



**A Meeting of Botley & North Hinksey Parish Council
will be held at 7.30pm on Thursday 22nd February 2024
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. Any questions from members of the public need to be submitted to the Clerk in writing by the end of the Monday prior to the meeting.

Papers for the meeting can be viewed at this link: [DROPBOX](#).

To view the meeting from a computer, tablet, or smartphone - [Click here](#).

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

Meeting ID: [884 9056 4330](#) and passcode: [833254](#)

Emma Gordon

Emma Gordon - Clerk to the Parish Council

18th February 2024

AGENDA

24/20: Apologies for Absence.

24/21: Declarations of Interest.

24/22: Approval of Draft Minutes of the - Parish Council Meeting held on 18th January 2024

24/23: Matters raised by Members of the Public. (Max 5 mins / question, 15 mins total)

24/24: Questions from Councillors. (Max 5 mins / question, 15 mins total)

24/25: Reports from County & District Councillors. (10 minutes)

[\(District Council Report Feb24\)](#)

24/26: Review of Action Sheet. [\(Paper 1_Action Sheet Feb24\)](#)

24/27: Clerk's Report. [\(Paper 2_Clerk Report Feb24\)](#)

24/28: Council Motions: To be agreed:

Motion 1.

Proposal by Cllr Dowie, seconded by Cllr Kay: B&NHPC agrees to authorise the Clerk to write to the Environment Agency to ask what specific works are proposed for Parish Council land which forms part of Seacourt Stream to the East of North Hinksey Lane (Plot interest 04/004) for the purpose of delivering a Flood Alleviation Scheme and why the proposed works may require a 4-6 year agreement period.

Motion 2.

Proposal by Cllr Kay, seconded by Cllr Rankin: Council agrees to update BNHPC's Standing Orders with immediate effect by inserting the following wording between 4d items vii and viii:



“Shall permit certain Councillors identified below who are not already members of a standing committee, sub-committee or advisory committee (working group) to attend a meeting of the relevant body with full voting rights as ex-officio substitutes for absent members on the following basis:

- The substitute Councillor(s) will be selected from the pool of permitted Councillors below by the Chair of the relevant body holding the meeting, or in their absence by the Vice-Chair of that body.
- The pool of permitted ex-officio substitute Councillors do not count towards the calculated required quorum for any meeting, however any Councillor attending as an ex-officio substitute will count towards achieving the quorum for that meeting.
- For standing committee meetings the Councillors permitted to attend as ex-officio substitutes are the Chair and Vice-Chair of the Council, and the Chairs of all other standing committees.
- For meetings of sub-committees and advisory committees (working groups) the Councillors permitted to attend as ex-officio substitutes are the Chair and Vice-Chair of the Council, and (where relevant) the Chair of the standing committee that the sub-committee or advisory committee (working group) in question reports in to.”

24/29: Staff:

- a) **Groundskeeper recruitment** – To consider options and agree the steps for replacing the Groundskeeper, including a revised Job Description and a budget for advertising, following receipt of one-months' notice received on 1st February.
([Paper 3a – Groundskeeper recruitment options](#) and [Paper 3b – Groundskeeper JD Revised Feb24](#))
- b) **Training** – To consider and agree for Clerk to attend the OALC Parks Play Areas and Equipment, Sport, and Fitness [training](#) for £110 on 6th March.

24/30: Finance:

- a) **To review the RFO Report.** ([RFO Report Feb24](#))
- b) **Interim Audit for 23-24** – RFO will brief the Council on this. ([BNHPC Interim Audit 23-24](#))
- c) **PayPal Account** – To agree to an account being set up for the purposes of fundraising.
PayPal fees are 1.5% plus 10p per transaction in comparison to Just Giving, which is 1.9% and 20p per transaction.
- d) **Virements** – To review and agree RFO suggestions ([Virements Feb24](#))
- e) **R&A Expenditure requests**
 - i) **Pollarding tree work to the Hutchcomb Copse** - as per Ox Ecology Quote ([Q11015-OxEcology](#))
This would be the culmination of several years of tree works and must be completed before the end of February. For subsequent years it will be possible for people with hand tools rather than chainsaws to pollard the trees on a 5-year rotation.
 - ii) **Safety and improvements list resulting from ROSPA and Quarterly inspections.** ([Refer to items in virement paper](#))
- f) **To review and approve the Orders of Payment.** ([OOP Feb24](#))
- g) **Bank signatories** - Council to authorise Councillors Berrett and Kay to act as signatories for the Barclays Bank accounts alongside the Clerk and RFO, with the RFO to action any required changes.

