



North Hinksey Parish Council



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A Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 24th June 2021 in the Seacourt Hall and via video conference

Those Present: Cllr Potter (Chairman) Cllrs Bastin, Berrett, Blase, Bolder, Church (from 21/042(2)), Dowie, Dykes, Fairclough, Jones, Kay and MacKeith. Cllr Allen attended from 21/137 Q4 in a non-voting capacity via Zoom.

In Attendance: Sharon Henley, Clerk, County Cllr Judy Roberts, District Cllr Emily Smith

Members of Public: 7

21/033: Apologies for Absence: Cllr Rankin.

21/034: Declarations of Interest: Cllr Dowie declared a pecuniary interest in the allotments at a Plotholder.

21/035: Request from Cllr Dowie for a dispensation to a pecuniary interest as an allotment plotholder to speak and vote on Developing an Allotments Association in item 21/141. The request is that the dispensation is granted in the interests of persons living in the parish. Proposed by Cllr Potter, seconded by Cllr Fairclough. Cllr Dowie abstained and all others voted in favour. APPROVED.

21/036: Approval of Draft Minutes

1. Recreation & Amenities Meeting 29th April: Proposed by Cllr Potter, seconded by Cllr Blase, Cllr Dowie requested a named vote. All committee members voted in favour except Cllr Dowie who voted against. APPROVED.
2. Annual Meeting 6th May: Proposed by Cllr Potter, seconded by Cllr Berrett, Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie and who voted against and Cllr Bolder abstained. APPROVED.
3. Environment & Wellbeing Meeting 27th May: Proposed by Cllr Potter, seconded by Cllr Bastin, Cllr Dowie requested a named vote. All committee members voted in favour except Cllr Dowie who voted against. APPROVED.
4. Remembrance Day Committee 17th June: Proposed by Cllr Fairclough, seconded by Cllr Dykes and unanimously APPROVED by Committee members.
5. Extraordinary Council Meeting 17th June: Proposed by Cllr Potter, seconded by Cllr Fairclough, Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie who voted against and Cllr Jones and MacKeith abstained. APPROVED.

21/037: Matters raised by Members of the Public:

Question 1

Councillor Allen voted against setting up a skate park working group but subsequently chose to be on that working group. I am interested to understand the reason for voting against it and if she is in favour of building a skate park for the community.

Cllr Potter read the question but Cllr Allen was not present and the Clerk to request a written response for the minutes (*not received*).

Question 2

Councillor Dowie abstained from setting up a skate park working group but also chose to be on that working group. I am interested to understand the reason for his abstention and if the community has his full support in building a skate park (subject to planning etc).

Firstly, let me make it clear that I am an elected parish councillor. I am entitled to be on a parish council working group and I am entitled to express my views.

Generally, I vote against the setting up of parish council working groups because they are:

- (a) not open and transparent
- (b) often poorly focussed and wasteful of resources, especially time
- (c) vulnerable to domination and manipulation by individuals and small groups

The primary purpose of a working group is to research topics, gather information and provide advice and recommendations to the parent committee. Working groups cannot set policy, make decisions that impact on parish council operations or carry out functions on behalf of the parish council.

The proposed skatepark is a contentious issue that needs to be clarified. Unfortunately, clarification is not forthcoming from the parish council itself.

I abstained in the vote on the setting up of the skatepark working group because I did not want to deny those individuals who thought they could assist in the clarification of the proposed skatepark an opportunity to do so.

At present it is unclear how large the skatepark will be, where it will be located, what the planning considerations are, what age group it is intended for, what features it will contain, how it will be paid for or how it will be managed and maintained.

It is not reasonable to expect unconditional support for a proposal which remains so poorly defined.

The proposed skatepark is a minority interest but in my view a legitimate one which takes its place among all the other interests of members of the community (in this case I assume we are referring to the residents of North Hinksey as the 'community'). The supporters of the skatepark on their own do not form the entire the community and I believe they should consider the interests of other groups and not unreasonably damage, displace or dispute them.

The proposals for the skatepark should be weighed against other competing considerations and interests in order to find the best design, most socially acceptable compromise and a sustainable solution for the whole community.

