



Botley & North Hinksey Parish Council (BNHPC)



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Minutes Of the Botley & North Hinksey Parish Council Thursday 19th October 2023

Key
Agreed = green
Motion not passed = grey
Action = yellow

In attendance:

CLRs Kay, Bastin, Dowie, Davis, Spooner, Berrett, Rankin, Johnson, MacKeith & Church
9 members of the public including OCC CLR Roberts
4 online

23/080: Apologies for Absence

CLR Keily, CLR Debbie Hallet (VOWH), CLR Barnes, CLR Jones.
Apologies given at the meeting for CLR Gohlami-Babaahmady via CLR Davis - no reason given.

23/081: Declarations of Interest

CLR Dowie declared a Non Registerable Interest (NRI) relating to item 23/093(a) as an allotment plot holder and as an objector to the CPO scheme. He requested dispensation from the council to be allowed to participate on the item. The Clerk outlined BNHPCs Standing Orders and the Localism Act 2011 section 33 relating to dispensation and provided a decision making table to facilitate the councillors decision.

Proposal by CLR Bastin: "For CLR Dowie to be allowed to participate and to vote on item 23/093(a)" Seconded by CLR Rankin

Vote: Unanimously **AGREED**

23/082: Approval of Draft Minutes of the Parish Council Meeting held on 14th September 2023.

Proposal by CLR Church: "To approve the minutes." Seconded by CLR MacKeith

Vote: In favour (9) Abstentions (1) **PASSED**

23/083: Matters raised by Members of the Public (Max 5 mins / question, 15 mins total) None

23/084: Reports from County & District Councillors (10 minutes)

CLR Roberts ran through her report and extrapolated on A34 roundabout works and the Botley Bridge Works.

Question from CLR Kay: For an update on the footpath through the allotments?

Response: If anyone has the names for the right people to contact she would be grateful.

Question from CLR Bastin: How much it might cost to finish the Botley corridor?

Response: The £9.7m only got them to phase one. Phase 2 (Binsey Lane to Rail Station) has not been proposed or funded yet. There is £2.4m from Active Travel 4 that may trickle in and Active Travel 5 is on the horizon.

Question from CLR MacKeith: Could the Active Travel money be put towards the Eynsham Bike Path (EBP) instead?

Response: The feasibility is complete but the EBP needs £15m. CLR Roberts in full support of the EBP.

Questions from CLR Church: Did the failure to circulate the minutes from the HIF1 road meeting, where 23 objectors spoke, mean that the decisions made at that meeting could not be ratified? He asked if the failure to produce a

single piece of paper (the decision notice) could really outweigh the results of the two day meeting and asked whether Cllr Roberts would stand by that decision at a Judicial Review?

Response: That was the legal advice the county had been given. Cllr Roberts agreed that it was a “travesty of democratic authority” and believed that if the minutes had been issued quicker, it may have changed the outcome.

District Council Cllr Smith presented her report.

23/085: Botley Road Closures

- Cllr Bastin will update the council on his attendance of the Network Rail drop in session.

Cllr Bastin reported on his visit to the Network Rail drop in session.

a) Motion to council.

Councillors to vote on the following motion:

Proposal by Cllr Church: “This council notes the continued closure of the Botley Road and that many people are having to wait for buses (including the 4A and 400) at a bus stop where there is no shelter. This council resolves to ask the relevant organisations to install a temporary bus shelter at the current start point for the 4A bus.”

Cllr Church outlined the reasons behind his proposal – stating that the works were only supposed to be over summer. The proposal was seconded by Cllr Berrett.

Vote: Unanimously **AGREED.**

b) Updates and questions answered from the following representatives:

- David Paull of Keir (Confirmed)
- Shaun Ritchie of the Oxford Bus Company (Confirmed)
- Trevor Bayliss of Stagecoach (Confirmed)
- Opportunity for questions from the public. (Max 15 minutes)

David Paull of Kier responded to the above motion saying it would cost in the region of £11k and that it will come down to finding the funding for it. He explained that the delay was because of a Victorian sewerage drain that they did not know was there. He outlined the process they were undertaking to complete the works. He acknowledged the upset and anger that the delays have caused but that they would not meet their deadline if they did not continue the works.

