



# North Hinksey Parish Council



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

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

## Minutes of the Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 15<sup>th</sup> December 2022 in the Seacourt Hall and via video conference

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

**In Attendance:** Linda Morrison Allsopp, Clerk to the Parish Council and Responsible Financial Officer.  
County Councillor Judy Roberts and District Councillor Emily Smith, Mr James Sharman and Richard Morgan from Solar2

There were no members of the public present by Zoom and seven in person.

**22/110: Apologies for Absence** – Cllrs Allen, Bastin Blase and Jones.

### **22/111: Declarations of Interest**

Allotments: Cllr Dowie declared an interest as a plot holder.

Seacourt Hall: Cllrs Dowie, Berrett, Potter, Kay and Fairclough declared an Other Registerable Interest as trustees.

Louie Memorial Pavilion Trust: Cllrs Bolder, and MacKeith declared an Other Registerable Interest as trustees.

**22/112: Approval of Draft Minutes of the** Parish Council Meetings held on 24<sup>th</sup> November 2022.

The Minutes were approved as a correct record, proposed by Cllr Potter seconded by Cllr Kay, named vote requested. Cllrs Berrett, Church, Dykes, Fairclough, Kay, MacKeith, Potter (Chairman), and Rankin voted for and Cllr Dowie against and Cllr Bolder abstained.

### **22/113: Note the following committee minutes:**

- a) Communications Committee – 1<sup>st</sup> December 2022
- b) Environment & Wellbeing Committee- 8<sup>th</sup> December 2022, not yet available
- c) Planning Committee – 8<sup>th</sup> December 2022

**22/114: Matters raised by Members of the Public:** none.

### **22/115: Reports from County & District Councillors** **County Cllr Judy Roberts reported that**

Traffic and Highways, the closure of Botley road is delayed, latest information available at <https://lineside.networkrail.co.uk/oxford-phase-2>.

The proposed 20 mph consultation papers for North Hinksey will be sent to the Clerk soon. What I have seen so far is West Way will remain at 30 mph from the bottom of Cumnor Hill to Waitrose on the Botley Road.

Question about dangerous parking near Curtis Yard raised in an email to a Parish councillor. Cllr Roberts will raise again, with OCC Officers. Ties into the traffic lights. The funding for the Bench southern bypass footpath. Please send her an email.

### **District Councillor Emily Smith reported**

Disruption to bin collections due to weather. Leave bins out, they will be collected.

### **22/116: Review of Actions**

### **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.

**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. 22/119: COUNCIL MATTERS 3 Finance h)**

**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(*paper 10*) **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 (*paper 11*) **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**

**22/083: COUNCIL MATTERS 1. o)**

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 Cllr Potter's schedule of Tree maintenance. Ongoing**

**22/083: COUNCIL MATTERS 2. d)**

**Personnel Papers to go to staff for consultation. 22/119: COUNCIL MATTERS 4 General d) II**

**22/095: 1. Finance e)**

Consolidation of the two telephone and broadband budgets into one under general administration. **Ongoing part of 22/23 budget.**

**22/095: 2 General b) III b)**

**Follow 2 stage tender process:** 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. **Ongoing**

**22/095: 2 General f) I.**

There has already been a survey of allotment trees. Add it to Cllr Potter's report as an appendix.

Posts on allotment Plots request quote from Graham Sillman to replace the missing ones. **Action Point**

**22/095: 2 General k)**

**Planting position for the Jane Chapman memorial tree** - semicircle of trees at top of left of lower field with a bench and use this to start the process. **Action Point Ongoing**

**Cllr Church reported he has received an offer from North Hinksey Nature Trail, to do all the tree planting and maintenance for nothing. There will still need to be liaison with the Chapman family and Cllr Church volunteered to do this.**

**22/107: 2. Building Projects a) I.**

**Pavilion Risk Assessment agreed amendments. COMPLETED**

**22/107: 2. Building Projects a) III.**

**Council accepts the Bioscan quote to update their original report COMPLETED**

**22/107: 2. Building Projects b) II.**

Skatepark Draft Financial Risk Assessment amended version be adopted. **COMPLETED**