Question 3

Noting the commitment made by Cllr Potter in a statement to Radio Oxford on Friday 11th June that "The Parish Council;...are open to constructive dialogue with the supporters of the scout hut to find out if refurbishment is possible..", will the remedies suggested by Cllr Blase in his report on the Scout Hut be sufficient for a satisfactory EPC rating to be achieved to allow the Hut to be leased again to the 4th Oxford Scouts, and if not, what further work is required?

Answer from Cllr Potter:

The condition report provides a summary of the property's current defects and records the condition of the building as it was when vacated by the Scout Group. The remedies suggested by Cllr Blase (which draw on his professional expertise in building management, and which were made at no cost to taxpayers) are a first-stage indication of needed repair. There is no guarantee that these works, if done, would bring the EPC rating up to a sufficient level for NHPC to lease the building. A clearer indicator of works needed to enable a new lease is the Recommendation Report submitted with the EPC rating (included in tonight's meeting papers and published on the NHPC website). Those recommendations include "Carry out a pressure test, identify and treat identified air leakage" – the latter step potentially including multiple works

(windows, roof, insulation) – and “Consider installing an air source / ground source heat pump”. Further professional works (full structural survey, assessment of costs and potential impacts of recommended works) would need to be undertaken to find out if refurbishment was feasible and cost-effective. The Parish Council currently does not have any budgeted funds or human resource capacity to commission these professional works, but I am certainly open to considering any information or work plan put forward by members of the community. We had a great example of this 10 years ago with the Louie Memorial Pavilion Trustees, who produced a business plan and secured grant funding to save the pavilion from being permanently closed during the 2011-2015 Council that you chaired for 3 years. It would take some hard work and time commitment from people outside of the Parish Council to seriously pursue a refurbishment option, but we saw the Pavilion Trustees do it, and I am open to engaging with any supporters of the scout hut who are up for doing this work now.

Question 4

The parishioner expressed his support for the new Pavilion project and thanked the parish council for their work to date.

Given the majority of the committee have been elected on a mandate to deliver the Pavilion project, and community support has been established in previous consultations, can the committee now please:

- a) share how much money was spent on the flawed Parish Poll, and if the current Scout administration has been asked to contribute to the costs
- b) outline the steps they are taking to minimise further costly disruptions from vocal minority frustrators, and
- c) provide suggestions for actions that can be taken by those in the community that support this project to advance its development?

Answer from Cllr Potter:

Thank you for expressing your support for the pavilion project, which the vast majority of Councillors think will provide the welcoming, modern, and sustainable facilities that this community needs at the playing fields for future generations. To answer your questions:

- a) We have not yet been charged by Vale of White Horse District Council for the costs of the Parish Poll, but as communicated at the Annual Parish Meeting we were advised that these are likely to be around £2500 - £3000. The Scout Group has not been asked to contribute any costs to this.
- b) Generally our Financial Regulations provide a check against uncontrolled spending, since all payments must be approved by a majority of full Council in publicly held meetings. Unfortunately the Parish Poll is a loop hole, in that it can be called by a minimum of 10 parish electors, none of whom must be an elected member of Council, which then incurs costs to tax payers without necessarily having approval from a majority of Council. This was a flaw that was recognized in the Government’s 2014 “Consultation on the Government’s intentions to modernise parish poll regulations”, but unfortunately the recommendations from the consultation (which included a much higher number of electors to call a Parish Poll) were never incorporated into legislation. Parish Polls can only be called at the Annual Parish Meeting, so we will not incur costs from another one this financial year. Hopefully having experienced the costs of this year’s Parish Poll, which resulted in low voter turnout (10%), the parish will not get into a habit of incurring these costs on an annual basis.
- c) The Parish Council would welcome contributions from the community to deliver the new pavilion within the next two years. Some community members with architectural expertise have already made suggestions of features to be incorporated in the detailed designs to further enhance the

green space, and I'm grateful for these fantastic ideas. We have a Fundraising Working Group that community members would be very welcome to join – the Skatepark Working Group is being led by community members rather than parish councillors and is already making great progress towards professional design work, and I'm sure the Fundraising Working Group would equally benefit from community members with some time and enthusiasm for fundraising. We'll also be sharing the detailed building designs as they emerge, which I hope will be in the autumn, so please engage with those so that we deliver a new pavilion that the wider community is excited about.

Cllr Allen joined by Zoom during the above question.