A number of questions were posed from the floor to the three representatives. They revolved around the following themes:

1. Alternative locations and methods of dealing with the bus stop and bridge crossings.
2. The bus timetables.
3. Alternative bus routes and additional services.

Responses according to theme were:

1.

- There had already been six months of discussion around bus stop solutions so far.
- Cripsey Road has been considered as an alternative bus stop location and dismissed, as there is planned works to a gas main on that road in the future.
- It is unlikely that Great Western Rail would consider the proposal of using their bridge because of liability issues and peak time pressure.
- Marshalling people from the bus stops to the buses would not be fair on the marshals as the area to cross is dangerous and the public tend not listen.
- It was noted that since 16th September the overhead pedestrian bridge is passable, but not accessible for all.
- There has been no additional finance to the bus companies to deal with these disruptions.

2.

- There are laws stopping bus companies being allowed to talk to one another, preventing a more spread out timetable.

- The 400 and 4A are the same physical buses that alternate service. Any changes would have a knock on effect, unless another bus was added to the route. This is unlikely as the County Council already had to fund the 4A as it is not commercially viable.
- Buses out of Oxford (S6/S9/E1) have been kept the same as existing schedules to sync with other towns.
- There will be an improved service to the E1, which will now be every 20min weekdays and 30min on Sundays.
- There was a commitment from Stagecoach to look into extending the Sunday evening timetable.

3.

- A shuttle from Seacourt Park and Ride has been considered and dismissed because of cost.
- The 15 bus to the hospital cannot be extended to the train station, as it goes through all the areas affected by the LTNs which has significantly increased the journey time already.
- The 33 buses cannot be redirected via Abingdon Road as there are already 30-40minute delays on that service due to the increased traffic since the Botley Road closure.
- The Botley Flyer will be trialling a new schedule of 10am into town and returning 12:45.
- It is anticipated that the Botley Flyer could resume usual service by March when A34 flyover works reduce.
- There are no late night buses planned.
- Stage Coach committed to further investigating the option for the S9 to join the 420 via Cumnor Hill.
- Taxi companies are charging extortionate rates to residents. Kier have already approached MP Layla Moran to see what can be done.

To close the discussion Cllr Berrett highlighted that what was a 6-month closure has now expended into a 19-month closure but that nothing has been put into place to mitigate the impact on residents affected. She asked if there was a forum for coordination on the matter. Apparently there is not, however Kier meets monthly with the leaders of both councils and can make themselves available for future meetings.

23/086: Review of Action Sheet (See Paper 1_Action Sheet Oct23)

Noted

Meeting paused for comfort break and public and representatives leaving.
All except one member of the public left the room. Three remained on zoom.

23/087: Clerk's Report (See Paper 2_Clerks Report Oct23)

Councillors were pleased with the report that staff are working well together.

23/088: Council Motions

Councillors to vote on the following motions:

Motion 1:

Proposal by Cllr Church: "To agree to the first and fourth resolution of the Climate and Ecology Bill Motion put forward by Zero Hour. Where motion one is to support the Climate and Ecology Bill and motion four is to write to Zero Hour expressing Botley and North Hinksey Parish Council's support for the motion."

(see Folder Climate and Ecology Bill for supporting papers)

Cllr Church gave a brief outline.

Amendment proposed by Cllr Kay: "To include 1-4 not just 1&4." Seconded by Cllr Davis.

Named vote: In favour (9 – Cllrs Kay, Dowie, Davis, Spooner, Berrett, Johnson, MacKeith, Church & Rankin) **PASSED**

Cllr Bastin arrived back from break.

Named vote on amended motion: In favour (10 - Kay, Bastin, Dowie, Davis, Spooner, Berrett, Johnson, MacKeith, Church & Rankin) **PASSED**

Motion 2

Proposal by Cllr Berrett: "That the Earmarked Reserves account currently named NH Nat Res Memorial Garden, be

renamed to *NH Nature Reserve*.”

This is to reflect the recent confirmation from Mr Kevin Minns (See Paper 3_Minns email) that the money given in the Deed of Easement in 2018 was in fact for the Nature Reserve as a whole rather than specifically for the Memorial Garden. **Seconded by Cllr Church**

Vote: Unanimously AGREED.

23/089: Finance

a) RFO Update. (See RFO Update Oct23) - **Noted**

b) Approval of the Year to Date Financial Report.

