**North Hinksey Parish Council**

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**A Meeting of North Hinksey Parish Council**   
**will be held at 7.30pm on Thursday 23rd March 2023 in**

**the Seacourt Hall and via video conference**

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

Papers for the meeting can be viewed at this link: [**DROPBOX**](https://www.dropbox.com/sh/m1hbufm7vrujry2/AADkRJLgCj1qcT7Y8Evqt4GHa?dl=0)

To view the meeting from a computer, tablet or smartphone, use this link:  <https://us02web.zoom.us/j/87428082665>?

Alternatively go to the zoom website (zoom.us), click ‘join a meeting’, and enter

Meeting ID: 874 2808 2665

You will also be prompted to enter the following passcode: 133278

To listen by telephone (including mobiles), dial: +44 203 481 5237

*Linda Morrison Allsopp .*Linda Morrison Allsopp, Clerk to the Parish Council 17th March 2023

**AGENDA**

**22/146: Apologies for Absence**

**22/147: Declarations of Interest**

**22/148: Approval of Draft Minutes of the** Parish Council Meetings held on 23rd February 2023.

**22/149: Note the following committee meetings and action agreement on Personnel Committee Minutes:**

1. Personnel Committee – 2nd March 2023
2. Planning Committee – 9th March 2023
3. For the members of the Personnel Committee who attended the Meetings of Monday 25th July and Thursday 10th of November 2022, to agree the minutes of each meeting as a true record.

**22/150: Matters raised by Members of the Public:** (Max 5 mins / question, 15 mins total)

**22/151: Reports from County & District Councillors** (10 minutes)

**22/152: Review of Actions** *(Paper 1)*(5 minutes)

**22/153: CLERK’S REPORT** *(Paper 2)* (5 minutes)

**22/154: COUNCIL MOTIONS (**5 minutes)

First Motion:

Proposed by Cllr Berrett

Seconded by: Cllr Kay

As part of the operational review and desire to reduce the administrative burden for both the Clerk and Councillors, the current Committees for Environment & Well Being and for Remembrance Day will be removed and replaced by Working Groups. Councillors who are currently members of these Committees will become members of the Working Groups and will arrange informal meetings that do not require minutes or the presence of the Clerk.

The NHPC Terms of Reference for Committees will be updated to reflect these changes by removing the following sections and renumbering the remaining sections as appropriate:

* The two bullet points referring to these Committees in section 2 (a)
* Sections 9 and 11 in their entirety

Second Motion:

Proposed by Cllr Berrett

Seconded by: Cllr Kay

In order to ensure that the Council can effectively carry out business and services in the absence of the Clerk (for sickness, holidays, urgent issues or other gaps) it is best practice to have back-up administration access to key online packages that are regularly used by the Council. We request the Clerk to set up access for other users as outlined in the table below. The proposal is that the access is given to roles rather than named individuals to ensure continuity between councils and so that generic emails can be used where possible.

*(Italic = current access)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Service | Use | Main access | Other access | Email address for access login |
| Zoom | Online meetings | *Clerk* | Chair, Vice-Chair | Chair@ |
| Wordpress | Website | *Clerk* | *Website group* (2 councillors) | website@ |
| Mythic Beasts | Web and email | Clerk | Website group (2 councillors) | website@ |
| Facebook | Social media | *Website group* (2 councillors) | *Chair of NHPC, Chair of Communications Committee*, (Clerk optional) | Requires personal FB account and email |
| MailChimp | E-newsletter | *Clerk* | Website group (2 councillors) | website@ |
| SurveyMonkey | Surveys | *Clerk* | Website group (2 councillors) | website@ |
| OALC and NALC online resources | Advice, training etc | Clerk | Chair & Vice-chair | Chair@ |
| Any new packages | TBC | Clerk | To be agreed by full council as and when new needs are identified | |

**22/155: COUNCIL MATTERS** (Total 60 minutes)

1. **Receipts and Payments**

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

1. **Building Projects**
2. **Pavilion Project Update**

**For Council to note the consultation for the amendments to Planning Application** [P22/V2377/FUL](https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P22/V2377/FUL#exactline). For the Louie Memorial Pavilion.