21/038: Reports from County & District Councillors

Cllr Roberts reported new leadership of the County Council which was an alliance of Lib Democrats and the Green Party. There was also an alliance with the Labour Party but an electoral problem was being decided by the Courts.

Skanska had advised that the roadworks on the West Way corridor should be completed by August 8th. A site visit to the West Way development discussed motorists ignoring the pedestrianisation of Church Way between 10am and 4pm, despite speed humps being installed. They were looking see if the pedestrianisation could be made permanent.

The replacement bus shelter on Westminster Way - Green bus shelter options were being considered. Cllr Potter confirmed this was on the meeting agenda but further information was still required.

Cllr Smith reported that she was also working with developers on the pedestrianisation problems at Church Way.

Oxfordshire Plan 2050 consultation was going live on 30th July for 12 weeks. NHPC were asked to help publicise the consultation as well as submit a response.

Covid cases – the Delta variant cases were increasing across the county. They continued to push vaccinations, including for over 18s.

21/039: Review of Actions (Paper 1)

19/98 Burial Facilities: CARRIED OVER

20/83

2. Water Pollution: Cllrs Bastin and Church to consider any additional actions required in respect of water pollution for November meeting ONGOING

17 Dispose of 'Kustom' amplifier, speaker and microphone system, induction loop and associated cabling: Clerk to arrange disposal through Freecycle or similar. ONGOING POST LOCKDOWN

20/115

9. Resilience Project: Cllr Rankin to make enquiries about generator provision. Cllr Berrett to report back to Council on progress. ONGOING

20/130

10. ROSPA Training for Caretaker: Clerk to arrange training. ONGOING-CURRENTLY ON WAITING LIST FOR POST LOCKDOWN.

5. Financial Risk Assessment:

(a) Create Investment Policy

(b) Contingency Plan for loss of key personnel

20/142 – General

(a) Tree Work. Clerk to arrange work at allotments – T3, 8, 7 & 9 CONTRACTOR INSTRUCTED but advised work should take place in summer

8. Cllr Fairclough to produce paper on Military Covenant Trust Fund and Clerk to add to the agenda for the March Council meeting ONGOING FOR FUTURE MEETING.

20/146

(2) Scouts' Lease - Clerk to liaise with Knights in terms of process for awarding of costs (if awarded) for JD and make arrangements to receive money from parishioner ONGOING

20/155

4. Annual Parish Meeting

(1) 20mph speed limit:

(b) Cllr Bastin to work with Cllr Berrett on actively campaigning for the 20mph speed limit via social media, website etc. ONGOING.

20/166

(1) Cllr Jones to approach Cumnor PC regarding safe crossings for Eynsham Rd & Cumnor Hill

(2) Cllr Church to progress agreed Green initiatives as per Paper 2.

20/167

1. Finance

(a) Clerk to arrange deduction of salary overpayments in May salary.

4 (c) Cllrs Rankin and Blase to attempt to board up window and repair fence at former Scout Hut. If unable to complete then the Clerk is to obtain a quote from Graham Sillman. ONGOING.

6. Correspondence with EA on Seacourt Stream Pollution: Cllr Church to speak to EA representative and provide initial feedback. ONGOING.

8. Publishing of draft minutes: Clerk to publish drafts on website as soon as possible following meetings going forward. ONGOING.

9. G Sillman quote for Felicity's Bench: Clerk to accept quote. ONGOING WITH CONTRACTOR.

13. Reinstatement of Benches in Memorial Garden: Cllr MacKeith to determine date for discussion by Allotments Committee. NOW TO FULL COUNCIL TBC

14. B&NH Green Spaces: Cllr Church to progress agreed actions. ONGOING.

21/006 Register of Members' Interests – Cllr Potter to update form.

21/008 & 21/009 Committee Membership & PC Reps – Clerk to produce updated list COMPLETE

21/013 Bank signatories for Unity Trust – Clerk to add Cllrs Berrett & Blase and remove Cllr Kay. COMPLETE

21/014 Standing Orders – Clerk to amend draft as APPROVED and publish. COMPLETE.

21/016 Insurance – Clerk to arrange renewal of cover. COMPLETE.

21/017 PC Minutes 27th April: Clerk to make agreed amendment and publish. COMPLETE.

21/019 Planning meeting 13th May – Clerk to cancel meeting and request extension to deadline for application. COMPLETE.

