



# North Hinksey Parish Council



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May 2019

## **MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL WILL BE HELD ON THURSDAY 9<sup>th</sup> MAY 2019, AT 8.00 PM, IN THE SEACOURT HALL, BOTLEY.**

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Present: The Chairman, Councillor Kay, and Councillors L. Berrett, A. MacKeith and C. Potter, Allen, Dowie, Blase, Bolder, Rankin, Dykes, Jones.

Others Present: C A Ryde (Parish Clerk) and 2 members of the public.

### **19/01 APOLOGIES FOR ABSENCE.**

Councillors Fairclough, Church and Bastin and County/District Councillors Debby Hallett, Emily Smith and Judy Roberts.

### **19/02 ELECTION OF CHAIRMAN**

Councillor Kay was nominated and elected by 9 votes for ,1 against and 1 abstention.

### **19/03 ELECTION OF VICE-CHAIRMAN**

Councillor Potter was nominated and elected by 9 votes for with 2 abstentions.

### **19/04 APPOINTMENT TO COMMITTEES AND THEIR RESPECTIVE CHAIRMAN (Once appointed each committee is asked to agree a Chairman)**

#### **a). PLANNING COMMITTEE**

Councillors Allen, Dowie, Rankin, Kay and Dykes put themselves forward and voted by 4 votes (one abstention) to appoint Councillor Rankin as Chair of Planning.

#### **b). ALLOTMENTS COMMITTEE (including North Hinksey Nature Reserve and the Community Orchard)**

Councillors Dowie, Mackeith and Bolder put themselves forward and voted by 2 votes (one against) to appoint Councillor Mackeith as Chair of The Allotments Committee; with a minimum of one Committee vacancy to be filled subsequent to this meeting.

#### **c). COMMUNICATIONS COMMITTEE**

Councillors, Berrett, Potter, Dowie, Church and Kay put themselves forward and voted by 4 votes to appoint Councillor Berrett as Chair of The Communications Committee

- d). RECREATION AND AMENITIES COMMITTEE (includes LM Playing Fields, Copse, Fenland, LM Pavilion Trust, cutting grass at the NH Village Green and Churchyard)

Councillors, Kay, Potter, Dowie, Bolder, Berrett, Mackeith, Allen, Rankin, Blase had put themselves forward and voted by 7 votes (2 abstentions) to appoint Councillor Potter as Chair of the Recreation and Amenities Committee.

- e). REMEMBRANCE DAY COMMITTEE

Councillors, Fairclough, Dykes, Rankin and Berrett put themselves forward and appointed Councillor Fairclough as Chair by 2 votes to 1.

- f). FINANCE AND GENERAL PURPOSES COMMITTEE

The committee will consist of the Chairman and Vice-Chairman of the Council, Chairmen of the Allotments, Recreation and Amenities, Planning and Remembrance Day Committees + 1 Councillor with extensive knowledge of the Parish and 1 further councillor.

It was noted that all appointed Committee Chairs were by virtue of office members of the Finance & General Purposes Committee.

**APPOINTMENT OF:**

- a). A councillor with extensive knowledge of the Parish.  
Councillor Bolder was appointed to this position.

- b). A further councillor.

Councillor-Jones was appointed.

**19/05 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES**

- a). BOTLEY TRAFFIC ADVISORY COMMITTEE (MAX. OF 4)

Councillors, Dykes, Mackeith, Blase, and Jones were appointed.

- b). LOUIE MEMORIAL PAVILION TRUST (MAX. OF 2)

Councillors, Bolder and Mackeith were appointed.

- c). SEACOURT HALL MANAGEMENT COMMITTEE (MAX. OF 4)

Five Councillors put themselves forward. Councillors, Berrett, Kay, Potter, Fairclough were appointed following a vote, with Councillor Bastin being unsuccessful.

- d). PARISH TRANSPORT REPRESENTATIVE (1)

Councillor Blase was appointed.

