



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

Minutes of the Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 23rd February 2023 in the Seacourt Hall and via video conference

Those Present: Cllrs Berrett, Dowie, Dykes, Kay, Potter (Chairman), and Rankin. Cllr Church from item 22/143: COUNCIL MATTERS 2) Building Projects

In Attendance: Linda Morrison Allsopp, Clerk to the Parish Council and Responsible Financial Officer. District Councillor Emily Smith in person and County Councillor Judy Roberts by Zoom. There were no members of the public present by Zoom and none in person.

22/134: Apologies for Absence – Cllrs Blase, Bastin, Bolder, Jones, Fairclough, MacKeith, and Cllr Church expects to be late.

22/135: Declarations of Interest

Allotments - Cllr Dowie
Payments - Cllr Rankin

22/136: Approval of Draft Minutes of the Parish Council Meetings held on 19th January 2023. Following amendment proposed by Cllr Dowie seconded by Cllr Kay with unanimous agreement that under the final item "The recommendations were not agreed." to be added. With this amendment, the Minutes were agreed as a correct record of the meeting. Proposed by Cllr Potter and seconded by Cllr Kay with unanimous agreement.

22/137: Note the following committee meetings:

- a) Personnel Committee – 26th January 2023 Not Quorate
- b) Planning Committee – 26th January 2023
- c) Communications Committee- 9th February 2023
- d) Recreation & Amenities Committee – 9th February 2023
- e) Planning Committee – 16th February 2023

22/138: Matters raised by Members of the Public:

Question from Andrew Pritchard.

Despite the Agenda for the Personnel Committee meeting on 26th January 2023 containing a major item about the Parish Clerk's need to work excessive hours in breach of Working Time Regulations and Health and Safety legislation and the claim that the Parish Council had failed to take timely action to address the issue, the Agenda for the Parish Council meeting on 23rd February 2023 and the NHPC website both indicate that this meeting was not quorate, i.e. fewer than 3 of the 5 members of the Personnel Committee attended. Does the Parish Council agree that this is unacceptable when such an important matter is scheduled for discussion and may have contributed to the Parish Clerk's regrettable decision to hand in her resignation? Why was the meeting not re-scheduled, and can the name(s) of those who attended on 26th January please be made public to avoid unwelcome speculation?

Answer from David Kay, Chair of the Personnel Committee

Firstly, no Councillors attended on the 26th of January as the meeting had already been postponed and a new date was being arranged. It is certainly unfortunate when meetings have to be postponed but I am not going to go into the personal reasons why several Councillors found themselves unavailable for that scheduled meeting. I also can't

comment on whether Council as a whole finds it unacceptable that the meeting in question was cancelled as I don't know what the opinions of the other Councillors are on that matter.
I will point out that the Clerk subsequently handed in her resignation letter before any rescheduled Personnel Committee meeting could have been held but I will not speculate in a public meeting about the Clerk's reasons for resigning and I find it rather surprising that you feel it is appropriate to do so, particularly given that you are a former Chairman of this Council.

What I will say is that the Council contracted the Clerk to work 37 hours per week and she reported in the 19th January full Council meeting that she was now doing so. The issue of workload was, and still is being looked into by full Council. Actions are being taken to reduce the number of committee meetings which was one of the items highlighted as taking up considerable time for the Clerk. The Personnel Committee would not have been in a position to authorise any changes to enable a reduction in workload even it had met on the 26th of January as those would require authorisation by full Council. An item on tonight's agenda will be looking at further ways to make progress on this issue and the process is ongoing.

22/139: Reports from County & District Councillors

Cllr Roberts County Council report circulated this afternoon on receipt. 20mph approved today for North Hinksey but Cllr Roberts failed to prevent the closure of Willow Walk, having argued for the closure of the Bridge only. Cllr Potter asked about the maintenance of the allotment path, raised previously. Cllr Roberts will ask for a condition report and records of the original work undertaken by the County Council.

Email from Cllr Roberts received during the meeting suggesting that the section of the lane be dedicated back to the County Council to become Public Highway. There is a legal process and cost involved but this means it would be considered for future Highway funding. Request clarification of process and costs. **Action Point**

Cllr Smith District Council report circulated at the beginning of the month. Posters for Councillor Surgeries in Missing Bean distributed. Need for voter photo ID, please spread the word that this is now required. Bulk waste opens again. Authority Monitoring Report with Building Targets published. 18th April deadline for postal votes and 25th April for voter ID Application. Grant monies for the Pavilion have rolled over into the new budget. West Way Development Community liaison group meeting on the 9th March.