21/021

2.a) Wi-Fi extenders – clerk to purchase agreed items. COMPLETE – alternative items purchased.

2.c) Risk Assessment for Hybrid Meetings – Clerk to amend as agreed & circulate. COMPLETE

3. Former Scout Hut – Cllr Blase to complete Condition report. COMPLETE

4. Community Renewal Fund grant application for Pavilion-Fundraising Working Group to finalise and submit. COMPLETE

5. Child Protection Policy – Clerk to amend as agreed and publish COMPLETE

21/030 End of Year Finance

(e) Clerk to submit AGAR and supporting documentation to external auditor. COMPLETE

Clerk/RFO to publish AGAR, supporting documentation and statement from RFO on website. COMPLETE.

(f) Clerk to publish and display Notice of Public Rights and circulate to noticeboard monitors for display. COMPLETE.

21/031 Clerk/RFO Role

3) Previous Clerk/RFO job ad and job description to be circulated to cllrs for review at full Council. Cllr Potter. COMPLETE

21/040: CLERK'S REPORT

- The 2019-20 External Auditor's Report had finally been received and a Notice of Conclusion of Audit published. The Council to discuss conclusions and recommendations of the auditor at an Extraordinary meeting at 7.30pm on 1st July.

- A tree/large shrub from Louie Memorial Field fell over driveway of house in Lime Road which Graham Sillman removed. The Chairman thanked Cllr Blase and the Clerk for their quick response.
- ROSPA risk assessments for the play areas and nature reserve had been booked in for July. Cllrs Potter and Blase to be the contacts and to receive the final reports.
- The wired broadband connection had been set up in the Seacourt Hall to enable meetings. Other necessary items of equipment were purchased, including a conference speaker/microphone funded from the Community Hall EMR.
- Graham Sillman completed works on the Pavilion door as the lock became twisted and also on two concrete posts in the Louie Memorial car park, highlighted on the Quarterly Report as being unsafe.
- A request had been received for puppy and dog training on the LM Playing Field from Tuesdays 7-9pm and Sundays 7-8pm from w/c 5th July for a group up to 12 plus the trainer. A Risk assessment had been requested and the trainer asked not to use the large football pitch area.

21/041: COUNCIL MOTIONS

As Cllr Church had not arrived Cllr Potter proposed to take this item later in the agenda. APPROVED. This item was taken after approval of Receipts and Payments 21/042(3)

Motion by Cllr Chris Church and seconded by Cllr Dykes - Developing an Allotments Association

North Hinksey Parish Council recognises the need for improved long-term management of the allotments in North Hinksey. We believe that it is in the interests of all the allotment holders for the allotments to be managed on a day-to-day basis by those holders with a minimum of interference from the Parish Council. This would bring the allotment management into line with practice in the great majority of allotments in England.

We therefore agree that we will work with allotment holders with a view to devolving the management of the allotments to an independent association and we will financially support the formation of that association.

Following discussion Cllr Church proposed an amended motion: **“We therefore agree that we will set up a task and finish working group to engage with allotment holders with a view to examining current practice around the UK and devolving the management of the allotments to an independent association. We will in consultation with allotment holders develop a budget for possible allotment association formation and report back to the Parish Council.”** Cllr Kay seconded the amendment and Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie who voted against. APPROVED.

The amended motion became the substantive motion and was proposed by Cllr Church, seconded by Cllr Dykes. Cllr Dowie requested a named vote and all voted in favour except Cllr Dowie who voted against. APPROVED.

It was further agreed that Cllrs Dowie, MacKeith, Bolder, Kay and Church would form the group.

All plotholder contact information was currently held by the Clerk. Cllr Potter proposed to delegate allotments communications to the group but to be sent out via the Clerk, Cllr Kay seconded and unanimously APPROVED. Plotholders to continue to contact the Clerk but arrangements for the future to be decided by the group.

A five minute break was taken following this item and the meeting reconvened at 8.50pm.

21/042: COUNCIL MATTERS

Finance

1. **Zoom Account** – Resolution to renew annual subscription at a cost of £119.90 (expires 26th June). Proposed by Cllr Potter proposed, seconded by Cllr Kay and unanimously APPROVED.
2. **Agree interim arrangements for on-line payments to Unity Trust Bank prior to recruitment of new RFO.** Cllr Church arrived during this item. As there would be a gap before a new RFO was appointed an Interim RFO was required to be administrator on the Unity Trust on-line account to raise triple authority

payments. Cllr Jones proposed Cllr Bastin for Interim RFO, seconded by Cllr Blase. All voted in favour except Cllr Bastin who abstained. APPROVED.

