Revised roundabout plans. This is the Sainsbury's roundabout for improved plans for cyclists. This closes on 31/10/22

Concerns that all these projects could result in overlap and problems on the roads.

Councillor Surgery

My councillor surgery is now in the Botley Library on the first Saturday of each month from 10am – 12.

Questions: Cllr Church highlighted the conflicting messages around the works and suggested a box on the front page of OCC website with the relevant information and a disclaimer that the timings of the work are the responsibility of the Rail and Bus companies. Cllr Roberts felt this was a good idea and she would suggest it to officers for implementation when the details are available.

The Vale of White Horse District Council report had been previously circulated. There were no questions.

22/092: Review of Actions (paper 1)

22/057: COUNCIL MATTERS 2. General c) Cllr Bastin will work with the Clerk on setting up the 365 SharePoint environment. Meeting arranged for Wednesday 5th October 2022, actioned Tuesday 11th. **Completed.**

Cllr Berrett raised the use of SharePoint instead of Dropbox. Cllr Bastin explained there was only one Microsoft Business Licence so this is not an option. Councillors would also need Microsoft 365 Business licences. Cllr Dowie proposed that NHPC purchase a licence for each Councillor. Clerk to ask members who already has a Microsoft 365 Business licence. **Action Point**

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. Clerk has established that LMPT do not want cleaning. **Covered in 22/095: 2. c)**

22/070: COUNCIL MATTERS 1. Finance a)

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. **Completed**

22/070: COUNCIL MATTERS 1. General c)

For Councillors to attend code of conduct training provided by the Monitoring Officer on Thursday 15th September or Wednesday 28th September both starting at 19.00 hours. Change of date from 15th September to 27th October 2022. Teams invite has been circulated. **Ongoing**

22/070: COUNCIL MATTERS 1. General h)

Skatepark Project Update.

- I. To approve contract from Canvas when received. **Action Point**
- II. To report on the Meetings of the Working Group and provide copy of the plan for the next steps for review and agreement **Action Point**
- 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. **Covered in 22/095: 2. a)**

22/070: COUNCIL MATTERS 1. General I)

Clerk to write to VOWHDC, quoting the letter from Oxford City Council re Burial Facilities. Letter sent but no reply yet. **Covered in 22/095: 2. i)**

22/081: CLERK'S REPORT - Civic Protocol Action

Proposed that Clerk be paid double time for the Sunday working. **Completed**

22/082: COUNCIL MOTIONS

Change of locks in the gates of the upper and lower fields at the Louie Memorial Fields to padlocks with codes. Clerk to purchase. Details of code to be agreed by Recreation and Amenities Committee. **Completed**

22/083: COUNCIL MATTERS 1. d)

Accept quote from Mulberry as internal auditor **Completed**

22/083: COUNCIL MATTERS 1. f)

To Consider and agree a suitable annual charge to Seacourt Hall for the use of NHPC Broadband by their users. To invoice Seacourt Hall for half the cost of Broadband. **Action Point**

Cllr Kay asserted that this requires to be negotiated for next year and asked that it be added to the agenda for the next meeting of Parish Council. Action Point

22/083: COUNCIL MATTERS 1. g)

To pay £50 to WI not paid in 2021. **Completed**

22/083: COUNCIL MATTERS 1. i)

To consider and agree on a high interest easy access savings account provider. Nationwide Savings Account. **Covered in 22/095: 1. g)**

22/083: COUNCIL MATTERS 1. j), k), l), m)

To consider and agree request by Cllr Potter to attend online training provided by SLCC/NALC Leadership in Challenging Situations £30 + VAT. **Ongoing Cllr Potter to confirm preferred date.**

To consider and agree request by Cllr Potter to attend online training provided by SLCC/NALC Resilience and Emotional Intelligence — What it means in practice for clerks and other council officers £30 + VAT **Ongoing Cllr Potter to confirm preferred date.**

To consider and agree request by Cllr Berrett to attend online training provided by SLCC/NALC Personal resilience and self-protection £15 + VAT (*paper 12*) **Alternative date needed Ongoing**

To consider and agree request by Cllr Berrett to attend online training provided by NALC Local Councils and Communication Strategies £30 + VAT (*paper 13*) **Completed**

Attendance at the four training events agreed. **Action Point**

22/083: COUNCIL MATTERS 1. n)

Renew membership of Berks Bucks and Oxon Wildlife Trust. **Completed**

22/083: COUNCIL MATTERS 1. o)