22/140: Review of Actions (Paper 1)

22/083: COUNCIL MATTERS 1. o)

Cutting back overhanging branches at 41 Lime Road
Accept Oxford Tree Surgeons Quote.

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. Ongoing

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. Spring **Ongoing**

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. **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. To go to R&A to agree planting and funding of the Jane Chapman tree. 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. Ongoing

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. Ongoing

22/107: 4. General b) i.

The recruitment of the part time Louie Memorial Groundskeeper and occasional staff. Ongoing

22/119: COUNCIL MATTERS 3. Finance i

- a) To agree the £100+VAT cost of the new domain name for Botley and North Hinksey Parish Council. Completed

22/119: COUNCIL MATTERS 3. Finance i

- b) Proposal to make "half the cost of Broadband" annual charge to Seacourt Hall of £167.70 + VAT in April. Ongoing

22/119: COUNCIL MATTERS 4. General d)

Staffing –To receive the recommendations of the Personnel Committee and consider and agree proposals for

- i. The negotiations with staff on the Personnel and Health and safety Policies and Procedures, to agree the updated Terms of Reference with the inclusion of Cllrs Rankin and Kay's suggestion. Ongoing

22/119: COUNCIL MATTERS 4. General e)

Communications - To receive a report from the Communications Committee and consider and agree proposals that Council.

- i. Agrees the domain change to BotleyNorthHinksey.gov.uk and give the Clerk authority to request the domain. Covered in 22/143: COUNCIL MATTERS: 4. General d)

22/119: COUNCIL MATTERS 4. General g)

- i. For members to report on completion of individual GDPR training set up in June. Still outstanding for some. Covered in 22/143: COUNCIL MATTERS: 4. General g) III.

22/119: COUNCIL MATTERS 4. General g)

- ii. To report on progress of review of GDPR policy documents. Deferred. ACTION POINT

22/119: COUNCIL MATTERS 4. General j) MATTERS:

The Coronation of the King – to nominate a working party to organise the Parish Celebrations on the 8th of May Bank Holiday and to recommend a Budget.

- a) Defer this, discuss ideas and bring to next meeting. Covered in 22/143: COUNCIL MATTERS: 4. General i) i.

22/131: COUNCIL MATTERS 2. Building Projects b)

to approve payment of the Canvas Spaces invoice, subject to Canvas providing a clear update report. Completed

22/131: COUNCIL MATTERS 3. Finance

- b) Submit Final Budget to Vale of White Horse. Completed

- c) For Council to consider adopting the new NALC Model Financial Regulations decision at the meeting next month. Covered in **22/143: COUNCIL MATTERS: 3. Finance a)**
d) – p) **Virement of Funds Completed**

22/131: COUNCIL MATTERS 3. Finance

- r) Cllr Berrett to attend Emergency Planning Training. **Booked.**

22/131: COUNCIL MATTERS 3. Finance

- s) Agree the quote for the placement of the Bench in St Paul's Crescent. **Ongoing**

22/131: COUNCIL MATTERS 3. Finance

- t) Agree the quote for the flailing of North Hinksey Lane Hedge **Completed**

22/131: COUNCIL MATTERS 4. General

- b) Cllr Rankin to circulate a time log to be kept for a month, by the Chairs, councillors who chose to and the Clerk, **Completed**

22/131: COUNCIL MATTERS 4. General

- c) Cllr Rankin volunteered to get three more keys cut one of which to go to the Chair of the Pavilion Trust. **Completed**

22/131: COUNCIL MATTERS 4. General

- d) adopt the grants and donations policy as amended. **Completed**

22/141: CLERK'S REPORT (Paper 2)

Resignation

Please see a copy of my resignation letter in DropBox.

Website

All the councillors' emails have been updated to gov.uk and all the Register of Interests Forms that I have received have been updated. The changes to the planning meeting dates have also been amended and doodle poll was used to set up an alternative Personnel Committee Meeting because the one on the 26th of January was not quorate, but I have only had 3 responses from the 5 committee members.

End of Year Finance

I have already started preparing for the end of year finance, ensuring that everything on Scribe is up to date and correct.

Clerk Involvement with Working Parties

I was disappointed to hear that while converting Committees to Working Groups the plan was to overturn the Council resolution that the Clerk not be involved in Working Groups to one where they would be, because Alan Stone was.