3. Approval of Receipts and Payments since last full Council Meeting (Paper 2)

	Description	Receipt	Method of payment	Total Amount inc VAT
Paid - expenditure previously approved at Council Meeting or urgent invoices paid in accordance with Financial Regulations				
Lloyds Bank Multipay Card	Monthly Fee April & May @ £3.00 per month		DD	£6.00
BHIB	Insurance Renewal for 2021-22		BACs	£2,076.54
Amazon	Webcam and EE wi-fi mini box for meetings at Seacourt Hall		Multipay Card	£207.49
Amazon	Printer/projector cable for Seacourt Hall meetings		Multipay Card	£4.99
Easy EPC	Commercial EPC for Louie Memorial Pavilion Inv. EPC11149985		BACs	£186.00
Easy EPC	Commercial EPC for Former Scout Hut Inv. EPC11149984		BACs	£198.00
Oxon County Council	Newsletter printing inv 3920466339		BACs	£198.00
BGG Garden & Tree Care	Inv 062/21 Grass Cutting		BACs	£396.00
Amazon	Items for Hybrid Meetings Wireless Keyboard, Microphone & batteries (microphone refunded £17.99)		Multipay Card	£50.67
Barrett Corp Harrington	Inv PS10001757 Insurance Reinstatement Cost Assessment for Former Scout Hut and Pavilion		BACs	£600.00
Post Office	Stamps		Multipay Card	£36.80
Amazon	Stationery Items for Parish Office		Multipay Card	£9.87
Amazon	Pens		Multipay Card	£5.29
IAC Audit & Consultancy Ltd	INV-1191 2020-21 Year End		BACs	£438.00
Oxford Audio Visual Ltd	Inv 015172475 Installation of Wireless Access Points in Seacourt Hall		BACs	£1,490.33
BT	Office phone and broadband Q081 YC		DD	£172.62
EE	Clerk's mobile phone June		DD	£35.59
Amazon	Replacement USB to HDMI adapter cable for Parish Office (previous one broken)		Multipay Card	£18.99
EE	PAYG top up for EE wi-fi mini box for meetings		Multipay Card	£35.00
For Approval				
Acer Trust	Payment under lease for use of Football Field	£740.00		
Various	Allotment Plotholder Rents	£1,577.50		
Zoom	Annual Subscription from 26th June*		Multipay Card	£119.90
Halls Gardening Services	Inv 914 Grass Cutting Nature Reserve		BACs	£76.00
Knights plc	Inv 64954 Advice re Scout Hut (refer to Billing Guide, charges from Feb 21)		BACs	£158.40
Graham Sillman	Inv 621/J961 LMPF Facility's Bench Refurb		BACs	£122.00
Graham Sillman	Inv 0521/J962 LMPF Concrete Path through Woods		BACs	£292.00
Graham Sillman	Inv 521/J963 LMPF Quarterly Inspection 25/05/21		BACs	£190.00
Graham Sillman	Inv 621/J964 LMPF Car Park - replace Chain Link Fence Posts		BACs	£322.00
Graham Sillman	Inv 621/J965 Rubber Crumb Mat - Trampoline		BACs	£118.00
Graham Sillman	Inv 621/J966 Pavilion Metal Door		BACs	£84.00
Graham Sillman	Inv 621/J967 Zip Wire Monthly Tighten		BACs	£40.00
Adam Rankin	Reimbursement for ground anchors for picnics benches		BACs	£98.20
Adam Rankin	Murray Rankin Caretaker Cover 22nd-29th May plus 2 hours plumbing in Pavilion		BACs	£82.96
Lorna Berrett	Reimbursement for Jabra Conference Speaker/Mic to run Hybrid Meetings		BACs	£79.49
Unity Trust Bank	Bank charges for total of 9 cheques paid in for Allotment Rents		DD	£2.70
Various	Salaries, tax and NI for May		SO	£3,237.67
Various	Salaries, tax and NI for June		SO	£3,496.28
Total		£2,317.50		£14,685.78
* Following the meeting it was confirmed that this item was £119.90 plus VAT - £143.88				
Power to Spend is General Power of Competence in all cases.				