- I. Cutting back overhanging branches at 41 Lime Road
Accept Oxford Tree Surgeons Quote. **Ongoing**

When the Tree Surgeons attended, to cut back the overhanging branches the householder wanted the trees cut back instead. The Clerk has contacted the householder for clarification with no response so far. Add to Cllrs Potter's schedule of Tree maintenance. Action Point

- II. Cutting down tree on Plot 41 of the Allotments
Accept Graham Sillman Quote. **Ongoing**

22/083: COUNCIL MATTERS 1. p)

I. Food for Charities

Grant application be rejected and Clerk explain in the rejection letter that Council would consider an application for other items but not ongoing running costs. **Completed**

II. My Vision Oxfordshire

Payment of Grant. **Completed**

22/083: COUNCIL MATTERS 1. q)

Payment to Seacourt Hall from Earmarked reserves invoice for £3655.02. **Completed**

22/083: COUNCIL MATTERS 1. r)

Agree quote for Defibrillator Pads for Seacourt Hall Unit at a cost of £168.00. **Completed**

22/083: COUNCIL MATTERS 2. a) I.

New Pavilion Submission of Planning Application. **Completed**

22/083: COUNCIL MATTERS 2. a) II

Clerk draft terms of reference for a new committee to make decisions beyond the planning stage to be brought to the October meeting where the membership will be agreed. **Covered in 22/095: 2. b) II**

22/083: COUNCIL MATTERS 2. b)

Council sign the Pledge and commit to the seven bullet points. **Completed**

22/083: COUNCIL MATTERS 2. d)

Personnel Papers to go to staff for consultation. **Action Point**

22/083: COUNCIL MATTERS 2. e)

GDPR deferred to next meeting. **Covered in 22/095: 2. e)**

22/083: COUNCIL MATTERS 2. f)

Allotments deferred to next meeting. **Covered in 22/095: 2. f)**

22/083: COUNCIL MATTERS 2. g) II

Note the positive decision on the Standing Stones Planning Application number P22/V1480/FUL and to consider and agree the Contract information from Alex Wenham **Completed**

22/083: COUNCIL MATTERS 2. g) IV

NHPC agrees to sign the contract with Clare Goodall to allow for creation and installation of mosaics to agreed budget. **Completed**

NHPC agrees to work with Eleanor Greenhalgh to agree an alternative location for mural artwork or alternatives within budget subject to agreement from landowners and approval by the Vale of White Horse District Council to use the S106 funds for an alternative artwork. **Action Point**

NHPC agrees to ask the Clerk to contact Vale of White Horse District Council section 106 officer David Cookson to ask about how the mural proposal being rejected by National Highways will affect the repurposing of this third of the granted S 106 funds, explaining that the artist is looking for other locations. Also, to ask David Cookson to confirm the Public Art contribution of £9180 for phase 2 of the development. **Completed**

22/083: COUNCIL MATTERS 2. h)

Clerk to draft the consultation responses and circulate before submission. **Completed**

22/083: COUNCIL MATTERS 2. j)

Draft Diversity and Inclusion - survey. **Consultation Period ended.**

22/093: CLERK'S REPORT (paper 2)

SLCC

I attended the local meeting by Zoom on the 6th of October.

Allotments

The two available plots have been tenanted, another became vacant and someone is seeing this on Saturday the 15th. Re the Plot reviews, if a Councillor receives a complaint from a plot holder, they will be given the information on that plot. Since the plot numbers can allow councillors to deduce ownership, the information is restricted to protect the privacy of the plot holders. I also attended the NAS Forum on the 11th October.

CiLCA Training

I have completed the first set of learning outcomes during my 2 days of holiday but have been unable to submit because SLCC have not processed the payment yet.

Scribe

I have booked 1 to 1 training for the beginning of next month.

No questions from Councillors.

22/094: COUNCIL MOTIONS

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

Cllr Bastin requested a breakdown of the budget. No breakdown was available. One hundred people expected. The Budget is based on the £500 budget for Best of Botley, Cllr MacKeith offered her assistance. Cllr Dowie felt in the present financial climate the proposal was obscene and a form of electioneering. Cllr Church felt it was right to give something back to community volunteers. Cllr Church proposed and Cllr Kay seconded to move to a vote. Named vote requested Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for moving to a vote. Cllr Dowie abstained. Vote on the Motion. Named vote requested Cllrs Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for. Cllr Dowie voted against and Cllr Bastin abstained. The Motion carried. **Action Point**