Equality Act 2010 and the Requirement for an Equality Policy

The Equality Act 2010 which came into force on the 5th April 2011 legally protects people from discrimination in both the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone and created the [public sector Equality Duty](#) to

- eliminate discrimination.
- advance equality of opportunity
- foster good relations between different people when carrying out their activities.

This Council does not have an Equality Policy and needs one urgently.

Working Parties, Cllr Berrett denied that there was an intention to include the Clerk in Working Parties. Cllr Kay said previous Clerks had been involved in Working Parties from choice.

Equalities Policy – Cllr Kay has written an Equal Opportunities Policy for staff using the Equalities Act 2010. What is required is an Equalities Policy which covers all Council activities to ensure all sectors of the community have equal access to resources with particular reference to the groups highlighted in the legislation. Cllr Kay asked Cllr Smith if the District Council has an Equalities Policy. Cllr Smith confirmed they had an Equality Policy and a Diversity and Inclusion Policy. Cllr Smith will provide copies. **ACTION POINT**

Cllr Berrett asked the Clerk about the Personnel Committee Meeting. Only two councillors have responded so far. Cllr Berrett will chase up the others. **ACTION POINT**

22/142: COUNCIL MOTIONS - none

22/143: COUNCIL MATTERS

1. Receipts and Payments

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 January	DD	3.00	27	190.00	57
2.	EE	Office mobile January	DD	17.28	31	555.00	194.17
3.	Microsoft	Monthly Charge Business Standard December	MultiPay	11.28	42	205.00	122.28
4.	Tesco	Black Bags	MultiPay	5.40			
5.	Dropbox	Storage	MultiPay	9.99	42	205.00	112.29
14.	Mythic Beasts	New Domain Name	MultiPay	180.00	44	314.00	77.49
17.	Eventbrite	NALC Training Cllr Berrett	MultiPay	39.22	15	1100.00	559.41
18.	Canvas Spaces	Work completed as per 590-FPR-01	BT	10,890.00	94	11604.00	714.00
For Approval							
	Staff costs	February Staff Costs	SO/BT	3510.98	8 9 10	44,117.00	5838.49
7.	Cllr Jones	All in One Room Receipts	BT	248.32	25	750.00	350.51
9.	M Rankin	LMPF Cover	BT	480.00	75	1,538.50	-480.00
10.	Cllr Rankin	Car Park Padlock Keys	BT	12.00	81	1,550.74	-12.00
11.	Oxford Tree Surgeon	North Hinksey Lane Hedge	BT	948.00	76	3,000.00	863.00
12.	Viking	Printer Paper + Post its	BT	64.13	20	773.00	655.19
13.	Taylor Consulting Engineers	Provide Drainage Strategy and Water Quality Assessment Report	BT	1380.00	74	198,164	169237
15.	J K Garden Maintenance	Memorial Garden Maintenance	BT	360.00	59	2100.00	-190.00
16.	DataPrint	Newsletter Printing	BT	394.00	20	773.00	261.19

19.	Clare Goodall	S106 Art Project Mosaics	BT	5550.00*	105/106	46,113.90	30,735.70
		All invoices have been checked as correct by the Clerk.					
Receipts							
Explanations							
Staff Costs Correction of -£453.03 for pension agreed December.							
*Total in budget for Clare Goodall costs is £9975 this invoice brings total so far to £10,765.							

Cllr Rankin had declared an interest in items 9 and 10 so these were taken separately.

Approval of all items apart from 9 and 10 Proposed by Cllr Potter seconded by Cllr Kay with a unanimous vote of agreement. Approval of items 9 and 10 proposed by Cllr Potter seconded by Cllr Kay five councillors voted in favour and Cllr Rankin abstained.

2. Building Projects

a) Pavilion Project Update – Information from Jessop & Cook Architects

1. Council to review and approve Drainage Assessment as recommended by Jessop & Cook (*Paper 4*)

Information from Jessop & Cook Architects-They have been in conversation with the Planning Officer to ensure all the planning requirements are met. There will be a further two-week consultation. There is now no meeting of the Vale of White Horse Planning Committee on the 29th of March. The application will now be considered at 18th of April Meeting. The drainage assessment shows the building will have no impact on the Fen or the Copse.