Cllr Potter proposed to approve the payments, Cllr Kay seconded and Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie who abstained. APPROVED.

Cllr MacKeith requested payment of the Botley in Bloom grant for The Sprout, as agreed at E&W Committee on 4th March item 5g. Proposed by Cllr Fairclough, seconded by Cllr Church and Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie, MacKeith and Bolder who abstained. APPROVED.

General

4. Bus Shelters

- Councillors Potter and Kay to update Council on the current position. Cllr Kay confirmed that OCC had £54,000 of Section 106 money but approx. £25,000 was required for the Westminster Way

shelter and other work, leaving £29,000. If the new shelter was 'green' then that element would be around £10,000 plus £5,000-£10,000k for the frame. There would be ongoing maintenance costs for this type of shelter but sufficient monies were in EMR to run for 5-10 years.

- b. Presentation from Laura Peacock, OCC on green bus shelters. Deferred until the next meeting due to information not being available.

5. Clerk/RFO Role:

- a. Agree arrangements for recruitment of new Clerk/RFO. Last year's advertisement, application form and an updated job description had been circulated. It was proposed to advertise with the OALC, SLCC, the local paper, Oxford Mail, The Sprout and Facebook with a working publicity budget of £1,000 with the contact being the Chairman. Interviews to be held via Zoom with a recruitment committee of Cllrs Potter, Berrett, Rankin and Blase. Proposed by Cllr Kay, seconded by Cllr Bastin and Cllr Dowie requested a named vote then abstained. APPROVED. Advertisement to be updated with current details. The closing date to be mid-July (or later) with interviews in August, salary levels and contact details updated. Amendments proposed by Cllr Berrett, seconded by Cllr Blase and one abstention. APPROVED.
- b. Update by Cllr Potter on Locum Clerk arrangements. Cllr Potter had contacted the SLCC and a locum was available to start from 22nd July. The SLCC rate is £37 per hour on a monthly rolling contract plus reasonable travelling expenses and accommodation costs. Proposed by Cllr Berrett, seconded by Cllr Fairclough. Unanimously APPROVED.

6. **Reschedule of Council Meetings from July:** To agree revised schedule of full Council and Committee meetings for July and August. Planning Committee had been rescheduled from 8th to 1st July. Allotments Committee 8th July to be cancelled. F&GP to move from 15th to 29th July. Council meeting to move from 22nd July to 5th Aug. An Extraordinary meeting on 1st July at 7.30pm to discuss the external audit. Proposed by Cllr Potter, seconded by Cllr Kay and unanimously APPROVED.

7. **New Pavilion Project:** Update on Community Renewal Fund Grant Application by Cllr Potter. The application was submitted but unsuccessful with feedback that there was not sufficient information about transferable skills. Cllr Potter agreed to circulate the grant application form at Cllr Dowie's request but the document to be kept confidential within the Council as it contained proposed project costs. Kinglerlee who donation the land and built the original Pavilion had been identified as a potential project partner. Cllr Potter had made enquiries about CIL monies available.

8. Pavilion and former Scout Hut

- a. Review of EPC reports for the Pavilion and former Scout Hut and determine any further actions required. **(Papers 3 and 4)** The reports and recommendations were discussed with the Pavilion having an EPC Rating of B and the Former Scout Hut of G. It was confirmed that as landlord the Council could not grant another tenancy unless the rating was improved to at least an E. Cllr Fairclough proposed no further action in relation to the former Scout Hut EPC recommendations, seconded by Cllr Blase and Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie who voted against. APPROVED.
Cllr Dowie proposed that the Council should seek legal advice on whether having obtained a satisfactory EPC the building could be let. Works could be done by members of the community. This was seconded by Cllr Potter and Cllr Dowie requested a named vote. All others voted against except Cllr Bolder who abstained. NOT APPROVED.
- b. Insurance
 - i) Review of insurance valuations for the Pavilion and former Scout Hut and determine any further actions required. **(Paper 5)** The valuations were Pavilion - day one reinstatement £239,000 + VAT and Former Scout Hut £203,000 plus VAT. These were noted.