22/095: 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 £
Paid - expenditure previously approved at Council Meeting or urgent /regular payments							
1.	MultiPay Card	Monthly Fee 26 Aug	DD	£3.00	27	190.00	175.00
2.	MultiPay Card	Monthly Fee 26 Sept	DD	£3.00	27	190.00	172.00
3.	EE	Office mobile Sept	DD	£17.28	31	555.00	246.01
4.	Microsoft	Monthly Charge Business Standard October	MultiPay	£11.28	31	555.00	47.85
5.	SLCC	CiLCA Fee	Bank Transfer	£410.00	13	800.00	60.00
6.	NALC	Between the Tiers	MultiPay	38.93	15	210.00	-192.44
7.	B&Q	2 Coded Padlocks	MultiPay	34.00	89	1200	199.00
For Approval							
	Staff costs	October staff costs (including overtime, pension and NI).	SO/BT	£3,480.36	8 9 10 75	44,117.00	19,360.18
8.	Jessop + Cook	Planning Application re-submission and Architectural Services	Bank Trans	£675.00	To be recoded	10,000.00	307.27
9.	VOWHDC	Pavilion Planning Application	Bank Trans	1418.20	To be recoded	10,000.00	- 1110.93*
10.	JK Garden Maintenance	Memorial Garden Sept 2022 + cut pathways	Bank Trans	£264.00	59	1000.00	-836.00
11.	Scribe	Accounts Package	Bank Trans	£561.60	26	No Budget	-926.60
12.	My Key Machine	Key Cllr Potter	MultiPay	£5.40	89	1200	227.60
13.	Fusion Arts	Artists facilitation discussion (4 days)	Bank Trans	£1000.00	106	12040	4695.80
		All invoices have been checked as correct by the Clerk.					
Receipts							
14.	VOWHDC	Precept		47,325.50			
15.	VOWHDC	CiL Payment		26,329.47			
	Tenants	Allotment Rents September		25.00			
	Acer Trust			379.08			

- Parish Councils receive a 50% reduction so half the cost of the application should be returned.

- Approval of a virement of £490.00 from the contingency budget to the Councillor Training Budget to increase the amount to £700.
- 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.

- d) 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.
- e) Approval of consolidation of the two telephone and broadband budgets into one under general administration.
Proposal to agree items a) to e) by Cllr Church seconded by Cllr Berrett. Unanimous vote of agreement. **Action Point**
- f) 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.
 Proposed by Cllr Church, seconded by Cllr Rankin named vote requested Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin. Cllr Dowie voted against and the proposal was carried.
Action Point
- g) To review and agree Skipton Building Society to provide Savings Accounts to NHPC. (*paper 4*)
 Proposed by Cllr Kay and seconded by Cllr Church that NHPC open a Double Access Saver account with Skipton Building Society. Unanimous vote of agreement. **Action Point**
- h) Review of Grants Budget (*paper 5*)
 Cllr Berrett reviewed the list of grants already allocated. Suggestion that NHPC request grant applications now rather than waiting to the end of the financial year as it did last year. **Action Point**
- i) To consider issue of vandalised picnic bench and agree replacement or restoration (*paper 6*)
 Replacement needs additional cost for securing it. Saves money to repair it since the result will be stronger. Cllr Bastin proposed repairs seconded by Cllr Church. Named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie abstained. The proposal carried. **Action Point**
- j) To consider a review of the Clerk's workload in anticipation of the appraisal due at the beginning of January (*paper 7*)
 There has been no recent review of workload and this seems a suitable time to implement one. Cllr Dowie requested the Minute reference for the Clerk not to work on a Thursday afternoon, before an evening meeting. Cllr Church proposed the review of the Clerk's workload by OALC seconded by Cllr Blase, named vote requested. Unanimous agreement. **Action Point**
- k) 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*)
 After queries whether the bill should be paid and the effect of removal of the meter on the building, Cllr Berrett proposed to pay the bill Cllr Church seconded, named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay and Rankin voted for and Cllrs MacKeith and Dowie against.
Action Point
 Cllr Berrett proposed that the Clerk be asked to obtain a quote for removal of the meter. Seconded by Cllr Church. Cllr Rankin proposed an amendment that power be delegated to the Clerk to authorise the removal if the cost is less than £300 to prevent further costs. Cllr Church accepted the amendment as the seconder. Move to the vote proposed by Cllr Berrett and seconded by Cllr Church with the amendment. Named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal, Cllr Dowie against. The proposal was agreed.
Action Point
- l) To consider quote for the installation of self-closers on the pedestrian gates for Louie Memorial Upper Field (*paper 9*)

The Council felt the quote was very high and the gates had been without self-closers for a number of years without any problems. Proposal not to put closers on the gates. Cllr Kay proposed Cllr Berrett seconded Named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie against. The proposal carried. **Action Point**

- m) The contract for the Data Protection Officer (DPO) is due to expire soon. For Council to consider if they wish to renew it.

