



Botley & North Hinksey Parish Council



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Minutes of the Meeting of North Hinksey Parish Council held at 7.30pm on Thursday 18th May 2023 in the Seacourt Hall and via video conference

Those Present: Cllrs Bastin, Berrett, Davis, Dowie, Johnson, Jones, Kay, Keily, MacKeith, Rankin & Spooner.

In Attendance: Julie Flenley, Locum Clerk to the Parish Council and Responsible Financial Officer. County Councillor Judy Roberts. 1 member of the public in the room, 4 present over Zoom.

23/013: Elect a Chairman of the Council:

Cllr Kay proposed Cllr Berrett, seconded by Cllr Rankin. Named vote requested by Cllr Dowie. Cllrs. Bastin, Berrett, Johnson, Jones, Kay, Keily, MacKeith, Rankin & Spooner voted in favour, Cllr Dowie voted against and Cllr Davis abstained from the vote. Cllr Berrett elected as Chairman.

Cllrs Dowie and Davis noted their concerns regarding the process of election of Chairman (which the Clerk noted was legal and due process). Clerk to evaluate and advise.

23/014: Declaration of Acceptance of Office: Cllr Berrett duly signed and witnessed by Cllr MacKeith.

23/015: Elect a Vice Chairman of the Council: Cllr MacKeith proposed Cllr Kay, seconded by Cllr Bastin. Cllr Davis proposed Cllr Dowie and seconded by Cllr Spooner. Named vote requested by Cllr Dowie. Cllrs. Bastin, Berrett, Johnson, Jones, Kay, Keily, MacKeith & Rankin voted in favour of Cllr Kay. Cllrs Dowie & Davis voted in favour of Cllr Dowie and Cllr Spooner abstained from the vote. Cllr Kay elected as Vice Chairman.

23/016: Declaration of Acceptance of Office: Cllr Kay duly signed and witnessed by Cllr MacKeith. All councillors signed declarations of acceptance of office. Clerk requested that all witnessed wet copies be retained in the parish office for safekeeping.

23/017: Apologies for Absence: Cllrs. Church, Barnes, Gholami-Babaahmady were received by the Clerk.

23/018: Register of Members' Interest: Clerk received 10. Clerk requested outstanding Registers of Interests forms by Friday 25th May 2023.

23/019: Declarations of Interest: Cllr Berrett noted that there were 2 payments to her in the Orders for Payment. Cllr Rankin also noted that there was a payment noted in the Orders for Payment for a family member. Cllrs MacKeith and Jones declared non-pecuniary interest as Trustees of Louie Memorial Pavilion. Cllrs 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.

23/020: Approval of Draft Minutes of the Parish Council Meetings held on 27th April 2023.

Approved with minor amendments to numbering, an invoice to Seacourt Hall and a motion in section 10. Cllr Dowie's apologies were also noted in the minutes as having been previously received. Cllr Dowie requested that the payments to two local charities which were approved in the April meeting (but not

included on the agenda due to being missed as a result of the staff changeover) be withheld to the June agenda for consideration by full council. Cllr Berrett proposed that the changes be accepted, seconded by Cllr Kay and council carried the motion unanimously from the councillors present at the April 2023 full council meeting.

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

Council agreed to dissolve the following Working Groups following a proposal from Cllr Kay and seconded by Cllr MacKeith. Named vote requested by Cllr Dowie. Cllrs. Bastin, Berrett, Dowie, Johnson, Jones, Kay, Keily, MacKeith, Rankin & Spooner voted in favour dissolving the working groups. No votes against, Cllr Davis abstained from the vote.

- Pavilion Project Working Group,
- Leisure Working Group,
- Scout Hut Lease Working Group
- Oxford-Cambridge Expressway Working Group.

