



North Hinksey Parish Council



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

Those Present: Cllrs Bastin, Berrett (minutes), Bolder, Dowie (from 7:35), Dykes (from 7:40), Fairclough, Jones (until 9:37), Kay, Potter (Chairman), and Rankin.

In Attendance: Linda Morrison Allsopp, Clerk to the Parish Council and Responsible Financial Officer.
County Councillor Judy Roberts & Emily Smith by Zoom.
3 members of the public in the room, 2 members of Canvas Spaces present by Zoom.

22/134: Apologies for Absence – Cllrs Blase, Church, MacKeith.

22/147: Declarations of Interest: Cllr Bolder and Jones declared non-pecuniary interest as Trustees of Louie Memorial Pavilion. Cllrs Fairclough, Berrett, Kay, Potter, Dowie declared non-pecuniary interest as Trustees of Seacourt Hall Management Committee. Cllr Dowie declared non-pecuniary interest as an allotment holder.

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

Amendment on Finance item 22/143 3 (a) proposed by Cllr Kay 2nded by Cllr Potter, named vote: in favour 5: Bastin, Kay, Potter, Berrett, Rankin 4 abstentions Dowie, others were not in attendance on 23/2. Carried

Amended minutes proposed by Cllr Potter, seconded by Cllr Berrett: named vote: in favour 5 Cllrs Bastin, Berrett, Kay, Potter, and Rankin – 4 abstentions Dowie, others were not in attendance on 23/2.
CARRIED: Amended minutes approved.

Cllr Dykes arrived at 7:40pm.

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

- a) Personnel Committee – 2nd March 2023 -
- b) Planning Committee – 9th March 2023
- c) 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. Unanimous from the 3 Cllrs present at each of the meetings.

22/150: Matters raised by Members of the Public: None

22/151: Reports from County & District Councillors

Cllr Roberts in touch with Bus company re. Botley Road closure – no answer on how mobility impaired people can reach city centre as last stop is Osney bus stop. Hinted S1 might be alternative but published route misses Botley. The timeline still uncertain.

New consultation on Flood Alleviation Scheme – unclear closing date.

Have arranged meeting about path to allotments – March 27th 10am. If Highways take over they maintain it but don't own the land. Cllrs Dowie & Kay will be attending.

Willow Walk work appears to be on track to complete on time. Reopens on the Monday 10th April.

Cllr Smith: Network Rail 1 hour briefing today – 1st closure very confident on timeline. Buses and bus stops raised. Not going to move the stops nearer the bridge for safety reasons. Narrow by church – will have marshals. Bus routes: Looking at other solutions for those who can't walk but wouldn't give details. Page on County Council website now as one stop shop for all the travel information.

5 year housing land supply contested at appeal. If can demonstrate meeting targets easier for Vale to be able to ask developers for what want. Changed way doing it and meeting land supply. Had a test case and inspector has agreed. So can say that developers need to comply with policies.

Let It Be project – Vale project about planting wild meadows in suitable grass areas. A few sites underway, but a few in our area that may be of interest. May be for the Env Committee/Working Group – are there sites the Parish Council would identify? Query on if they have to be owned by Vale? Yes. E.g. St. Pauls Crescent.

22/152: Review of Actions (Paper 1)

22/153: CLERK'S REPORT (Paper 2)

Cllr Berrett spoke in response to the Clerk's concern raised over use of public money on the Public Art work by Fusion Arts, as follows:

It's an important to ensure that we get value for public money. The Clerk has raised concerns about use of public money and value for money on the public arts project, so I wanted to reassure parishioners on this matter. The public artwork is overseen by the public arts working group which is not a committee and does not include the Clerk. The working Group reports back to full council and all decisions and expenditure is voted on by full council. I have a report update later in this meeting.

To reassure parishioners on Fusion's role, We engaged Fusion to work with us and the artists back in 2021. Their role is focused on artist liaison and publicity. We re-engaged with Fusion in February on their role in the March event. In addition to the press release for the March 18 event Fusion Arts designed and produced posters and a number of social media stories for Facebook and Instagram. These were distributed over a three week period run up to the event as part of a full publicity campaign. For the press release, they drafted this and checked it with us for approval, created a press list, and sent this out, securing us a 5 min speaking spot on radio Oxford a couple of days before the event, and ensuring that we had information in schools newsletters and on local what's on websites.

On March 18th they sent 2 members of staff to help us run the event and who recorded images and interviews with the artists and attendees which will be released on social media following the event. I believe they are providing value for money for the publicity and will be discussing the next phases with them soon.

Cllr Dowie asked for clarification on allotment holders numbers. Clerk clarified.

Cllr Dowie asked what were the concerns on personnel policies. Clerk was referring to the Equal opportunities policy.