**22/107: 2. Building Projects b) III.**

approval of the Skatepark design proposal **ACTION POINT**

**22/107: 2. Building Projects b) IV.**

it was agreed that the use of a Public Works Loan should be considered, in three iterations. One to cover the cost of VAT, one for the full amount and one in between. Cllrs Fairclough, Jones and Berrett produce the three Public Works Loan proposals  
**22/119: COUNCIL MATTERS 2 Building Projects h)**

**22/107: 3. Finance a)**

CiL Submission **COMPLETED**

**22/107: 3. Finance a)**

revise the budget based on the amendments **COMPLETED**

**22/107: 3. Finance b)**

purchase of a large wheelie bin with drop-down side **COMPLETED**

**22/107: 3. Finance c)**

agree the higher quote for cutting back the trees overhanging the pavement across from the Louie Memorial Pavilion. Cost to come from the general open spaces budget **COMPLETED**

**22/107: 3. Finance d)**

open Skipton community easy access savings account **COMPLETED**

**22/107: 3. Finance e)**

Clerk to negotiate with the Vale of White Horse District Council to site a bench on their land instead of a bus shelter, commission Graham Sillman to do the work using monies from Cllr Roberts and that one of the memorial garden benches being stored by Mr Minns be sited at the Bus Stop. **ACTION POINT**

**22/107: 3. Finance f)**

installation of a seat in the brick-built bus shelter near Louie Memorial Playing Fields, use one of the stored wooden benches. **ACTION POINT**

**22/107: 3. Finance g)**

Grant applications from Food for Charities, Hinksey Trail Regeneration, Citizens Advice and Botley WI. **all the grants be awarded COMPLETED**

**22/107: 3. Finance i)**

renewal of BT Contract on similar terms to the present ones **COMPLETED**

**22/107: 4. General a) I.**

For Members to confirm they have completed the Code of Conduct training. Cllrs Jones Bolder, Bastin and Fairclough to watch one of the recordings circulated by the Clerk and confirm. **ACTION POINT**

**22/107: 4. General a) III.**

For each Member to complete their new Register of Members Interest Form and return to the Clerk for transmission to VOWHDC Monitoring Officer. **ACTION POINT**

**22/107: 4. General b) I.**

The recruitment of the part time Louie Memorial Groundskeeper and occasional staff. **ACTION POINT**

**22/107: 4. General b) II.**

Plans for the appraisal of the Clerk on or around the 10<sup>th</sup> of January as recommended by the Personnel Committee. 22/119: COUNCIL MATTERS 4. General d) I

**22/107: 4. General b) III.**

The negotiations with staff on the Personnel Policies and Procedures. 22/119: COUNCIL MATTERS 4. General d) II

**22/107: 4. General c)**

LCC Proposal to provide a Structure Review. 22/119: COUNCIL MATTERS 3. Finance a)

**22/107: 4. General d)**

Play Equipment Safety report, agree all the items quoted apart from the bench and the Bollards. Quotes agreed work being carried out.

**22/107: 4. General e) I.**

For members **to report on completion of individual GDPR training**, six Councillors reported completing the training. The other eight were encouraged to do so. The password and the link were re-sent to councillors after the October Meeting. 22/119: COUNCIL MATTERS 4. General g) I

**22/107: 4. General e) II.**

GDPR To report on progress of review of policy documents - . 22/119: COUNCIL MATTERS 4. General g) II

**22/107: 4. General f) II.**

The proposal from Nor is for large scale murals to be placed just outside Seacourt Hall. Recommendation from the Public Arts Working Group that Council agrees to the consultation. 22/119: COUNCIL MATTERS 4. General h) I

**22/107: 4. General j)**

**Louie Memorial Pavilion Trust** current arrangement persists for an interim period and that three councillors are delegated to meet with the Pavilion Trust for a formal discussion about the long-term relationship, with everything open to discussion. Cllrs Church, Fairclough and Kay **ACTION POINT**

**22/117: CLERK'S REPORT**

**Budget Deficit 22/23**

£15,000 of CIL Money was used in the calculation of the budget for this year and when setting the Precept. CIL Monies cannot be used to fund Parish Council running costs. This results in a budget deficit of £15,000 which will need to be addressed by Council.