(See Detailed budget summary End Sept & Reserves Balance End Sept)

Cllr Kay gave a brief outline – confident that the bottom line is correct, even if a few budget codes need to be moved around. Cllr Dowie questioned a few items.

Proposal by Cllr Berrett: “To approve the Financial Report”

Vote: Unanimously AGREED.

c) Approval of BNHPC’s Receipts and Payments since the last Full Council Meeting.

(See Orders Of Payment Oct23)

Councillors asked questions on some amounts, how contractors were being instructed and noted an item to be coded differently.

Proposal by Cllr Berrett: “To approve the Receipts and Payments.” **Seconded by Cllr Bastin.**

Vote: Unanimously AGREED.

d) Council to agree how to rectify the outstanding pension contributions that have been unpaid by both BNHPC and staff.

Proposal by Cllr Kay: “For BNHPC to cover these costs.” **Seconded by Cllr Church**

Vote: Unanimously AGREED.

e) Council to agree to dispose of broken line markers (including disposal method) and to remove them from the asset register.

Councillors discussed how to dispose the items.

Proposal by Cllr Church: “To agree to remove them from the asset register and to allocate any sum under £150 to dispose of the items.”

Vote: In favour (8) Against (2) PASSED

f) Consider accepting quote Q1044 for additional works to bench on Crabtree/Hawthorn Close. (See Paper 4_Crabtree Bench)

Proposal by Cllr Kay: “To approve the Q1044.” **Seconded by Cllr Church**

Vote: Unanimously AGREED.

23/090: Working Groups

a) **Public Arts Working Group Update**

i. West way Mural.

Cllr Berrett outlined progress - The Expression of Interest (EOI) deadline was last Friday. As only one submission was received the EOI deadline has been extended to 27th Nov. The Arts Officer is now publicising it more widely.

ii. Turner Drive Public Art.

Cllr Berrett outlined progress – The Community Consultation notes, locations and ideas documents has been shared. (See folder Public Art.) Residents were contacted resident a WhatsApp group and have until the end of October for comments. The Arts Officer will then write up brief for artist.

23/091: Building Projects

a) Pavilion Project

General Update and Councillors to comment on the Draft Memorandum of Understanding (MOU) between the Pavilion Trust and BNHPC. (See Paper 5_V1 Draft MOU)

Cllr Berrett Updated on progress – Read out the Architects update. The technical design is on pause while we wait to see if the Judicial Review decision will be appealed. Only once the technical design has progressed can a more details cost plan be produced.

Cllr Kay updated that The Memorandum of Understanding (MOU) is a work in progress. There has been some discussion with the Pavilion Trustees. It was noted that the MOU is only an agreement, and that the Lease is the legal document that will always take precedence.

A grey area around the renting out of the football pitch was identified. This was discussed in some detail.

Action Clerk: To update the MOU to include wording that - BNHPC retain the right to cancel games, should the pitch be unfit to play on. This should be the Groundskeepers decision. (Refer to Mathew Arnold lease, as similar clause exists within that)

Action Clerk: To review the section on pitches in detail, with regards to the legality of allowing the Pavilion Trust to earn income from them. Does this need an additional legal agreement separate from the MOU?

Pavilion Trust Chair requested the council consider including the MUGA as well as the Playing Fields in the agreement.

b) Skatepark Working Group Update

Update from Cllr Johnson on progress and the meeting held on Monday 16th.

Cllr Johnson gave update – She outlined the strategic plan for fundraising and predicted that it is unlikely the funds will be raised this financial year. The fundraising team will need the backing of the Council for the bigger bids.

Canvas Spaces have not been delivering on their commitment to help with fundraising. **Action Clerk: To** write a letter to Canvas Spaces to hold them to their commitment stated in the tender process.

Request from Cllr Kay for Skatepark Fundraising Group to liaise closely with the Pavilion Fundraising group to share resources and to avoid approach the same people.

23/092: General

b) Allotments

Clerk to report back on progress. (See Paper 6_Allotment update Oct23)

Clerk presented report.

It was confirmed that should an allotment holder request access to the data from the inspection, this would be provided without the need for an FOI Request.

c) Communications

- i. Website and email migration update from Cllr Berrett.