24/31: Council business:

- a) **Annual Parish Newsletter Distribution** – To confirm the distribution allocation ([Paper 4 – NL Distribution](#)) and to give out the hard copies to all councillors for distribution.



- b) **March Annual Parish Meeting** – Opportunity to suggest agenda items and agree roles and responsibilities.
- c) **Policy recommendations from the Communications Committee** – Consider and agree.
 - i) Email and Communications Policy ([Paper 5 – E&CP 2024](#))
 - ii) Press and Media Policy ([Paper 6 – P&MP 2024](#))
 - iii) Social Media Policy ([Paper 7 – SMP 2024](#))
- d) **Meetings Schedule for 24-25** – Consider and agree meeting dates for all Council related meetings in the following year. ([Paper 8 – Meeting Schedule 24-25](#))
- e) **Personnel Committee Policies** – Update on progress of Policy Review Programme.
- f) **Responsibilities of Chairs of Committees** – To discuss the requirements and responsibilities of Chairs of Committees and to consider attending the OALC Chairmanship training session at £110 per person on the 14th March 9:30-4:30pm. ([Paper 9 – Chairmanship training](#))

24/32: Allotments:

- a) **Allotment Report** – Review report. ([Paper 10 – Allotment Report Feb24](#))
- b) **Clerk request** – The Clerk would like the council to agree at this meeting that she has the Delegated Authority to manage the allotments as per the following:
 - i) The authority to organise initiatives for the good of the plot holders, for example community seed swaps, clean up events, engaging community groups to do free of charge work or organising contractors to do paid work on behalf of plot holders.
 - ii) The authority to issue surveys as and when appropriate.
 - iii) The authority to apply and enforce the stipulations of the tenancy agreement, in consultation with two nominated Councillors.
- c) **Councillor nominations** – To agree the two nominated Councillors should the above request be granted.
- d) **Rent rates for 2025-2026** – To consider whether to apply a nominal increase to the rent rates for 25-26. There is a stipulation to give 12 months' notice for any rent increase, this will be a notice sent out at the end of March.

24/33: Working groups, sub committees and advisory groups: Updates and resolutions.

- a) **Pavilion**
 - i. To receive an update on the current planning status from Cllr Berrett.
 - ii. To receive an outline from Jessop and Cooke Architects on required next steps.
 - iii. To consider the following motion proposed by Cllr Berrett, (still in need of a seconder):
The Council approves to move forward with expenditure on the following items:
 - 1. Initiate Cost Plan (£950) based on planning drawings and outline specification.
 - 2. Approve moving forward and submission of Discharge of Conditions.
 - 3. Initiate technical design (RIBA Stage 4)
- b) **Public Arts** - To receive an update and to consider commissioning the West Way Art Proposal. ([Paper 11 – WWArt](#))
- c) **Skatepark** - To receive an update from Cllr MacKeith and to consider agreement of the following:
 - i. To name the fundraising campaign “Botley Sk8s”
 - ii. To approve the new logo for the fundraising campaign. (Logo will be presented on the day of the meeting)
 - iii. To note the new dedicated fundraising page for the skatepark on the BNHPC website.
- d) **Seacourt Hall Committee Group** – Cllr Church has decided to step down from his position on the Seacourt Hall Committee. Would any other councillor like to take his place on the committee?
- e) **Other updates.**



24/34 Local issues:

- a) **Notice of the passing of Ann Dykes** – To acknowledge and pay respect to former councillor Ann Dykes who passed away recently.
- b) **Great British Spring Clean** – To consider if the Council would like to participate in the Keep Britain Tidy Great British Spring Clean which will run from the 15 March to 31 March.
([Paper 12 __ Great British Spring Clean 2024](#))

24/35: Other:

- a. **OCK Catchment Farmer Cluster** – To consider and agree to take out an informal or formal membership.
([Paper 13 – OCK Membership](#))

Date of Next Meeting: Thursday 21 March 2024