**Meter Removal**

The electric meter in the Hut was removed on the afternoon of the 25<sup>th</sup> of November 2022. I thought this would a single event but the contractor said SSE would need to make a further visit.

**HMRC Overpayment**

When the Internal Auditor attended the Office, he identified there was a discrepancy in the HMRC account when we accessed it, which he thought was an underpayment, however I found a note at the bottom of the page to say payments were up to date. I contacted HMRC and was told there was an overpayment from 2018 and I was asked to deduct the relevant amount from the next payment to them to balance the account. £266.24 has been deducted from the payment to HMRC for this month.

**CIL Report**

The request for the CIL Report was received the day after the Council Meeting on the 24<sup>th</sup> November and the agreed CIL Report was submitted by return.

## Role of the Clerk

Councillors can find information on the role of the Clerk in the Clerk's [Job Description](#) and [the-good-councillors-guide-2018](#).

## Transparency

Transparency is a legal requirement for all local authorities. Standing Orders encourage parishioners to ask questions on agenda items with 72 hours' notice. To facilitate this, all papers should be posted three clear days before the meeting. It is also a courtesy to Council and Committee members, giving them sufficient time to study the papers so that a well thought out decision can be made by council or committee.

## Bus Stop Benches

I have been in touch with the Vale of White Horse District Council and ascertained the information they need. Cllr Church has contacted Graham Sillman and requested a quote, but I have had to ask for another one with the information requested by VOWHDC.

## Scribe Training

Scribe have been updating and expanding their system so I have attended support sessions on Reserves Confirmation and Running Reports to familiarise myself with the updates.

## SLCC

I attended the Local Oxfordshire Branch AGM. It was my first face to face meeting and I am now a member of the executive and will be attending an Executive Committee Meeting in January.

## CILCA

My first four assignments have been submitted and I am waiting for feedback. The next tranche of assignments is half completed and my 3<sup>rd</sup> Mentoring Session is on Monday the 12<sup>th</sup> of December.

## Reminder of Annual Leave already booked

19<sup>th</sup> December

28<sup>th</sup> to the 30<sup>th</sup> of December

With Bank Holidays and weekends the Parish Office will be closed from 24<sup>th</sup> December to 2<sup>nd</sup> of January inclusive and the Clerk will be unavailable, during that period.

The Clerk highlighted the Budget deficit.

**22/118: COUNCIL MOTIONS** - none

**22/119: COUNCIL MATTERS**

### 1. Receipts and Payments

Approval of Receipts and Payments since last Parish 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>	MultiPay Card	Monthly Fee 28 Nov	DD	3.00	27	190	130
<a href="#">2.</a>	EE	Office mobile Nov	DD	17.28	31	555.00	228.73
<a href="#">3.</a>	Microsoft	Monthly Charge Business Standard December	MultiPay	11.28	42	205	144.84

<u>4.</u>	Oxfordshire County Council	Remembrance Order of Service	BT	74.00	33	650.00	321.85
<u>5.</u>	Andrew Deptford	Defibrillator pads etc. Seacourt hall	BT	168.00	31	555	60.73
<u>11.</u>	BT	Quarterly Charge	DD	182.44	43	700	218.46
For Approval							
<u>6.</u>	Staff costs	December staff costs with deduction of £266.24	SO/BT	3277.12	8 9 10	44,117.00	10,988.32
<u>7.</u>	Sprout	Groundskeeper advert	BT	56.00	25	750	610
<u>8.</u>	Mulberry & Co	Internal Audit Prelim	BT	221.04	28	1000	778.96
<u>9.</u>	Graham Sillman	Zip Wire Monthly Inspection	BT	60.00	88	1100.00	629.00
<u>10.</u>	Graham Sillman	Removal of Metal studs Memorial Garden H&S	BT	54.00	61	1000	946
<u>12.</u>	JK Garden Maintenance	Memorial Garden Maintenance	BT	180.00	59	1000	-210
		All invoices have been checked as correct by the Clerk.					
Receipts							
	HMRC VTR	VAT Refund for 2 <sup>nd</sup> Quarter		£3,669.73			
Explanations							
<p style="color: red;">Not an obvious Budget Heading for the Defibrillator Pads used 31 Office Equipment and Phone Memorial Garden Maintenance is over budget. There is £1000 in Nature Reserve, some of which could be transferred to the Memorial Garden heading.</p>							