Cllr Kay read the following comments in relation to the Clerk's report item on Personnel policies: minutes:

For the minutes I would like to note that the issue with our Equal Opportunities Policy has only been raised by the Clerk in the last month or so and wasn't raised by any of the previous Clerks. I believe that the changes made in November 2021 to our Equal Opportunities Policy were appropriate in as far as they went but additional changes do need to be made and that will be dealt with in a later agenda item 4k. In terms of the personnel policies referred to here they aren't the ones being discussed under agenda item 4e, but are the other personnel policies approved by full Council over the past 16 months. I would also like it noted that the Clerk was asked in the process of drafting personnel policies last year to comment on them before they came up in Personnel Committee and then full Council meetings, particularly with reference to the Clerk's role of providing legal advice on these matters. All of the relevant policies have been with the Clerk in their approved form since September 2022 or earlier.

Playground checks: Noted that we are doing Quarterly and Annual inspections and Monthly ZipWire checks.

22/154: COUNCIL MOTIONS

Motion 1: 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

Cllr Fairclough proposed an Amendment:– remove Remembrance Committee from motion – Seconded by Cllr Bastin. Votes cast: 8 in Favour of the Amendment (Cllrs Bastin, Berrett, Bolder, Fairclough, Jones, Kay, Potter, and Rankin.), 1 opposed (Cllr Dowie, 1 abstention (CllrDykes). Amendent Carried.

Amended proposal proposed by Cllr Berrett, Seconded by Cllr Kay - Vote: unanimous in favour

Motion 2: 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	<i>Clerk</i>	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	

Amendment proposed by Cllr Dowie: Remove Mythic Beasts, Mailchimp and Survey Monkey and any new Packages. No seconder so no vote taken.

Vote on the motion: 9 in favour (Cllrs Bastin, Berrett, Bolder, Dykes, Fairclough, Jones, Kay, Potter, and Rankin.), 1 opposed (Dowie) – MOTION CARRIED

22/155: COUNCIL MATTERS

1. Receipts and Payments

Approval of Receipts and Payments since last full Council Meeting

Invoices were not on Dropbox – Clerk requested to add to the folder.

Proposed to approval by Cllr Potter, Seonded by Cllr Fairclough – unanimous approval from those in room (9).

	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							
<u>1.</u>	MultiPay Card	Monthly Fee	DD	3.00	27	190.00	54.00
<u>2.</u>	EE	Office mobile	DD	17.28	31	555.00	105.95
<u>3.</u>	Microsoft	Monthly Charge Business Standard	MultiPay	11.28	42	205.00	101.01
<u>4.</u>	Dropbox	Storage	MultiPay	9.99	42	205.00	91.02
<u>5.</u>	Nicholsons	Shrubs etc.	MultiPay	397.04	grant	780.00	382.96
<u>6.</u>	Nicholsons	Trees	MultiPay	565.83	grant	780.00	* --182.87
<u>7.</u>	BT	Broadband & Phone	DD	195.37	43	700.00	-36.73

For Approval							
	Staff costs	March	SO/BT	3510.98	8 9 10	44,117.00	2327.51
	Staff costs	6 days Annual leave & 1 st 2 nd April	BT	1352.83	8 9 10	44,117.00	974.68
8.	J K Garden Maintenance	Memorial Garden Maintenance	BT	180.00	59	2100.00	-310.00
9.	Oxecology	Tree Maintenance Fen	BT	720.00	76	3,000.00	301
10.	Sprout	Job Adverts	BT	168.00	25	750.00	193.68
11.	Graham Sillman	Zip Wire Tension Jan	BT	60.00	88	1,100.00	-219.00
12.	Graham Sillman	Zip Wire Pendant Repair	BT	82.00	89	1,410.00	1328.00
13.	Graham Sillman	Zip Wire Tension Feb	BT	60.00	88	1,100.00	-279.00
14.	Graham Sillman	Damaged Fence Stay	BT	76.00	81	1,550.00	-88.00
15.	VoWHDC	Emptying Dog Bins	BT	678.13	82	1,300.00	56.76
		All invoices have been checked as correct by the Clerk.					
Receipts							
	Allotment Rents for year up to 16 th March	2,074.00 against budget of 1,587.00					
Explanations							
<ul style="list-style-type: none"> Nicholsons invoices total after deduction of VAT £825.32. £45.32 in excess of grant of £780 							

2. Building Projects

a) Pavilion Project Update

For Council to note the consultation for the amendments to Planning Application

[P22/V2377/FUL](#). For the Louie Memorial Pavilion.