Council has not been impressed by the performance of the DPO. Cllr Berrett said Council needs advice and a DPO may be a legal requirement. Proposed not to renew the contract but to seek further data protection advice before the next meeting, by Cllr Berrett seconded by Cllr Kay Named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie against. The proposal carried. **Action Point**

- n) 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*)

The bin was requested by the caretaker and discussed with the Chair of the Pavilion Trust. The bin needs to be large to cope with the amount of rubbish gathered over the weekend requiring storage for collection by Biffa on Monday. After discussion it was decided that a bin with a flip-down side would be a more appropriate suggestion. Cllr Berrett suggested an amendment that a bin with a flip-down side at a cost of up to £200 be purchased. Cllr Kay seconded. Named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie against. **Action Point**

- o) 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*)

Proposed by Cllr Berrett seconded by Cllr Kay unanimous vote of agreement. **Action Point**

2. General

a) Skatepark Project Update

- I. To approve contract from Canvas when received. (*paper 12*)
- 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 13*)
Not provided.
- III. 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*)

Papers for this item, received this afternoon and added to DropBox. Cllr Dowie queried if the document provided by Canvas (Paper 12) is a contract and asserted that since the Financial Risk Assessment had not been completed or approved and it would be a breach of Financial regulations to consider a contract document. Cllr MacKeith stated that Canvas Spaces is a reputable company. The document provided is a quote, not a contract, confirming the costs of the final design. The required documents have not been provided and a decision must be put in place six months before the election or held over for the new council. Discussion if this could be delegated to the Planning Committee next week, with the working group meeting to discuss and finalise the risk assessment, the plan for the next steps and to obtain a contract from Canvas. Cllr MacKeith explained that in her talks with Canvas she had told them that as long as the design met the specification of the local skaters and was within the original budget, of £180,000, that Council would agree it. There was insufficient time before the Planning Committee Meeting for the Working Group to meet with Canvas and finalise the required documents. It was proposed that a Special Extraordinary Meeting be scheduled for the 3rd of November and the Communications and Environment and Wellbeing Committee Meetings scheduled for that date postponed. Proposed by Cllr Berrett and seconded by Cllr MacKeith. Eight councillors voted in favour and one abstained. The proposal was carried. **Action Point**

b) **Pavilion Project Update** - Report from the Pavilion Project Working Group and their recommendations

I. Planning Application Update

Rob Goacher. Application submitted, validated and registered, consultation ends on 2nd November no information yet on when Vale of White Horse District Council, Planning Committee will consider it. No problem comments from Statutory Consultees, so far.

II. Consider and agree Terms of Reference for New Pavilion Committee and nominate and agree members (*paper 15*)

The Clerk produced the paper. Cllr Kay queried the maximum given as nine when standing orders allowed for up to maximum of thirteen. Proposal to accept terms of reference with Strike out of quorum and up to thirteen members. Cllr Rankin proposed and Cllr Bastin seconded. Also need to set a maximum financial amount. Clerk suggested checking what would be an appropriate figure with Rob Goacher from Jessop and Cook. £5000 suggested. Cllr Berrett proposed the terms of reference be accepted with the three amendments given and this be added to Terms of Reference paragraph 2A Cllr Rankin seconded and named vote requested. Unanimous agreement.

Agree members of the New Pavilion Committee. Cllrs Berrett, Blase, Church, Dowie, Dykes, Kay and Rankin volunteered.

Cllr Berrett nominated Cllr Blase as Chair seconded by Cllr Rankin. Five Committee members voted in favour.

III. 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, does not tie you up with a contractor until all design decisions made

Cons: will take longer time, contractors may price in more risk as they have not been consulted on technical design phase.

b) 2-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. Contract signed at start of second stage.

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

Rob Goacher from Jessop and Cook, went through both options and recommended the 2-Stage Tender process but both will result in a traditional procurement method.