23/022: Appointment to Committees & their respective Chairmen

- a) Planning Committee – Membership was agreed as Cllrs Davis, Dowie, Gholami-Babaahmady, Kay & Rankin. Cllr Kay proposed Cllr Rankin for Chairman. Cllr Dowie seconded. Councillors voted 3 in favour, none against and 1 abstention. Motion carried, Cllr Rankin is Chairman of the Planning Committee.
- b) Communications Committee - Membership was agreed as Cllrs Berrett, Church, Dowie, Kay & Keily. Cllr Berrett proposed Cllr Kay for Chairman, seconded by Cllr MacKeith. Councillors voted 3 in favour, 1 against. Motion carried, Cllr Kay is Chairman of the Communications Committee.
- c) Recreation & Amenities Committee - Membership was agreed as Cllrs Barnes, Bastin, Berrett, Dowie, Gholami-Babaahmady, Johnson, Kay, Keily, MacKeith & Spooner. Cllr MacKeith proposed Cllr Spooner for Chairman and seconded by Cllr Bastin. Councillors voted 8 in favour, none against and no abstentions. Motion carried, Cllr Spooner is Chairman of the Recreation & Amenities Committee.
- d) Remembrance Day Committee - Membership was agreed as Cllrs Berrett, Johnson, MacKeith & Rankin. Cllr Berrett proposed Cllr Rankin as Chairman and voted unanimously in favour. Motion carried, Cllr Rankin is Chairman of the Remembrance Day Committee.
- e) Personnel Committee - Membership was agreed as Cllrs Bastin, Dowie, Davis, & Kay. Cllr Dowie proposed Cllr Davis and seconded by Cllr Kay. Councillors voted unanimously in favour. Motion carried, Cllr Davis is Chairman of the Personnel Committee.
- f) New Pavilion Committee – Committee was mistakenly missed off the agenda but admitted here for the record. Membership was agreed as Cllrs Berrett, Dowie, Johnson, Jones and Kay. Cllr MacKeith proposed Cllr Berrett as Chairman. Voted 4 in favour, with one against. Motion carried, Cllr Berrett is Chairman of the New Pavilion Committee.
- g) 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). – Membership was agreed as Cllrs Berrett, Davis, Kay, Rankin & Spooner. Cllr Berrett is Chairman of the Finance and General Purpose Committee as per the Terms of Reference of the F&GP Committee.

Appointment to F&GP Committee of:

- a) A councillor with extensive knowledge of the Parish. Cllr Kay proposed Cllr Bastin as someone with extensive knowledge of the parish. Councillors voted 6 in favour. Motion carried, Cllr Bastin is co-opted to the Finance and General Purpose Committee.
- b) A further councillor. Cllr Berrett proposed Cllr Keily as someone with extensive knowledge of the parish. Councillors voted 6 in favour. Motion carried, Cllr Keily is co-opted to the Finance and General Purpose Committee.

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

- a) Environment & Wellbeing Working Group - Membership was agreed as Cllrs Barnes, Bastin, Church, Davis, Dowie, Kay & MacKeith.
- b) Skatepark Working Group - Membership was agreed as Cllrs Barnes, Dowie, Gholami-Babaahmady, Johnson, Jones, Keily & MacKeith.
- c) Pavilion Fundraising Working Group – Membership was agreed as Cllrs Berrett, Church, Johnson, Jones & Kay.
- d) Public Arts Project Working Group – Membership was agreed as Cllrs Berrett, Jones, Kay & Keily.
- e) Louie Memorial Playing Field Management Working Group – Membership was agreed as Cllrs Berrett & Dowie.

23/024: Appointment of Parish Council Representatives

- a) Louie Memorial Pavilion Trustees (max. of 2) - Cllrs Keily & MacKeith.
- b) Seacourt Hall CIO plus Seacourt Hall Charitable Trust Trustees (max. of 4) – Cllrs Berrett, Church & Kay.
- c) Botley Traffic Advisory Committee (max. of 4) - Cllrs Bastin, Davis, Johnson & MacKeith.
- d) Parish Transport Representative (1) – Cllr Bastin.
- e) Oxford Green Belt Network Representative (1) (usually the Chairman of the Planning Committee) – Cllr Rankin.
- f) Website Management (max. of 2) – Cllrs Berrett & Kay.