Consultation closed yesterday. Planning Officer needs to review consultation and issue report. Waiting for planning meeting date.

b) Skatepark Project Update -

I. Presentation from Canvas Spaces

John Flood & Darcy Wright- Councillors had seen documents which were highlighted at the APM. Chair asked if there were any new ones? Just amendment to the "civils" details.

Cllr Dowie asked for clarification on what we are agreeing with these documents. The Chair asked the Clerk who confirmed we are agreeing the documents to be submitted with the planning application. Cllr Dowie raised a concern that he believed that would be contrary to pre-election guidance. Clerk confirmed there was no breach of pre-election guidance and this is normal business of Council.

Cllr Potter: asked Canvas about a comment at APM that they would use some of the material as part of the drainage strategy, everything is very localised and self contained, checking understanding on that and there is no projected run off further than that? Canvas confirmed that they Yes, have to increase subbase – managed to engineer a much larger soakaway area and clear water filtration.

II. Council to review and agree documents for the planning application

Cllr Fairclough proposed to move to a vote, Seconded by Cllr Jones.

Vote held to approve the docs and submit the planning application: 9 in favour (Cllrs Bastin, Berrett, Bolder, Dykes, Fairclough, Jones, Kay, Potter, and Rankin.), 1 Opposed (Cllr Dowie). Motion carried.

Canvas is the agent and will submit the planning application. They agreed it would be next week after their final internal review.

Canvas left the meeting 8:40pm

3. Finance

- a) 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.

Nominated: Cllr Fairclough was willing to take this role. Proposed by Cllr Rankin, Seconded by Cllr Kay: Vote: unanimous in favour.

- b) For Council to consider and agree Virement of funds from Budget headings in debt from Budget headings in credit.

- I. £1620 to cover the invoice from Seacourt Hall for 2021/22 from Playgrounds Equipment.
- II. £50 to cover the payment to Botley WI for Remembrance 2021 from Local Government Advice.
- III. £310 to cover final Memorial Garden payments from Memorial Garden Earmarked Reserves.
- IV. £189 to cover Playgrounds Fencing, gates signs etc. From Muga & Trim Trail
- V. £279 to cover Playground Inspection and Safety Checks From Muga & Trim Trail
- VI. £88 to cover Playing Fields and Open Spaces Maintenance From Muga & Trim Trail
- VII. £37 to cover Computer Costs Broadband from Computer Costs Support and Maintenance.
- VIII. £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.

Proposed to approve them all at once: Proposed by Cllr Fairclough, Seconded by Cllr Kay, Vote: Unanimous in favour.

- c) For Council to consider and agree grant applications

Two applications from 15th Oxford Scouts towards container and Hinksey Trail towards path regeneration.

Proposed to take from Major grants budget.

Proposed by Cllr Dowie, Seconded by Cllr Fairclough: Unanimous In favour (Cllrs Bastin, Berrett, Bolder, Dowie, Dykes, Fairclough, Jones, Kay, Potter, and Rankin.)

- d) For Council to consider and agree payment of costs for St Paul's Crescent bench.

Proposed: Kay Seconded: Fairclough: Unanimous in favour

- e) For Council to consider and agree OALC Membership Subscription in April
- f) For Council to consider and agree NAS Membership Subscription in April
- g) For Council to consider and agree OPFA Membership Subscription in April

Proposed to approve items 3,4 and 5 subscriptions as one: Proposed by Cllr Potter Seconded by Cllr Bastin. Vote: unanimous in favour

- h) For Council to consider and note employers proposed staff pay increase for 2023/24 – Council to be aware that need to find £1000+ as we only agreed a 2% increase.
- i) For Council to note the requirements for AGAR and Audit

Noted. Need to go to AGM or following meeting.

4. General

- a) **Annual Parish Meeting**, Information from the Annual Parish Meeting, for discussion.

No substantive vote except re. Botley Road closure – Cllr Church submitted requests as agreed. Meeting gave a good sense of where key issues are – solar farm, flood alleviation scheme where not much has changed but it is open to consultation again.

Cllr Fairclough stated that the Botley surgery problems are a concern and suggested that we as a PC should start to look at this. No-one from NHPC had been available to attend the PPG AGM on 21st.

Discussed proposal to invite the PPG lead and someone from the Integrated Care Board to the April full council meeting for an update to Council.

ACTION for the Clerk & Chair.

- b) **Operational Review** – Cllrs Berrett and Church to present final report.

Cllr Berrett summarised report and recommendations as circulated on Dropbox. Question for the Clerk on what comprised “Routine Clerk work” – this is phone calls / drop-ins / urgent issues.

Agreed there is a need to talk with the new clerk to help cut down on these with their input.