Approval proposed by Cllr Potter and seconded by Cllr Fairclough with unanimous agreement.

## 2. Building Projects

### a) Pavilion Project Update -

- I. **Council to review and agree a quote for the Biodiversity Net Gain Assessment** as required by the Planning Officer £1000. (*Paper 4*)  
Proposed by Cllr Kay and Seconded by Cllr Fairclough to accept the Bioscan quote. Unanimous vote of agreement. **ACTION POINT**
- II. **Council to agree the need for a lighting and security policy** as requested by the planning officer and to delegate the creation to the pavilion project working group.  
Agreement to the need for a lighting and security policy and **delegation to the pavilion project working group** proposed by Cllr Fairclough, Seconded by Cllr Kay. Unanimous vote of agreement. **ACTION POINT**

### b) Skatepark Project Update -

- I. **For Council to review the three permutations of a Public Works Loan** and consider the proposal on how to proceed. (*Paper 5*)  
Cllr Potter went through the proposals and highlighted need to include any loan repayments in the Precept Budget.  
Proposal to add a loan repayments line to the Budget, the length of loan to match just under the projected life of the skatepark. 20-year loan suggested. Council needs to consider that budget cuts are required to keep the precept increase to a minimum and fundraising needs to be done

first. Council may not be able to navigate the process and meet the conditions imposed. Council needs to push forward, invest in the future and deliver.

**Proposal to add a Public Works loan repayment line to be considered as part of the Budget**, proposed by Cllr Fairclough, seconded by Cllr MacKeith named vote requested. Cllrs Berrett, Bolder, Church, Dykes, Fairclough, MacKeith, and Potter, voted for Cllr Dowie against and Cllrs Kay and Rankin abstained. The proposal was carried. **ACTION POINT**

**Item 22/119: COUNCIL MATTERS 4. General a) The presentation from Solar2**

**At the Chair's discretion and with the unanimous agreement of Council this item was taken at this point in the agenda.**

**3. Finance**

**a) To consider the Structure Review submitted by LCC and how it is to be implemented (Paper 6)**

Cllr Potter ran through the recommendations in the review. That Council create a new part-time post of Administrative Assistant, working fifteen hours per week (three hours on five mornings). The suggested salary scale is LC1 SCP 7-12. Clerk's post should be re-graded within the LC2 Above Substantive SCP 29-32. Recommendation to pay the Clerk at point 30 on completion of CiLCA. These have budget implications, which is the priority tonight. There needs to be further discussions looking at the whole report.

Councillors discussed how to rationalise committees and delegate more power to them. Not in favour of extra staff. Points on workload are pertinent and fully endorsed. Employing an Administrative assistant is something for the future, not something to be considered now. Need to ensure NHPC is as efficient and effective as possible in its working practices. Choice between the employment of an assistant or an extensive cut in the workload to be implemented now, the hours the Clerk is working are not sustainable. Some of the areas highlighted as tasks for the Administrative Assistant are being done by Councillors. The question is how to make the necessary cuts, the long-term decisions cannot be made this close to a new Council.