Council has not completed the Financial Risk Assessment as required in the Financial Regulations but not committing money yet. Cllr Berrett proposed and Cllr Blase seconded the 2-stage tender process be taken forward as the preferred tendering method. Named vote requested Cllrs Bastin, Berrett, Blase, Church, Kay, MacKeith and Rankin voted for the proposal, Cllr Dykes abstained and Cllr Dowie voted against. The proposal carried. **Action Point**

c) **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*)

The Clerk, after a meeting with the chairs of NHPC and LMPT to discuss the required duties, had written a new Job description. Cllr Dowie suggested that the other duties should include, “with the agreement of the Caretaker”. Cllr Rankin felt the first two introductory paragraphs were unnecessary. Cllr Berrett thought this was normal in a job description, it is not just a list of

responsibilities. Cllrs Church, Kay, MacKeith, Berrett and Bastin felt the phrasing in the final point, was correct and the norm. Cllr Bastin proposed the job description be accepted and Cllr Church seconded. Named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie voted against. The proposal carried. **Action Point**

Now that the Job Description has been written and agreed, Cllr Kay requested that the Clerk prepare the contract of Employment for the Personnel Committee. **Action Point**

- d) **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*)
Agreement to both requests proposed by Cllr Berrett seconded by Cllr Kay. Unanimous vote of agreement.
Cllr Church asked about the situation re the Acer Trust maintenance works and Cllr MacKeith wanted Botley Boys and Girls Football Club to be put in touch with Acer Trust to co-ordinate future work on the pitch.
The Clerk informed the meeting that the Acer Trust had just concluded maintenance work on the pitch including the re-seeding of the pitch. The Clerk had contacted Botley Boys and Girls Football Club who had agreed to stay off the pitch for a week and a half to allow the seeds to establish. This is the correct role for the Clerk and the correct procedure.
- e) **GDPR Deferred from meeting of 29th September 2022**
- I. To report on progress of training-
Three councillors have completed the training.
Clerk asked that she re-circulate the GDPR training emails to original councillor email addresses. **Action Point**
 - II. To report on progress of review of policy documents.
Deferred.
- f) **Allotments Deferred from meeting of 29th September 2022**
- I. To report on Allotment Plot Checks (Paper 18)
Cllr Church and Bolder did the checks. Trees getting too large and need a survey of the trees on allotments to identify required works. Cllr Dowie raised issues with the process and referred it to the Clerk. The Clerk explained that her priority is to protect the privacy of the allotment tenants and plot holders. If a councillor needs information to deal with a request from a plot holder/ tenant then it will be released with the permission of the plot holder/ tenant. Re the destruction of raw data, it is normal practice to destroy raw data after it has been processed, as required by GDPR. Cllr Dowie is free to check this out with the Information Commissioner's Office.
There has already been a survey of allotment trees. Add it to Cllr Potter's report as an appendix. Some of the number posts need to be renewed. Graham Sillman to be requested to provide a quote to ensure all the plots are properly identified and the report accepted. Cllr Church proposed and Cllr Berrett seconded. Named vote requested Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie against. The proposal carried. **Action Point**
 - II. For Clerk to notify Council of two requests for second plots.
There are no plots available but Clerk requested information on how to respond to such requests. Cllr MacKeith explained the system in the past was to check if their present plot was well maintained and there was a high number of available plots. The request would only be considered if both these criteria were met.
- g) **Public Arts Project Update**

VOWHDC has confirmed the money allocated to the Gateway part of the project is still available and they have released all the rest of the monies, which will be in the Receipts and Payments for the next meeting. Nor is working on her new proposal. Alex Wenham has ordered the stone for the sculptures. The last mosaic sessions are being advertised on the NHPC website for Saturdays on 5th, 19th, 26th November. There is also more money available for Public Arts, from other developments, identified by the Vale of White Horse District Council Arts Officer.

At the two-hour mark Motion to suspend Standing Orders and continue the meeting for a further 30 minutes. Proposed Cllr Rankin seconded by Cllr Berrett. Unanimous agreement.

