



Botley and North Hinksey Parish Council



Mrs Julie Flenley, Locum Clerk to the Parish Council

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A Meeting of Botley and North Hinksey Parish Council will be held at 7.30pm on Thursday 18th May 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](#)

To view the meeting from a computer, tablet or smartphone, use this link: <https://us02web.zoom.us/j/85269414340>

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

Meeting ID: 852 6941 4340

You will also be prompted to enter the following passcode: 479462

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

Julie Flenley.

Julie Flenley - Locum Clerk to the Parish Council

11th May 2023

AGENDA

23/013: Elect a Chairman of the Council: To CONSIDER nominations for Chairman and ELECT one.

23/014: Declaration of Acceptance of Office: To ACCEPT the Declaration of Acceptance of Office from the Chairman.

23/015: Elect a Vice Chairman of the Council: To CONSIDER nominations for Vice Chairman and ELECT one.

23/016: Declaration of Acceptance of Office: To ACCEPT the Declaration of Acceptance of Office from the Vice Chairman and all other Councillors.

23/017: To receive Apologies for Absence

23/018: Register of Members' Interest: Councillors to provide and confirm their Register of Interest forms.

23/019: Declarations of Interest in items on the Agenda

23/020: Approval of draft minutes of the Parish Council meeting held on 27th April 2023.

23/021: To review the Terms of Reference and delegation arrangements for Committees, staff and other local authorities and confirm committee structures.

23/022: Appointment to Committees & their respective Chairmen. Once appointed committee members elect a Chairman:

- a) Planning Committee
- b) Communications Committee
- c) Recreation & Amenities Committee
- d) Remembrance Day Committee
- e) Personnel Committee
- f) Finance & General Purposes Committee (The committee will consist of the Chairman and Vice-Chairman of the Council, Chairmen of the other Committees plus 1 Councillor with extensive knowledge of the Parish and 1 further councillor).

Appointment to F&GP Committee of:

- a) A councillor with extensive knowledge of the Parish
- b) A further councillor

23/023: Appointment to Working Groups (Chairmen are appointed during the first meeting of the Working Group)

- a) Environment & Wellbeing Working Group
- b) Skatepark Working Group
- c) Pavilion Fundraising Working Group
- d) Public Arts Project Working Group

23/024: Appointment of Parish Council Representatives

- a) Louie Memorial Pavilion Trustees (max. of 2)
- b) Seacourt Hall CIO plus Seacourt Hall Charitable Trust Trustees (max. of 4)
- c) Botley Traffic Advisory Committee (max. of 4)
- d) Parish Transport Representative (1)
- e) Oxford Green Belt Network Representative (1) (usually the Chairman of the Planning Committee)
- f) Website Management (max. of 2)

23/025: To approve list of Bank Standing Orders and Direct Debits for the year.

23/026: To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

23/027: To review and adopt Standing Orders, Financial Regulations, and Code of Conduct for Council operation.

23/028: To review the asset register of Botley and North Hinksey Parish Council.

23/029: To review the General Power of Competence. Following the May 2023 elections, where 14 councillors were returned, and given the Locum Clerk is qualified in the Certificate in Local Council Administration, members are recommended to REVIEW the General Power of Competence, and ADOPT it, having met the conditions contained in the Localism Act 2011 S. 1(1).

23/030: To review all Policies and Procedures under the Personnel category including internal Policies and Procedures. Council to note the recommendation from the previous Council that the Equal Opportunities Policy should be reviewed in detail and updated to cover wider ranging aspects of equality, diversity and inclusion, and to delegate Councillors to aid the Clerk in redrafting this document.

23/031: To review all Policies and Procedures under the Privacy / Data Protection and Freedom of Information categories. Council to note the recommendation from the previous Council that these Policies should be reviewed in detail and updated, and to delegate Councillors to aid the Clerk in redrafting these documents.

23/032: To review Policies and Procedures under the Complaints Handling, Media & Communications and Other categories.

23/033: Council to review and agree delegated responsibilities for Councillors:

- a) Bank signatories for Barclays Bank and Unity Trust Bank
- b) 1 Councillor (not the Chairman or a bank signatory) to verify and sign bank reconciliations and statements in line with financial regulation 2.2.
- c) 2 Councillors to carry out Allotment Plot inspections as and when required.

23/034: CLERK'S REPORT (*paper 2*) (5 minutes)

23/035: COUNCIL MOTIONS

23/036: COUNCIL MATTERS (Total 45 minutes)

1. Finance

- a. Approval of Orders for Payments since last full Council Meeting (*paper 3*)

2. Recruitment

- a. Council to NOTE that shortlisting for Clerk/RFO/Grounds person Recruitment has been completed and to CONFIRM members of the interview panel for each role.

3. Public Art

4. Pavilion project

For Council to NOTE the updated timescale for consideration of Planning Application P22/V2377/FUL for the Louie Memorial Pavilion, and to CONFIRM its intention to proceed with next steps as previously advised by the architect once planning permission is granted:

- i) Clearing pre-commencement decisions to allow for
- ii) A demolition package to be produced, tendered for and carried out for at least the former scout hut if not the Louie Memorial Pavilion as well, to help mitigate the increasing health and safety risk of the continually dilapidating former scout hut.
- iii) Continuing with stage 4 design of the project up to building control level, which would allow for better cost estimates for fundraising.
- iv) Initiating the Nick Moore (13C Consulting) fundraising plan.

The fees for these next steps would be for stage 4 onwards as per the previously agreed contract.

5. Skatepark project – update on planning application

6. Website and email update – for Council to CONSIDER upcoming changes to the website domain and email addresses in line with the new parish name that came into effect at the election and AGREE to instruct Kitson on the change of domain name and new email addresses for councillors.

7. Councillor Training

8. Future meetings

- a. Approval of meeting schedule for the coming year

23/037: Questions raised by Councillors: (Max 5 mins / question, 15 mins total)

23/038: Other Documents & Letters Received:

23/039: Date of Next Meeting: 15th June at 7.30pm