- e). OXFORD GREEN BELT NETWORK REPRESENTATIVE (1)

Traditionally the Chairman of the Planning Committee, therefore Councillor Rankin was appointed.

- f). WEB-SITE MANAGEMENT (MAX. OF 2)

Councillors Kay and Berrett were appointed

**19/06 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**19/07 APPROVAL OF THE MINUTES OF:**

i). THE PARISH COUNCIL MEETING HELD ON THURSDAY 25<sup>th</sup> APRIL 2019:  
Were approved and signed as a true record.

ii). THE F & GP COMMITTEE MEETING HELD ON THURSDAY 25<sup>th</sup> APRIL 2019. **Paper 2**  
Were approved and signed as a true record.

**19/08 APPROVAL/CONSIDERATION OF OTHER COMMITTEE AND WORKING GROUP MINUTES**

There were no other items under this heading.

**19/09 URGENT BUSINESS APPROVED BY THE CHAIRMAN OF THE PARISH COUNCIL**

Council approved an extension to the signing of the acceptance of office by 2 weeks from the date Of the AGM, so as to allow Councillors not present at the meeting to complete the signing.

**19/10 MATTERS RAISED BY MEMBERS OF THE PUBLIC**

There were no matters raised by members of the public.

**19/11 QUESTIONS RAISED BY COUNCILLORS**

There were no questions raised by Councillors.

**19/12 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

The yellow lines proposal for Lime Road was circulated and consultation on both the lines for Lime Road and North Hinksey Lane was to progress.

The re-installation of the yellow lines and repair to the bank on the top part of North Hinksey lane was reportedly to take place before the end of May.

**19/13 ACTION REVIEWS FROM THE LAST COUNCIL MEETING**

All actions were reviewed as agenda items.

**19/14 CLERKS REPORT**

**1). Playing Fields**

**Scheduled Playing Field Safety Checks – Update**

The Clerk reported that

- the Zip wire in the Upper Playing Field had been repaired after vandalism. He was asked to investigate the tension on the Zip wire.
- he was to bring forward the yearly safety inspection and a
- Repair was needed to part of the Wet Pour surface in the Lower LM Field playground.

**2). LM Pavilion Caretaker:** The Clerk was asked to progress advertising the Caretakers position with a view to advertising the Post as soon as possible in The Sprout with a closing date of Monday 10<sup>th</sup> June.

**COUNCIL MOTIONS**

Cllr C Potter proposed and Cllr L Berrett seconded the motion:

"In response to inaccurate information circulated within the community prior to the recent public consultation on planning application P19/V0696/FUL and the parish council elections, Council **RESOLVED** (by 9 votes for, 2 against) to clarify its current position regarding negotiations with the Scouts for their continued use of facilities at Louie Memorial Playing Fields beyond the expiration of the current lease in 2020. This clarification was to be via:

- 1) a written statement of NHPC's current position issued through NHPC's communication channels (parish noticeboards, NHPC website, NHPC Facebook page), and
- 2) a letter of invitation to the 4<sup>th</sup> Oxford Scout Group to a public meeting where concerns about the planning application can be discussed in a balanced and meaningful way."

Both the statement and the letter were to be amended:

- under **Assurance of Affordability** to read; *NHPC intends that the costs to the Scouts for priority access to the new shared-use facilities will be affordable and comparable to the costs otherwise incurable for running costs, maintenance and longer-term upkeep of the Scout Hut and;*
- under **Continuity of core Scouts programme and assurance of future management** *NHPC will not require the 4<sup>th</sup> Oxford Scouts to reduce your current programme (one of each section of Beavers, Cubs and Scouts and an associated District Explorers section). NHPC expects the 4<sup>th</sup> Oxford Scouts to have Trustee representation on the management committee for the new shared facilities, through which you would work collaboratively with other community stakeholders in planning future expansion.*
- The fourth bullet point first sentence to read; *the current Scout Hut land retained as a fenced area dedicated for woodcraft activities.*

**COUNCIL MATTERS****FINANACE****1). Annual Governance Statement**

Councillors acknowledge their responsibilities as indicated in the Annual Governance Statement, (Section 1, page 4 of 6 of the Annual Return) and as proposed by Councillor Kay and seconded by Councillor Dykes AGREED the responses given. The Chairman of the Parish Council and the Responsible Finance Officer signed that section.