First step to is to analyse the problem and to be SMARTer. There has been increase over the last 2 years in number of papers and agenda items. Councillors should help with putting information on the website. Could set up more working groups and use short-term staff, maximise use of councillors and other stakeholder groups. Cannot implement immediate changes. There was recognition that more work is being cascaded down to the Clerk from other bodies, Levelling up is a government policy. No one is advocating for an administrative assistant apart from Cllr Dowie. Agreement that the Clerk's workload should be reduced. Delegating powers to Clerk or committees and change other committees to working groups. Need an Operational Review. General support for considering re-grading of the Clerk's salary. Proposal from Cllr Church that Council, 1. Proceed with necessary work to increase Clerk's salary. 2. No Administrative Assistant at this point. 3. Initiate an Operational Review of NHPC activities to work out what is taking most of the time. Input from each Chair as part of the Review. Request that it be considered as separate proposals.

**Proposal amendment from Cllr Church that NHPC take the necessary actions with a view to increasing the salary of the Clerk, in line with the Staff and Structure Review.** Proposed by Cllr Church and Seconded by Cllr Berrett named vote requested. Cllrs Berrett, Bolder, Church, Dowie, Dykes, Fairclough, Kay, MacKeith, Potter and Rankin voted in favour. Unanimous agreement Proposed by Cllr Church seconded by Cllr Rankin that **NHPC do not proceed at this time with appointing an Administrative Assistant.** Named vote requested. Cllrs Berrett, Church, Dykes, Fairclough, Kay, MacKeith, Potter and Rankin voted in favour, Cllr Dowie voted against and Cllr Bolder abstained. The proposal was carried.

Proposal that **NHPC establish an internal Operational Review of ongoing activities and projects with a view to assessing how the workload is split across those different activities.** Initial review ready for next meeting. Proposed by Cllr Church seconded by Cllr Kay. Cllrs Berrett and Church to action. Named vote requested. Cllrs Berrett, Bolder, Church, Fairclough, Kay, MacKeith, Potter and

Rankin voted in favour, Cllr Dowie voted against and Cllr Dykes abstained. The proposal was carried.

**ACTION POINT**

b) **To review the draft Budget and consider approval (Paper 7)**

There has been a systematic error of CiL being added to the revenue budget when it is a capital amount.

Accepted in principle rescale of the Clerk Salary. Addition of £6000 for Public Works loan repayments, to be offset by equal reductions in the contingency and major grants funds.

Items for inclusion or amendments. Chair had circulated her own budget with amendments to Councillors.

Beyond 7% is a lot to ask and no time to put it in place. Grade 30 post CiLCA qualification with NI and Pension. Remove Administrative Assistant. Cut tree and hedge budget by £1000, reduce elections budget to £1000. Cut contingency fund, it was used to cover the Locum Clerk fees.

We have a Clerk so not required for that. Cut major grants. Remove budget line for maintenance for Memorial Gardens and use the monies in earmarked reserves. Council could consider reallocating Seacourt Hall monies, leaving enough for the installation of Zoom Meetings and equipment in the lounge. Clerk needs a resolution from Council to move monies out of the Ear Marked Reserves Capital Budget. **Depute to Cllr Potter and Clerk to make discussed changes to the draft budget and bring back for approval in January. ACTION POINT**

c) **To consider delaying the final Budget agreement for 23-24 in order to consult with the Parish on an increase greater than 7% and a request from the Vale of White Horse District Council a precept submission date of the 23<sup>rd</sup> of January 2023 (Paper 8)**

Proposal **to ask for an extension to the proposal submission date in order to agree final budget at January meeting, but subject to the precept not being increased by more than 7%** by Cllr Church, seconded by Cllr Kay unanimous vote of agreement. **ACTION POINT**

d) To review and **note the report from the Internal Auditor and agree the recommendations. (Paper 9)**

Proposal to note and agree recommendations by Cllr Church, seconded by Cllr Fairclough with unanimous vote of agreement.

e) **To agree the Grass Cutting Contract for 2023, a cost increase of 4.2% and authorise the Clerk to sign. (Paper 10)**

Agreement and authorisation proposed by Cllr Church seconded by Cllr Kay Unanimous vote of agreement. Cllr MacKeith made the point that the grass cutting in the Orchard is not on this contract with BGG. Orchard is a separate contract. **ACTION POINT**

f) **To agree the £100+VAT cost of the new domain name for Botley and North Hinksey Parish Council. (Paper 11)**