- c) **Staff recruitment** –

- I. for Council to approve the Job Description(s) and Person Specification(s) for Clerk and Responsible Financial Officer Paper

Proposed to accept: Proposed by Cllr Fairclough, Seconded by Cllr Bastin. 9 in favour (Cllrs Bastin, Berrett, Bolder, Dykes, Fairclough, Jones, Kay, Potter, and Rankin.) 1 abstention (Cllr Dowie)

Clerk noted that an Equalities document is required to go in the recruitment pack – noted - designate the panel to do this.

- II. Report on the progress in recruiting a Clerk, a Groundskeeper and an Occasional Groundskeeper.

Adverts placed in May Sprout for both roles and bill received. Also requested for Cumnor Parish News but no response / invoice as yet. Also agreed other venues as agreed in Personnel committee – ACTION: Cllr Berrett.

- III. To consider and agree measures to cover the post of Clerk in the interim, with the Business Case as required in Financial Regulations.

- 1) 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

These costs are SLCC locum costs as checked by Cllr Potter. Proposed by Cllre Rankin: seconded by Cllr Fairclough – Unanimous in favour.

- 2) designation of councillors to undertake any urgent/statutory functions of the Clerk/RFO in case of any gaps in locum cover.

No locum enquiries yet so there may possibly be a gap. Core functions – issuing agendas. Anyone to check emails, or auto-reply.

April meeting agenda needs to be covered –

List of activities:

- RFO duties: (Cllr Bastin happy to cover as he did in the past)
 - o raising payments
 - o list of payments
 - o eye on budget
- Minutes, issuing agendas: (Suggest Vice Chairs)
- Allotments admin left – signing tenancy agreements in front of someone. (Cllr Kay volunteered)
- Communications: someone needs to monitor email. (Cllr Kay volunteered)
- Allotments requests – to go to full Council

Vote: Unanimous in favour

9:30

Proposal to suspend Standing Orders for 30 minutes. Proposed by Cllr Potter, Seconded by Cllr Rankin – majority in favour.

- d) **Flood Alleviation Scheme** - For Council to consider and agree action recommended by Planning Committee to take on the Compulsory Purchase Order

Discussed to give access to the land but not to give up the land.

Propose: delegate Planning committee members to agree a submission as agreed in meeting. Proposed by Cllr Potter, Seconded by Cllr Fairclough: Vote: Unanimous in favour

- e) **Personnel Policies** -To agree and adopt Personnel Policies as recommended by the Personnel Committee at their meeting of the 2nd of March 2023.

Cllr Jones left the meeting at 9:37pm

Cllr Kay proposed specific amendments to the documents.

Cllr Martin wanted to remove anonymity from policies but Councillors agreed that this is the recommended approach to protect individuals.

Proposed to agree and adopt the policie with Cllr Kay's amendments. Proposed by Cllr Potter, Seconded by Cllr Kay – named vote – 8 in favour (Cllrs Bastin, Berrett, Bolder, Dykes, Fairclough, Kay, Potter, and Rankin). 1 Opposed (Cllr Dowie) CARRIED

- f) **Public Arts Project Update** – Progress report from Cllr Berrett

Mosaics installed. Standing stones complete – need Mace/GA to complete bases, they've had drawings done, needs budget signed off by Mace, then 3 weeks to order. Nor – new mural proposal just in, Working Group to review.

- g) **Parish Maintenance Schedule** - Council to consider and agree a Maintenance Schedule of regular works around the Parish and agree the tender process

Cllr Dowie required clarification on which side of the chainlink fence was required to cut back - can only cut overhanging vegetation on the outside.

Proposed by Cllr Kay, Seconded by Cllr Bastin - Vote – unanimous in favour.

Note: add fence between WI fence and Orchard for R&A committee to discuss

- h) **The Coronation of the King** –

Update on plans and recruitment of volunteers.

Facebook enthusiasm for party & beacon – email from Cumnor PC who would like to light the beacon – invited us to join them – Chris Church to lead – tasks to be circulated to Cllrs, Pavilion volunteers and previous volunteers. – ACTION: Cllrs Berrett and Church

- i) **Pre-election Period Advice for Councillors** - For Councillors to note information provided by Vale of White Horse District Council

Noted

- j) **Community Emergency Plans**

Defer until next meeting as LB attending training 29/Mar

- k) **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.**

Noted we are bound to work to principles, Cllrs to be aware. Pause developing policy for this Council until we have a new Clerk as only a SLCC member can use the templates.

22/156: Questions raised by Councillors: [None](#)

22/157: Other Documents & Letters Received: [None](#)

Chair acknowledged Cllr Dykes long service and thanked her – her last Council meeting tonight – after 32 years. Also thanked the Clerk for her service as it is also her last meeting.

Meeting closed at 10pm.

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