- h) **SharePoint Environment - To report that this is now set up and available for Council members to use.** Covered in the Review of Actions.
- i) **Burial Ground Campaign Feedback** (*paper 19*)
District Cllr Smith had joined the meeting and explained she had not received any contact from Oxford City. She had checked with VOWHDC officers and the promised offer from Oxford City Council has not been received by them either. Clerk asked to follow up with Oxford City Council.
Action Point
- j) **To consider and agree a response to the request from Oxfordshire County Council's Countryside Access Team** (*paper 20*)
Members established the bridleway referenced. The bridleway needs to be fixed and this gives Council the opportunity at no cost. Scrub is providing a barrier so the fence is not required. Cllr Kay proposed that NHPC give permission for the removal of the chain link part of the fence with the concrete fence posts retained and allow the bridleway surface to expand up to the edge of the fence posts. Proposed amendment to leave the concrete posts and give permission to remove the damaged parts of the chain link. Amendment proposed by Cllr Rankin seconded by Cllr Berrett, amendment not carried, original proposal stands seconded by Cllr MacKeith. Eight councillors voted in favour with one abstention. **Action Point**
- k) **For Council to decide on the planting position for the Jane Chapman memorial tree.**
Cllr Church proposed a semicircle of trees be planted at the top of the lower Louie Memorial Field and use this tree as the start of the process. Cllr Berrett seconded. Named vote requested. Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie against. The proposal carried. **Action Point**
- l) **Review of Parish Council Investment Strategy** (*paper21*)
Strategy to be updated with the correct dates. Proposal to accept with those amendments from Cllr Berrett seconded by Cllr Kay Unanimous agreement with £85,000 to be transferred to the new Skipton Building Society Account. **Action Point**
- m) **To note that the Civility and Respect Pledge has been signed and the NHPC commitment .** (*paper 22*) **Noted**

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

Question from Cllr Dowie

1. At the Parish Council meeting on 29 September 2022 the Clerk clarified that North Hinksey Parish Council 'allotment potholder agreements' are considered to be different from North Hinksey Parish Council 'allotment tenancy agreements'. Are North Hinksey Parish Council 'plot holder agreements' legal documents?

Answer from Cllr Berrett

The plot holders' agreements were renewed annually and was a form completed and returned by the Plot Holder, these are not signed by a representative of NHPC.

The tenancy agreement is a document that lasts until the tenancy is terminated by either party and is signed by both parties. The tenancy agreement was introduced to ensure that NHPC and its Allotment Tenants had a legal agreement to protect both parties, rather than a document that was renewed annually.

Since the plot holder's agreement has not been tested in court NHPC cannot know if it is legal or not. The tenancy agreement was introduced to provide a clearly legal agreement.

Clarification Requested by Cllr Dowie

Is it a legal document?

Cllr Berrett

It has not been tested in Court. It is not a contract signed by two parties.

Question from Cllr Dowie

2. As of 17 October 2022 the Charity Commission records only four active trustees of the Louie Memorial Pavilion Trust (registered charity no.1070490). Councillors Bolder and MacKeith are Parish Council representatives on the Louie Memorial Pavilion Trust Management Committee and are trustees of the Charity. Have Councillors Bolder and MacKeith taken steps to record their position as trustees with the Charity Commission?

Answer from Cllr Berrett

I can confirm that Cllrs Bolder and MacKeith had taken steps to record their position as trustees and the Charity Commission website now shows them listed as Trustees for the Louie Memorial Pavilion Trust.

Question from Cllr Dowie

3. Why does the Clerk not have a signed copy of the lease between the Botley Development Company, North Hinksey Parish Council (as custodian trustee on behalf of Seacourt Hall an unincorporated charity registered no. 1000816) and Westway Estate Management Limited, for the community hall (Seacourt Hall)?

Answer from Cllr Berrett

NHPC is the named Tenant in the lease and as such is a signatory to the lease. Subsequent to the signing, electronic copies of the signed lease were sent to the NHPC Clerk at the time by our solicitors.

22/097: Other Documents & Letters Received:

None

Date of Next Scheduled Meeting: 3rd November 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 proposed by Cllr Berrett seconded by Cllr Kay Unanimous vote in agreement.

- n) **Royal Protocol Update - For Council to consider and agree update to the Royal Protocol (paper 23)**
Agreement for the inclusion of the Remembrance tea proposed by Cllr Berrett, seconded by Cllr Church Unanimous agreement. **Action Point**
- m) **Pavilion Fundraising - For Council to consider and agree sharing the Fundraising Strategy Document with the Louie Memorial Pavilion Trust (paper 24)**

This document is confidential and will continue to be so. It is being shared with the Louie Memorial Pavilion Trustees not their authorising organisations. Sharing the Strategy proposed by Cllr Berrett seconded by Cllr MacKeith Named vote requested, Cllrs Bastin, Berrett, Blase, Church, Dykes, Kay, MacKeith and Rankin voted for the proposal and Cllr Dowie against. The proposal carried. **Action Point**

The Meeting closed at 9.55pm.