Proposal to agree by Cllr Church, seconded by Cllr MacKeith and named vote requested. Cllrs Berrett, Bolder, Church, Dykes, Kay, MacKeith, and Potter voted in favour and Cllrs Dowie, Rankin and Fairclough abstained. The proposal was carried. **ACTION POINT**

g) For Council to consider the purchase of a salt bin at a cost of £250 plus VAT to be located beside the mini roundabout at the junction of Crabtree Road with Maple Close and Hawthorn Close as requested by a parishioner. Councillors noted that there is no budget for winter maintenance and purchase would require using monies from a different budget. After purchase Oxfordshire County Council refill the bins when requested to do so. (Paper 12)

**Proposal not to buy the salt bin** from Cllr Fairclough, seconded by Cllr Kay five councillors voted for, three councillors opposed and two councillors abstained. The proposal was carried. **ACTION POINT**

h) For Council to discuss and agree how the **“half the cost of Broadband” charge to Seacourt Hall** is to be applied. Monthly cost to NHPC is £27.95 + VAT (Paper 13)



**Proposal to make an annual charge of £167.70 + VAT in April** by Cllr Church, seconded by Cllr Rankin. Unanimous vote in favour. **ACTION POINT**

- i) For Council to check the updated asset register with the information provided by Cllr MacKeith on the park benches and advise if any amendments are required. *(Paper 14)*  
The Clerk highlighted that the bench at the corner of Westminster Way and West Way is missing. Proposed by Cllr Church Seconded by Cllr Kay that **Asset Register be delegated to Finance & General Purposes committee with power to review and agree and the Clerk to contact Botley Development Company about the missing bench.** Unanimous vote in favour. **ACTION POINT**
- j) For Council to consider and **approve the additional costs of £2262.00 incurred by Jessop & Cook, to be paid on receipt of the relevant invoice at the beginning of January 2023.** *(Paper 15)*  
Proposal to agree payment by Cllr Church, seconded by Cllr Fairclough. Unanimous vote in favour. **ACTION POINT**
- k) For Council to Consider and **approve the attendance of Cllr Dowie at the Allotments Training provided by OALC and NAS at a cost of £110+VAT.** *(Paper 16)*  
Suggestion that this be deferred until January to discover if the course is for Councillors or Officers. Proposal to approve by Cllr Fairclough seconded by Cllr Dowie 5 councillors voted in favour 4 councillors voted against with 1 abstention. **ACTION POINT**
- l) For Council to consider and **agree a quote for the cutting back of the vegetation from the Memorial Garden encroaching on the Botley WI Car Park.** *(Paper 17)*  
Include in the annual schedule of work that is to come to Recreation and Amenities Committee. Proposal to agree the quote from Graham Sillman of £92.00 by Cllr Church Seconded by Cllr Dowie. Nine councillors voted in favour and one against. The proposal was carried. **ACTION POINT**
- m) **To agree the quote to re-hang the Pedestrian Gate – Hurst Rise Rd – Louie Memorial Woods** so it no longer damages the drain cover, as requested by Fix my Street. £189.00 *(Paper 18)*  
Agreement proposed by Cllr Kay Seconded by Cllr MacKeith. Unanimous vote in favour. **ACTION POINT**

#### 4. General

**Item 22/119: COUNCIL MATTERS 4. General a) was taken before 22/119: COUNCIL MATTERS 3 Finance**

- a) **Environment & Wellbeing - To receive a report from the Environment & Wellbeing Committee and consider and agree proposals that Council**
- I. Receive a Short Update presentation by Solar 2 on the progress of their plans *(Paper 19)*

The presenter went through the slides in Dropbox and provided updates on their actions since the last presentation to Planning last year. The full public consultation will begin in April. Arrangements for this to be discussed. Timescales as per the slides in Dropbox. Screening dates may change the dates for the planning application. Six months for the build. Transmission connection date at the end of 2027 as decided by the National Grid. 3D model will be available online.