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

Cllr Berrett confirmed the list of Standing Orders (SO's) and Direct Debits (DD's) for the year. The Caretakers salary was removed from the list, all others agreed. Cllrs voted 10 in favour, with one abstention. Motion to approve SO's and DD's was carried.

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

Councillors moved to remove arrangements for the Data Protection Officer/Process 2 Matters from the list of legal agreements. Cllr Dowie proposed bringing the contracts of John Kogel and Oxford Tree Surgeons to the June full council meeting – seconded by Cllr Berrett, 10 in favour, 1 abstention. All other contracts and legal agreements were agreed for 2023/24.

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

Councillors motioned to agree them for the year 2023/24 including the Code of Conduct which requires amendments referring to Monitoring Officers, Cabinet Members, and local authorities. Cllr Kay proposed that this be moved to a future agenda, Cllr Dowie seconded – requested that the Clerk review and amend for agreement at a future meeting. 9 councillors in favour, 2 abstentions. Motion carried.

23/028: To review the asset register of Botley and North Hinksey Parish Council. Cllr Kay noted that it was reviewed in February. The Clerk noted that there were 2 further additions and Cllr Berrett noted that further items relating to the Public Art would also need adding. Agreed that the item would be added to the June 2023 agenda.

23/029: To review the General Power of Competence (GPC). Following the May 2023 elections, where 14 councillors were returned, and given the Locum Clerk is qualified in the Certificate in Local Council

Administration, Cllr Berrett proposed that the GPC is adopted and seconded by Cllr Kay. Cllr Dowie requested a named vote. Cllrs Bastin, Berrett, Davis, Dowie, Johnson, Jones, Kay, Keily, MacKeith, Rankin & Spooner. Members agreed unanimously to adopt the General Power of Competence.

23/030: To review all Policies and Procedures under the Personnel category including internal Policies and Procedures. Delegated authorities to Cllrs Dowie, Davis & Kay for reviewing the Equal Opportunities Policy in conjunction with the Clerk to subsequently take to the Personnel Committee. Cllr Kay noted that the Health and Safety policy should be updated annually with the Chairman's signature (now Cllr Berrett). Policy did not require changing, but the signature required renewal.

23/031: To review all Policies and Procedures under the Privacy / Data Protection and Freedom of Information categories. The Council noted the recommendation from the previous Council that these Policies should be reviewed in detail and updated. Cllrs Dowie and Kay agreed to work with the Clerk to check the policies. Cllr Kay noted that the Clerk's contact details would need to be updated on the Privacy Policy. Clerk to update.

23/032: To review Policies and Procedures under the Complaints Handling, Media & Communications and Other categories. Councillors noted that the Complaints Handling Procedure would require contact details updating.

Clerk agreed to produce a schedule for all policies to be reviewed and updated.

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

- a) Bank signatories for Barclays Bank and Unity Trust Bank. Councillors noted that the Clerk, Cllr Bastin and Cllr Berrett had authorisation powers via treble authorisation at Unity Trust Bank. Cllr Berrett proposed the approved signatures for Unity Trust were the Chairman, Vice Chairman and the Chairman of Planning. Seconded by Cllr MacKeith. 10 voted in favour, 1 abstention. Cllr Kay noted the mandate would need to be amended for Barclays to reflect this too.
- 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. Cllr Keily agreed to take on this responsibility.
- c) 2 Councillors to carry out Allotment Plot inspections as and when required. Cllr MacKeith requested that this item be moved to the June full council meeting.

23/034: CLERK'S REPORT (paper 2) Clerk read her report and councillors noted for the record. Clerk to source appropriate training for all councillors in line with the budget and training requirements.

CLLR BERRETT PROPOSED TO SUSPEND THE STANDING ORDERS TO ALLOW MEETING TO CONTINUE WITH A LIMIT OF A FURTHER 30 MINUTES. MAJORITY VOTE, MOTION CARRIED.