Approval of the Drainage Assessment Proposed by Cllr Kay, seconded by Cllr Berrett Named vote requested. Cllrs Berrett, Dykes, Kay, Potter and Rankin voted for, Cllr Dowie voted against. The resolution was carried.

b) Skatepark Project Update -

Council to review and agree planning application (*Paper 5*)

Canvas could not attend tonight. It was suggested they be invited to attend the Annual Parish Meeting and Parish Council Meeting in March. Documentation received so far available on DropBox for review– any concerns to be raised at the next Parish Council Meeting. Other documents are now required by VOWHDC and clarification is required on which are needed.

Defer consideration of approval to the next meeting. Cllr Potter to contact Canvas Spaces. **ACTION POINT**

Cllr Church joined the meeting.

3. Finance

- a) For Council to agree the adoption of the new NALC Model Financial Regulations as recommended by the Internal Auditor and provided to the January meeting. (*Paper 6*)

To also consider any amendments to meet the needs of the Council. (*Paper 7*)

Cllr Kay went through his proposed amendments.

1.14 Grants are considered by full Council.

4.10 add three chair approval. Clerk recommended that this should match the quorum of five.

Three chairs plus two other councillors for approval.

4.1 normal payments over £1000 from £500.

4.8 higher of £100 or 15%

5.1 remove requirement for credit references.

5.2 to 6.17 change to two from four bank signatories.

Remove all references to a finance committee.

7.3 remove relevant committee.

11.1 g. Section 19 in current stand order.

11.1 H change to 1100.

Remove. Section 13 does not apply. Renumber. As amended verbally at the meeting

Remove note at the end.

Accept Model with these amendments.

Proposed by Cllr Kay and seconded by Cllr Potter 5 councillors voted for and two councillors abstained. The proposal carried.

- b) For Council to agree Financial Risk Assessment (*Paper 8*)
Proposed by Cllr Potter, seconded by Cllr Church. Six Councillors voted for and Cllr Dykes abstained.
- c) For Council to agree Asset Register (*Paper 9*)
The addition of the Deeds to Seacourt Stream was noted. The entries for the five Memorial Garden Benches to be amended to show they are now on Cllr Church's hard standing. Cllr Church to confirm the number. Change designation of Jabra Speaker to general administration. With these amendments, agreement proposed by Cllr Potter and seconded by Cllr Kay. Unanimous vote of approval.
- d) For Council to agree arrangements for end of year Internal Audit (*Paper 10*)
Booked for the 3rd of April. Agreement proposed by Cllr Potter, seconded by Cllr Church. Unanimous vote of approval.
- e) For Council to agree proposed increase in costs for emptying the dog bins as of April 2023 to £7.63 per bin, per week (*Paper 11*)
Proposed by Cllr Church, seconded by Cllr Rankin. Unanimous vote of approval.
- f) For Council to note application submitted to the Councillor Priority Fund (*Paper 12*) Noted
- g) For Council to note application to TOE for funding for the Jane Chapman Memorial tree and Covid Memorial Trees as agreed by Recreation and Amenities Committee. (*Paper 13*) Noted and thanks to Grundon Waste for the money involved. Cllr Berrett raised the pre-election period and publicity. Council can generate publicity; it is Councillors who cannot.

4. General

- a) For Council to note the resignation of the Clerk and delegate the formulation of a recruitment plan for a replacement to the Personnel Committee. (*Paper 14*)
Cllr Potter thanked the Clerk for all her work. Notice period ends on the 2nd of April and the Clerk has expressed a willingness to undertake items of necessary work for the appropriate fee.
To consider and agree a recruitment budget.
Delegate recruitment plan to Personnel Committee with a budget of £1000.
Proposed by Cllr Potter seconded by Cllr Berrett Named vote requested Cllrs Berrett, Dykes, Kay, Potter, Church and Rankin voted for and Cllr Dowie abstained. The proposal was carried by a majority.
- b) **Flood Alleviation Scheme** - For Council to agree on what action to take on the Heads of Terms. (*Paper 15*)
Proposal to defer the decision until the planning application is received.
Proposed by Cllr Dowie seconded by Cllr Kay, unanimous vote of approval.
- c) **Organisational Review** – Cllrs Berrett and Church to further report on progress. (*Paper 16*)
Verbal Report from Cllr Berrett.
- d) **For Council to note the domain name of botleynorthhinksey.gov.uk has been rejected** and to agree on an alternative of botleynorthhinksey-pc.gov.uk or botleynorthhinkseyparishcouncil.gov.uk. prefer botleynorthhinkseypc.gov.uk, without the hyphen if that not acceptable then with the hyphen.
Proposed by Cllr Kay seconded by Cllr Church. Six councillors voted for and Cllr Dowie abstained.
The resolution was carried. **ACTION POINT**
- e) Public Arts Project Update on progress
 - I. Date of unveiling 18th March 2023