North Hinksey Parish Annual Meeting is the 16<sup>th</sup> of March invitation to Solar2 to attend and provide information to the Parish. Questions. Solar2 control the land up to the top of the Beacon but plans have moved down the hill so open space at the top and views of Oxford remain. Green space close to the screening, what are the plans for that? Biodiversity net gain is a necessary part of the plans with the inclusion of hedgerows and perhaps a wildflower meadow. This will be part of the consultation.

The Liaison group with Cumnor and NHPC, no movement on that yet. Does Solar2 want volunteers? Solar2 is separate to the other Solar proposals. Impact of access going up Harcourt Hill? It will have a short-term impact, with HGV's delivering the solar panels and infrastructure. Public need more information before Parish Meeting so they can ask relevant questions at the Meeting. Solar2 were thanked for attending and providing information to the Council.

**At the two-hour mark Motion to suspend Standing Orders and continue the meeting for a further 30 minutes.** Proposed Cllr MacKeith, seconded Cllr Fairclough. Unanimous agreement.

- II. **Seacourt Stream compulsory Purchase Order** proposal that NHPC consult with other landowners and seek a short assessment of the document from a solicitor.  
Proposal to **consult with other landowners and ask the Clerk to seek a quote for a short assessment of the document from a solicitor.** Proposed by Cllr Church, seconded by Cllr Kay with unanimous agreement. **ACTION POINT**
  
  - III. **West Way Square area parking-** NHPC seek information from the managing agent to identify the extent of the problem. Number of parking fines issued the possibility of improved signage that it is a no parking area and improved signage for the car park behind the Community Building  
Proposal that **Cllr Berrett seek information from the managing agent to identify the extent of the problem in West Way Square. Number of parking fines issued the possibility of improved signage that it is a no parking area and improved signage for the car park behind the Community Building.**  
Smart Parking are the provider and Cllr Berrett will contact Savills. Cllrs Church and Bastin to draft a formal letter for the Clerk to send.  
Proposed by Cllr Church Seconded by Cllr Rankin. Unanimous agreement. **ACTION POINT**
- b) **Gov.uk email addresses**
- I. For Members to confirm they have set up their gov.uk email address  
Cllrs MacKeith and Bolder having problems. Other Councillors to offer their assistance. **Cllr Bastin circulated a guide, which Clerk will forward again to Cllr Bolder. ACTION POINT**
  
  - II. For Members to note that only the gov.uk email address will be used for council correspondence, from tonight.  
Noted
- c) **Code of Conduct**  
For each Member to confirm that their completed Register of Members Interest Form has been returned to the Clerk for transmission to VOWHDC Monitoring Officer and display on the NHPC Website.  
**The Clerk had distributed blank forms around the room for Councillors who have not yet completed** and pointed out that it was time limited to 28 days from the date of the last meeting.  
**ACTION POINT**
- d) **Staffing –To receive the recommendations of the Personnel Committee and consider and agree proposals for**
- I. **Plans for the appraisal of the Clerk on or around the 10<sup>th</sup> of January,** the appointment of an appraisal panel of the Chair of Council and one other and delegate to the panel the execution of the appraisal. **Documentation to be agreed by the Panel and the Clerk.**  
Proposal that **Cllr Potter as Chair and Cllr Rankin make up the panel.**

Proposed by Cllr Potter and seconded by Cllr Church. Nine Councillors voted in favour and Cllr Dowie abstained. **ACTION POINT**