- ii) To consider payment of £167.31 to correct cover for construction from standard to non-standard for Pavilion and include former Scout Hut in buildings insurance. **(Papers 6a & 6b)**. Acceptance was proposed by Cllr Blase, seconded by Cllr Kay and Cllr Dowie requested a named vote. Unanimously APPROVED.

The two hour time limit in Standing Orders had been reached. Cllr Kay proposed to suspend Standing Orders and continue the meeting. Seconded by Cllr Blase and APPROVED.

- c. To note former Scout Hut Condition Report by Cllr Blase **(Paper 7)** The report was noted. Cllr Blase proposed to publish it on the website, seconded by Cllr Fairclough and Cllr Dowie requested a named vote and voted against. APPROVED. Cllr Berrett to publish the report and photos together with a note that the information was supplied by Cllr Blase in his role of Parish Councillor and not done in a professional capacity and a date included.

9. Parish Poll (Papers 8 & 9): To note results and agree any further actions required.

Q1 "Should North Hinksey Parish Council offer 4th Oxford Scouts a new lease of the Scout Hut, restoring their previous rights and ensuring that they can continue to invest in young people and thrive as a large multi-section Scout Group with over 100 members?" Yes 317, No 107, turnout 10.4%. Proposal carried.
Q2 "Should North Hinksey Parish Council offer 4th Oxford Scouts a new lease of the Scout Hut, restoring their previous rights?" Yes 316, No 108, turnout 10.4% Proposal Carried.

Council noted the results. Cllr Kay suggested making a public statement to address issues raised and to clarify the situation. Seconded by Cllr Fairclough. Cllr Dowie requested a named vote and voted against. All others voted in favour. APPROVED. It was agreed that the Chairman would draft a statement for circulation to all councillors for approval over email for the September Sprout, website and Facebook. Cllr Berrett proposed to hold an open councillor surgery that parents and young people could attend to discuss the outcome of the Poll and answer questions. Seconded by Cllr Kay and Cllr Dowie requested a named vote. Cllrs Dowie, Bolder and Fairclough voted against. APPROVED. Cllrs Potter, Dowie, MacKeith, Blase, Berrett, Kay, Jones and Church were all willing to take part in the surgery and Cllr Berrett to arrange.

Cllr Bolder left the meeting at 22.06 hours.

10. Recreation & Amenities:

- a. **Grass matting installation (Paper 10):** Review of revised quote from Graham Sillman Q948 at £1,755.00 (previous quote presented to R&A Cttee in error) and determine actions. Cllr Potter proposed to accept the quote, Cllr Kay seconded and Cllr Dowie requested a named vote. Unanimously APPROVED.
- b. **Quarterly Inspection of play areas by Graham Sillman (Paper 11)** Review of recommended actions and report by the clerk on any urgent actions already completed. Agree additional actions to be completed. Clerk to obtain a quote for removal of the steps and reinstate the ground. Proposed by Cllr Potter, seconded by Cllr Blase and unanimously APPROVED. Clerk to request the school to complete the pressure washing of MUGA under the terms of their lease. Clerk to obtain quotes from Graham Sillman for all other outstanding items. Proposed by Cllr Blase, seconded by Cllr Fairclough and unanimously APPROVED.
Cllr Church proposed to ask Graham Sillman to complete a formal monthly maintenance visit and this to be added to the R&A agenda for September.
- c. **Zip Wire:** Update by the Clerk on current condition. Approval of monthly tightening of zip wire by Graham Sillman at a cost of £60 per visit, as recommended by HAGs. Proposed by Cllr Potter, seconded by Cllr Blase and APPROVED.

- d. **Update on works at Playing Field including Wetpour and OCC Work on Bridleway** – Cllr Blase. The wetpour was not completed due to contractor difficulties with weather and other matters. The bridleway work had been under way for the past week including re-gravelling and resurfacing.