1. **Skatepark Project Update -**
2. Presentation from Canvas Spaces
3. Council to review and agree documents for the planning application *(Paper 4)*
4. **Finance**
5. For Council to appoint a councillor, not a cheque signatory, to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
6. For Council to consider and agree Virement of funds from Budget headings in debt from Budget headings in credit.
7. £1620 to cover the invoice from Seacourt Hall for 2021/22 from Playgrounds Equipment.
8. £50 to cover the payment to Botley WI for Remembrance 2021 from Local Government Advice.
9. £310 to cover final Memorial Garden payments from Memorial Garden Earmarked Reserves.
10. £189 to cover Playgrounds Fencing, gates signs etc. From Muga & Trim Trail
11. £279 to cover Playground Inspection and Safety Checks From Muga & Trim Trail
12. £88 to cover Playing Fields and Open Spaces Maintenance From Muga & Trim Trail
13. £37 to cover Computer Costs Broadband from Computer Costs Support and Maintenance.
14. £963 to cover Covid Memorial Trees and planting from the tree survey, the grant applied for, will only be paid after completion of the work is evidenced, in the next financial year.
15. For Council to consider and agree grant applications (*Paper 5)*
16. For Council to consider and agree payment of costs for St Paul’s Crescent bench. (*Paper 6)*
17. For Council to consider and agree OALC Membership Subscription in April (*Paper 7)*
18. For Council to consider and agree NAS Membership Subscription in April (*Paper 8)*
19. For Council to consider and agree OPFA Membership Subscription in April (*Paper 9)*
20. For Council to consider and note employers proposed staff pay increase for 2023/24 (*Paper 10)*
21. For Council to note the requirements for AGAR and Audit (*Paper 11)*
22. **General**
23. **Annual Parish Meeting**, Information from the Annual Parish Meeting, for discussion.
24. **Operational Review** – Cllrs Berrett and Church to present final report. (*Paper 12)*
25. **Staff recruitment** –
26. for **Council to approve the Job Description(s) and Person Specification(s) for Clerk and Responsible Financial Officer Paper** (*Paper 13)*
27. Report on the progress in recruiting a Clerk, a Groundskeeper and an Occasional Groundskeeper.
28. To consider and agree measures to cover the post of Clerk in the interim, with the Business Case as required in Financial Regulations.
29. Agreement to a budget to cover Locum fees for up to three months (£10,400 – £40 per hour for up to 20 hours a week for up to 13 weeks)
30. designation of councillors to undertake any urgent/statutory functions of the Clerk/RFO in case of any gaps in locum cover.
31. **Flood Alleviation Scheme -** For Council to consider and agree action recommended by Planning Committee to take on the Compulsory Purchase Order (*Paper 14)*
32. **Personnel Policies -**To agree and adopt Personnel Policies as recommended by the Personnel Committee at their meeting of the 2nd of March 2023. *(Paper 15)*
33. **Public Arts Project Update** – Progress report from Cllr Berrett
34. **Parish Maintenance Schedule** - Council to consider and agree a Maintenance Schedule of regular works around the Parish and agree the tender process *(Paper 16)*
35. **The Coronation of the King** –

Update on plans and recruitment of volunteers.

1. **Pre-election Period Advice for Councillors -** For Councillors to note information provided by Vale of White Horse District Council *((Paper 17)*
2. **Community Emergency Plans** *(Paper 18)*
3. **For COUNCIL to note the Equality Act 2010 and the requirement for every local authority to have an Equality Policy covering all its activities and agree measures to write and adopt an Equalities Policy.** *(Paper 19)*

**22/156: Questions raised by Councillors:** (Max 5 mins / question, 15 mins total)

**22/157: Other Documents & Letters Received:**

**Date of Next Meeting:** 27th April 2023 at 7.30pm