23/035: COUNCIL MOTIONS – none.

23/036: COUNCIL MATTERS

1. Finance

- a. Approval of Orders for Payments since last full Council Meeting (*paper 3*). The Clerk noted that a payment for Graham Sillman had been noted twice in error and that a payment to the former Chairman for expenses for the King's Coronation were omitted and would need to be considered as it was omitted from the list. Councillors agreed to allow the Coronation expenses via Financial Regulation 4.10 once circulated by the Clerk. Councillors also agreed unanimously the Orders for Payment as noted above (omitting the payments for Cllrs Bastin

and Berrett). Councillors then approved the payments for Cllrs Bastin and Berrett. Cllrs Bastin and Berrett abstained from voting. Approved unanimously. Clerk to pay.

2. Recruitment

- a. Councillors noted that shortlisting for Clerk/RFO had been completed – 9 candidates had been shortlisted between the combined and individual roles and 2 withdrawals from the process post-shortlisting. Members of the recruitment panel for the Clerk/RFO position were confirmed as Cllrs Berrett and Rankin with a further councillor to be appointed for an optimal 3 councillors on the panel. Interview dates are confirmed for 22nd, 23rd and 24th May. No other councillor present could make the interview dates so Cllr Berrett to email those who had sent apologies to ask for a 3rd interviewee.
- b. Councillors further noted that shortlisting of 4 applications for Grounds person was to take place on Tuesday 2nd May 2023 with the recruitment panel confirmed as being the Clerk, Cllrs MacKeith and Jones, with Cllr Spooner TBC. Interview date confirmed as 24th May 2023.

3. Public Art

Cllr Berrett noted that the Public Art project for West Way was moving ahead. The Standing Stones were installed last week, some landscaping required moving around. Next phase is the mural, slight issue with the artist as some of the murals did not match the brief but a workshop with stakeholders is being organised to resolve this.

4. Pavilion project

Councillors noted the updated timescale for consideration of Planning Application P22/V2377/FUL for the Louie Memorial Pavilion, and to confirmed it's 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.

The project architect updated on the planning situation with VWHDC – the Case Officer was intending to push the application back rather than the timetabled 31st May meeting which is not considered reasonable given the application was submitted in October. Once permission has been granted, the project can move forward. A briefing session is to be arranged by the Clerk for the architect to present the proposals to new council members. Clerk to arrange.

Cllr Kay proposed to adopted points 23/036.4.i-iv, seconded by Cllr Jones. Named vote requested by Cllr Dowie. Cllrs. Bastin, Berrett, Johnson, Jones, Kay, Keily, MacKeith, Rankin voted in favour of adopting the points. Cllrs Dowie and Davis voted against, Cllr Spooner abstained from the vote.

Cllr Dowie noted his objection to wording on the agenda of the state of the scout hut. Objections noted by the Clerk and Chairman.

5. **Skatepark project** – Planning application had been submitted. Public comments appear to be supportive to date.
6. **Website and email update** – Cllr Berrett noted that there would be a new domain for the council due to renaming as Botley and North Hinksey Parish Council. This would flow through to emails, where existing councillors would have all emails transferred over to the new domain/email addresses and newly elected councillors would have new, parish council specific emails. Timescales noted by Cllr Berrett as being as soon as possible. Cllr Berrett to instruct Kitson on the change of domain name and new email addresses for councillors.
7. **Councillor Training** – Clerk to circulate dates.
8. **Future meetings**
 - a. Cllr Kay proposed that the meetings be agreed for May and June, with the later meeting dates added as an agenda item for the June meeting. Seconded by Cllr Rankin. Unanimously agreed.

23/037: Questions raised by Councillors:

Cllr Jones queried the bench on Lime Road, the Clerk confirmed that the works would be invoiced for once done.

23/038: Other Documents & Letters Received:

None.

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