11. Nature Reserve & Allotments:

- a. **Memorial Garden** - Proposal by Mr Minns to provide a new footpath into the Garden - Cllrs MacKeith and Blase. Cllr MacKeith outlined plans for two paths. The first one, already agreed by NHPC, is for those living in the new flats to escape to higher ground when it floods, and runs along the boundary of the nature reserve. There were supports holding up the fence at the bottom end, so the path would be positioned slightly away from the fence for the first third, then run alongside it. The second, a new proposal, would be a short path, at right angles to the first, to give a second access to the Memorial Garden. Cllr Church proposed to note the proposals and advise Kevin Minns that NHPC approves that the plans are progressed to Planning stage on the understanding that he is responsible for all costs. Seconded by Cllr Fairclough and Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie who voted against. **APPROVED.**
- b. **Orchard Scything** by Oxford Conservation Volunteers on 25th July at a cost of £120: Noted.
- c. **Allotment 47 Rubble Dumped:** Report by Cllr MacKeith. Council to determine remedial actions. Cllr MacKeith advised that neighbours had renewed their fence and left spoil on plot 47. Cllr MacKeith to contact the neighbour to request its removal and report back to Council.
- d. **2021-22 Allotment Plotholder Rents:** Update by the Clerk. Income had been received of £1,577.50 with no outstanding rents due. A list in Dropbox showed those plot numbers where the plotholders had not returned their 2021 plotholder agreement, as requested by the Allotments Committee. It was agreed to discuss this at the next Council meeting.
- e. **Allotment Vacant Plots & New Plotholders:** Update by Cllr MacKeith and the Clerk. Cllr MacKeith had filled several vacant plots.
12. **Update on survey on 'Proposed 20mph Zone in Botley'** by Cllr Church and agreement on any further actions resulting from the survey. The survey results were 73.5% in favour of the proposal. The County Council was looking at making 20mph standard in all residential streets in line with the City Council. Cllr Potter proposed for Cllr Bastin to liaise with Cllr Roberts to progress the proposal. Seconded by Cllr Blase and Cllr Dowie requested a named vote. All were in favour except Cllr Dowie who voted against, **APPROVED.** Cllr MacKeith suggested raising this at the BTAC meeting on 30th June.
13. **Update on Public Art Project** by Cllrs Berrett and Jones. £46,000 was to be released by the Vale immediately with a meeting taking place the following day.
14. **Update on Remembrance Day Service Plans** by Cllr Fairclough. It was proposed to hold the full service if Covid restrictions allowed. Cllr Potter proposed to give Cllr Fairclough delegated responsibility to contact the dignitaries in the absence of a Clerk. Seconded by Cllr Fairclough. **APPROVED.**
- Cllr MacKeith was not present from this item to 21/046.
15. **Neighbourhood Plan.** Cllr Kay to update Council on the finalisation of the Neighbourhood Plan process. Council to decide on the timing of the Steering Group being disbanded. The final version of the plan was awaited from the Vale. Cllr Kay proposed to formally disband the Steering Group and transfer all available funds into NHPC earmarked reserves to support implementation of the plan. The Clerk to obtain quotes for printing of copies of document when available. Seconded by Cllr Fairclough and unanimously **APPROVED.**
16. **Notice of OALC AGM 5th July at 7.30pm:** Agree two councillors who would like to attend via Zoom. Cllr Potter proposed that she and Cllr Berrett attend. **APPROVED.**
- 21/043: Questions raised by Councillors:** There were none.

21/044: Other Documents & Letters Received: There were none.

21/045: Date of Next Meeting: To be confirmed following discussion at 21/141 item 2. To be held at 7.30pm on Thursday 5th August.

The main meeting closed at 22.41 hours.

21/046: Confidential Session (Confidential Paper 1)

1. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to staffing matters. As such the press and public are excluded from this part of the meeting. Proposed by Cllr Potter, seconded by Cllr Kay and Cllr Dowie requested a named vote. All voted in favour except Cllr Dowie who voted against. APPROVED. All members of public were asked to leave the meeting and thanked for their contributions.
2. Report by Cllr Potter on Grievance raised and proposed outcomes for approval by Council. The Chairman outlined the grievance and actions taken. A number of recommendations were made as per Confidential Paper 1. Council was asked to note all recommendations and to consider formally carrying them out through commitment of an appropriate level of resources (e.g. budget and time allocation). Cllr Kay proposed to adopt all items. Further actions as follows:
 - Code of Conduct training – Clerk to obtain quote for approval.
 - Personnel Committee – Chairman to put forward proposals to Council.
 - Councillor and Officer Protocol – Personnel Committee (when formed) to produce a draft document

Seconded by Cllr Church and Cllr Dowie request a named vote. All voted in favour except Cllr Dowie who voted against. APPROVED.

It was agreed to add the Grievance Procedure to the website with other policies.

There being no further business the meeting closed at 10.55pm.