- II. **The negotiations with staff on the Personnel and Health and safety Policies and Procedures.** To agree updated Terms of Reference, to facilitate (*Paper 20*) Proposal **to agree the updated Terms of Reference with the inclusion of Cllrs Rankin and Kay's suggestion.** Proposed by Cllr Kay and seconded by Cllr Church with unanimous agreement. **ACTION POINT**
- e) **Communications - To receive a report from the Communications Committee and consider and agree proposals that Council**
  - I. Request the Clerk sign up to the free version of Mailchimp.  
Cllr Berrett moved on to the next item and the Clerk reminded council that this item needed to be proposed, seconded and voted on since it was a request for the Clerk to undertake work. Proposal to take I. and VI together and **the Clerk be asked to sign up to the free versions of Mailchimp and Survey Monkey.** Proposed by Cllr Berrett and seconded by Cllr Kay with a unanimous vote in favour. **ACTION POINT**
  - II. **Considers, contributes to and agrees the plans for the Annual Newsletter and agree authors.** (*Paper 21*)  
Twelve suggestions for news items in Paper 12. Stopped updates from the committee Chairs last year. **Proposal to delegate all decision for final document apart from the costs to the Communications Committee in February. The Clerk reminded Council that the budget for the Newsletter rested with Communications Committee.**  
Proposed by Cllr Berrett and seconded by Cllr Church with a unanimous vote in favour. **ACTION POINT**
  - III. **Agrees the domain change to BotleyNorthHinksey.gov.uk and give the Clerk authority to request the domain.**  
Proposed by Cllr Church seconded by Cllr Kay. Named vote requested. Cllrs Berrett, Church, Dykes, Fairclough, Kay, MacKeith, Potter and Rankin voted in favour, Cllrs Dowie and Bolder abstained. The proposal was carried. **ACTION POINT**
  - IV. Request the Clerk sign up to the free version of SurveyMonkey  
Covered with item I.
  - V. Notes the recommendation that an outside DPO is not required and the role is covered in the Clerk's Job Description.  
Noted
  - VI. **Consider and agree which newsletters should be forwarded by the Clerk to Councillors** (*Paper 22*)  
The Clerk was asked if individual councillors could sign up to receive newsletters and she agreed they could and suggested if there were any difficulties, refer them to the Clerk. Proposal by Cllr Berrett **to remove all the publications suggested including the ones with the question marks.** Seconded by Cllr Rankin. Unanimous vote in favour. **ACTION POINT**
- f) **Annual Parish Meeting – to suggest Items for the Agenda and request that the Clerk attend and take the Minutes of the Meeting.** (*Paper 23*)  
**Suggestions will be invited from parishioners. Suggestions from councillors - Solar Farms, Flood Alleviation, West Way phase 2 update, Coronation and Parish Celebrations. The Chair sets the**

**agenda for the Parish Meeting. The Clerk was asked to attend and Minute the Annual Parish Meeting.** Proposed by Cllr Potter, seconded by Cllr Church. Unanimous vote in favour. **The Clerk agreed. ACTION POINT**

- g) **GDPR Deferred from meeting of 29<sup>th</sup> September 2022**
- I. **For members to report on completion of individual training set up in June. Still outstanding for some.**
  - II. **To report on progress of review of policy documents. Deferred**
- h) **Public Arts Project Update** For the working group to report on
- I. Report on the progress of the final mosaic and the session on the 3<sup>rd</sup> of December 2022. After the event on the 3<sup>rd</sup> of December the Mosaics are completed and some feedback from Nor on the Murals.
  - II. Plans for the next steps for
    - a. The Mosaics – finished and installed by the end of March.
    - b. The Standing Stones – likely completion date next summer with a walk round in January.
    - c. The Mural Nor coming back for January meeting and proposed completion date at the end of March.
- i) **All in One Room Project - To report on the final plan. (Paper 24)**  
Cllr Berrett gave a verbal report. Plans on target with 80 acceptances. Councillors asked to attend at 4pm for a 4.30pm start. 9am if any councillors wanted to help with the decorations.
- j) **The Coronation of the King – to nominate a working party to organise the Parish Celebrations on the 8<sup>th</sup> of May Bank Holiday and to recommend a Budget.**  
Defer this, discuss ideas and bring to next meeting. **ACTION POINT**

**22/120: Questions raised by Councillors:**

**22/121: Other Documents & Letters Received: To note letters of thanks received from**

- I. Botley WI
- II. North Hinksey Trail Regeneration
- III. Citizens Advice
- IV. Food for Charities

**Date of Next Meeting:** 19<sup>th</sup> January 2023 at 7.30pm

Meeting closed at 22.00.