There have been some holdups because of data capacity and some miscommunication. The new date for email switchover is the 27th October.

- ii. Articles in the Sprout:

Issues recommended by the Communications Committee for featuring in the Sprout include:

- (i) Remembrance Day, (ii) Public Art, (iii) the Local Environment Action Plan, (iv) a Pavilion update, and (v) a Skatepark update. Councillors to agree a complete set of article topics for this financial year and to

identify which articles are to be written solely by the Clerk and which are to be written jointly with identified Councillors.

Proposal by Cllr Berrett: "For the chairs of the committees and working groups, to work with the Clerk to produce a schedule of articles." Seconded by Cllr Kay.

Vote: In favour (9) Abstention (1) **PASSED**

Proposal by Cllr Berrett: "To suspend the Standing Orders so that the meeting can exceed two hours" Seconded by Cllr Bastin.

Vote: In favour (9) Abstention (1)

d) Training opportunities

Council to discuss and nominate attendees for participation in courses listed below, if they are of interest:

- Empowering young voices in your community, 25th Oct (See Paper 7_NALC Empowering young voices)

Contact the Clerk if anyone interested.

e) Policies

Update from Clerk on the progress of the EDI and Safeguarding Policies.

The EDI Policy work has been started. The Safeguarding Policy has not yet been addressed.

f) Grants to the community

- Botley School's thank you (See Paper 8_BS Thank you)
- My Vision Oxford grant update (See Paper 9_My Vision)

Noted

g) Events

- Remembrance Day – Update from the Remembrance Day Committee on arrangements and a request for Councillors to volunteer on the day. (See Paper 10_RD Volunteer request)

Cllr Rankin thanked Clerk for work so far and re-iterated his request for Councillors to volunteer to help on the day. The council were informed that a Bugler has been booked to play on the 11th hour of the 11th day in the West Way Shopping Centre.

Cllr Church left the room at 21:39

- Councillors to elect representative/s to attend the Town & Parish Council Charter Summit. Online or in person on the 26th October. (See Paper 11_OCC T&PC)

No one available to attend.

h) Clerk and RFO Probationary reviews

- Council to appoint members of the Clerk's review panel, with those Councillors being delegated to arrange dates for the reviews and subsequently to report back to Council with a recommendation of either offering the Clerk a permanent role or extending the probation period.
- To note that the RFO probationary period review will be carried out by the Clerk who will subsequently report back to Council with a recommendation of either offering the RFO a permanent role or extending the probation period.

It was noted that the council are late doing this. It should be within a week of 3 months.

Cllrs Berrett, Kay, Rankin & Bastin were chosen for the review panel.

23/093: Other Documents & Letters Received:

Proposal by Cllr Berrett: "To exclude the press and public to discuss confidential matters." Seconded by Cllr Kay.

Vote: Unanimously **AGREED** (Except Cllr Church who was still absent)

Cllr Church returned 21:44

a) Oxford Flood Alleviation Scheme

- i. For Councillors to consider acceptance of the new Heads of Terms for granting access to the Seacourt Stream (See Paper 12_OFAS email and supporting documents in folder OFAS_Heads of Terms Oct23)
Council is a statutory objector. Council position – restate position. Don't want to

Councillors reviewed the papers and discussed the HoT and access request. They expressed confusion that it was said that BNHPC has withdrawn as this is not the case. They noted that the address was wrong.

Proposal by Cllr Rankin: "To action Clerk to write back to Nick Ruddell with the following statement. - "BNHPC will not be signing these Heads of Terms as we continue to object to the scheme as a whole. Should the scheme be granted permission we repeat our previous offer to grant reasonable access for the duration of the works."

Seconded by Cllr Dowie.

Vote: Unanimously **AGREED.**

- ii. Public inquiry – Statement of agreement / matters to be discussed – (See Paper 13_CPO Oct23)

Proposal by Cllr Berrett: "For Clerk to agree that these are our topics." Seconded by Cllr MacKeith.

Vote: Unanimously **AGREED.**

Cllr Dowie explained his activities around his activities as an Objector to the CPO and confirmed that the Clerk has been sent a copy of his objections.

23/094: Questions raised by Councillors: (Max 5 mins / question, 15 mins total) None

Date of Next Meeting: Thursday 16th November 2023 at 7.30pm