- II. Planned work on the Murals by Nor and the involvement of local youth groups (*Paper 17*)
Verbal report from Cllr Berrett unveiling at 11.00am.
- f) Planning Committee Recommendation –
 - I. As highlighted in a District Councillor Report Vale of White Horse Planning Officers provide briefing sessions for Parish Councillors. It has been suggested that the Planning Committee organise such a session and it seeks questions on the planning process from all councillors.
Planning questions to be submitted to the Clerk by the 8th of March. **ACTION POINT**

At the two-hour mark motion to suspend Standing Orders and continue the meeting for a further 30 minutes. Proposed Cllr Potter, seconded Cllr Kay. Six Councillors voted in favour with one abstention. The motion was carried.

- g) Communications Committee Recommendations
 - I. For Council to note Newsletters content as agreed by Communications Committee (*Paper 18*)
The e-Newsletter is not live yet.
Noted.
 - II. For Council to discuss and agree Newsletter distribution schedule (*Paper 19*)
Cllr Dowie declined to take part. All others present confirmed their ability to complete their allocation from last year. For those not present, Cllr Berrett will contact to check. Cllr Church offered the help of Sustainable Botley for deliveries. Newsletters to be sourced from the Parish Office and allocated at the end of the meeting. **ACTION POINT**
 - III. GDPR training – for Council to note that seven councillors have completed the training. Any training not completed by the elections will be available to new councillors. Noted
- h) Recreation & Amenities Committee Recommendations
 - I. Council to agree to the re-advertisement of the posts of groundskeeper and occasional groundskeeper to cover holidays and sickness and where adverts should be placed and to re-visit budget recommendations.
Ask temporary groundskeeper to do legal inspections. **ACTION POINT**
Ads in the Sprout, Cumnor Local News, Indeed and Daily Info Additional £200 budget to Personnel Committee for the advertising Proposed by Cllr Potter and seconded by Cllr Kay. Named vote requested. Cllrs Berrett, Dykes, Kay, Potter and Rankin voted for; Cllr Dowie abstained. The resolution was carried.
 - II. Council to agree that interviews for groundskeeper and occasional groundskeeper should be conducted by a panel of Chair and Vice Chair of Recreation and Amenities Committee with the Clerk.
Proposed by Cllr Potter and seconded by Cllr Kay. Named vote requested. Cllrs Berrett, Dykes, Kay, Potter and Rankin voted for; Cllr Dowie abstained. The resolution was carried.
 - III. Council to review Fen Management Report and consider quotes for the recommended works. (*Paper 20*)
No issues raised by the members of the Fen Working Group. Council has oversight of the Fen management. Proposal to adopt plan from Cllr Dowie seconded by Cllr Kay with unanimous agreement.
Proposal to accept the quote from Adam Bows and follow through on the first stage of the plan. Proposed by Cllr Church seconded by Cllr Kay. Unanimous vote of agreement. **ACTION POINT**
 - IV. Council to consider and agree a Maintenance Schedule of regular works around the Parish (*Paper 21*)
Change timing of cutting back to outside bird nesting season. Subject to changes
Defer consideration and agreement to next meeting.

i) **The Coronation of the King –**

- I. To discuss and agree the organisation of the Parish Celebrations on the 8th of May Bank Holiday weekend and to recommend a Budget.

Ask for volunteers at the Annual Meeting Parish meeting and allocate a £600 budget.

Proposed by Cllr Potter and seconded by Cllr Church . Six councillors voted for with one abstention. The resolution was carried.

Cllrs Berrett and Church delegated to contact volunteers from the Queen's Jubilee celebrations and add item to the Annual Parish Meeting agenda.

Proposed by Cllr Potter and seconded by Cllr Church . Six councillors voted for with one abstention. The resolution was carried.

- II. To note Coronation Events Risk Assessment supplied by Council Insurers BHIB (*Paper 22*)
Noted

22/144: Questions raised by Councillors: none.

22/145: Other Documents & Letters Received: all circulated.

Date of Next Meeting: 23rd March 2023 at 7.30pm

The meeting closed at 22.01.