**2). Consideration of the Independent Internal Auditor's (IIA) Report 2018/2019**

The Parish Council considered the report of the Internal Auditor and noted that there Were NO INTERNAL AUDIT RECOMMENDATIONS.

**3). Consideration of the Audited Final Accounts and Annual Report for 2018/2019 and the RFO's Out-Turn Report 2018/2019**

Councillors CONSIDERED and AGREED the reports/comments: -

- a). The statutory Annual Report which contained the audited accounts for 2018/2019.
- b). The Responsible Finance Officers report in relation to the 2018/19 accounts.
- c). Comments from the Finance and General Purposes Committee on the final accounts and IIA report.

The Clerk /RFO answered questions to the satisfaction of Councillors.

**4). Local Councils in England Annual Governance and Accountability Return for the Year Ended 31<sup>st</sup> March 2019**

Councillors CONFIRMED that the audited accounting statements shown in Section 2 – Accounting Statements (page 5 of 6) in the statutory Annual Return for 31 March 2019, were seen and APPROVED by council. The Chairman of the Council and the Responsible Finance Officer signed the return confirming this fact with reference to minute 19/16.

**5). Insurance Review**

Councillors AGREED to renew the policy from BHIB at premium of £2033 .30p.

**6). Badger Vaccination Project**

Representatives of the Oxfordshire Badger Group (OBG) presented to Council details of their proposed vaccination project in the Parish, and Council discussed and AGREED to support implementation of this project on NHPC owned land. OBG to liaise with NHPC prior to implementation to avoid issues impacting on parishioners (e.g. health and safety, access).

**7) LM Field Pavilion Planning application (P19/V0696/FUL**

Councillor Potter gave an update informing Council that there would be amended plans to consider made in line with the recommendations put forward by Sports England and that there may be further adjustments as a result of continued consultation. It was therefore anticipated that the final plans would be considered by The Vale of White Horse DC in Mid-June /early July 2019.

**8) Neighbourhood Plan**

Council-CONSIDERED and AGREED the amended responses to the Independent Examiner comments. Councillor Kay to submit the responses to the Independent Examiner via the VOWHDC Planning Department.

**9) Oxford to Cambridge Expressway**

Councillor Kay updated Council on the current position and informed them that the next meeting to Discuss the proposed Expressway was to be either the 22<sup>nd</sup> or 29<sup>th</sup> May. Councillors Kay and Church were confirmed as continuing as members of the Expressway Working Group, and were joined by Councillor Berrett to bring the number of members back to 3 as under the previous Council.

**10) Botley Centre Redevelopment and New Seacourt Hall.**

Councillor Berrett gave Councillors an update with likely completion of the building around late November 2019 and occupation in early January 2020. It was noted that there would be changes to the temporary parking spaces, initially moving some of the spaces to the Arthray Road entrance area in the short term, followed by opening of the parking behind the new Community Building at the end of the year.

**19/18 ACCOUNTS FOR PAYMENT.**

Councillors AGREED payment of £210 for T H Neale for grass cutting ref Village Green, Church Yard, Nature Reserve and Orchard

**19/19 OTHER DOCUMENTS AND LETTERS RECEIVED.**

There were no other documents or letters reported.

**19/20 DATES OF FUTURE MEETINGS**

A full list of future meetings would be circulated by the Clerk but it was agreed to postpone the F&GP Meeting scheduled for Thursday 16<sup>th</sup> May 2019 to either the 11<sup>th</sup> or 18<sup>th</sup> July 2019.

Fin( draft 3 )inc chair 30<sup>th</sup> May 2019