



A Meeting of Botley & North Hinksey Parish Council
will be held at 7.30pm on Thursday 14th December 2023
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 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:

<https://us02web.zoom.us/j/89794784274?>

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

Meeting ID: [897 9478 4274](#) and passcode: [016759](#)

Emma Gordon.

Emma Gordon - Clerk to the Parish Council

8thth December 2023

AGENDA

23/110: Apologies for Absence

23/111: Declarations of Interest

23/112: Approval of Draft Minutes of the

- Parish Council Meeting held on 16th November 2023.
- Communications Committee Meeting held on the 30th November 2023

23/113: Matters raised by Members of the Public (Max 5 mins / question, 15 mins total)

23/114: Questions from Councillors (Max 5 mins / question, 15 mins total)

23/115: Reports from County & District Councillors (10 minutes)

23/116: Review of Action Sheet (See [Paper 1 Action Sheet Dec23](#))

23/117: Clerk's Report (See [Paper 2 Clerk's Report Nov23](#))

23/118: Council Motions

Motion 1.

Proposal by Cllr Rankin, seconded by Cllr Kay: "To update BNHPC's Standing Orders (Section 4 – Committees and sub-committees) with the following wording, to allow other councillors to attend committee meetings in order to make them quorate, where a apologies have been accepted."

Item 4.d (between item vii & viii)

Chair's Authority to Make Up Numbers:

In the event that a committee meeting does not achieve quorum as per the stipulated requirement in Item 4d(vii), the Chair of the committee shall have the authority to invite other members of the Parish Council to attend the meeting for the sole purpose of reaching quorum.

Attendance Record:

The names of additional members invited by the Chair to achieve quorum shall be duly recorded in the minutes of the meeting.



Notification of Absence:

Committee members unable to attend a meeting are expected to notify the Chair and the Clerk in advance, whenever possible, to facilitate alternate arrangements for achieving quorum.

Review of Standing Order:

This standing order shall be subject to periodic review and may be amended by resolution of the Parish Council.

Motion 2.

West Way Public Art

As reported in previous meetings a call was put out for alternative mural design ideas with a deadline extended to end of November. One proposal received is from the mosaic artist Clare Goodall who produced the panels for the first part of the project. Clare's proposal draws on the existing work she did with the community in the earlier phase including drawings by local primary school children. Her proposed artwork would be a different style to the previous panels and incorporate other materials.

Proposal by Cllr Berrett, seconded by Cllr Keily: "To vote on adopting one of the following 2 options."

- a. Take forward Clare Goodall's proposal as outlined with a projected Spring completion date. ([See Paper 3-Westway Statement of interest](#))
- b. Retain the EMR of £11,431.70 to combine with c.£9k due to be allocated to artworks after the completion of phase 2 West Way Square. This would then be used for a landmark artwork at the front of the development (corner of West Way and Westminster Way) to be commissioned in 2025.

23/119: Finance

- a) **RFO Report.** ([See RFO Report](#))
- b) **2024-25 Budget.** To consider the draft 2024-25 budget and either to agree the budget and precept request in full or ask the RFO to request from the District Council an extension of the precept request deadline to 22nd January 2024. ([See Draft Budget and Precept information 2024-25](#))
- c) **To approve the Orders of Payment** ([See OOP Dec23](#))

23/120: Matters arising from the Personnel Committee meeting of 30th November:

- a) **Extension of working hours.** To consider and approve a request by the Clerk and RFO for an increase in working hours by 2 hours per week for each role for a period not exceeding 3 months, to be reviewed at the end of that period in line with recommendations by the Personnel Committee. To note – extra hours would be covered by budgeted salary in both this and next year. ([See Confidential papers section: Staff hours log-Nov23 and Staffing and Structure Review-Dec22](#))
- b) **RFO FILCA training.** To approve a request for [FILCA training](#) for the RFO in line with recommendations by the Personnel Committee at a cost of £120+VAT.
- c) **SLCC membership for the Clerk.**
 - i. To approve a request for Council to pay for SLCC membership for the Clerk and to consider membership of relevant bodies for other staff members in line with recommendations by the Personnel Committee. Membership costs £237 per year.
 - ii. To note what the equivalent memberships for RFO and Groundskeepers would be. ([See paper 4 – Equivalent memberships](#)) and discuss if they also would require these.
- d) **EDI Policy.** To agree the recommendation of the Personnel Committee that the new EDI Policy should incorporate the use of Equality Impact Assessments "for every decision, policy, practice and event that the council undertakes." So that those processes are fair and do not present barriers to participation and do not disadvantage any protected groups under the equalities act.



23/121: Matters arising from the Communications Committee meeting of 30th November.

- a) **Training materials on the BNHPC website.** Request from the Clerk for Councillors to forward any available training materials obtained through courses undertaken as a Councillor for inclusion on the password protected page of the BNHPC website.
- b) **Sprout articles.** Council to review and approve the draft calendar of Council articles for the Sprout. (See [Paper 5 - Sprout article timetable](#))
- c) **2024 Parish Council Newsletter.** Councillors to note the draft timetable for production of the 2024 Parish Council Newsletter and to provide the Clerk with ideas for topics to be included. Content to be reviewed at a subsequent full Council meeting. (See [Paper 6 - Draft newsletter timetable](#) and the [Newsletter folder for last 2 years of newsletters](#))
- d) **Backup access to online accounts and new Instagram account.** Council to approve the setting up of a new Instagram account with primary access and backup access for that account plus the Council's YouTube account to be in line with that for the Facebook account. (See [Paper 7 - List of accounts and users](#))
- e) **Noticeboards.** Councillors to volunteer as Council noticeboard representatives.

23/122: Working Groups

Verbal reports from working groups.

23/123: General

a) Allotments.

Clerk to report back on progress. (See [Paper 8 - Allotment Report Dec23](#))

- i) To approve the quote for replacing 42/43 numbered posts that need replacing on the plots. (See [Q1057](#))

b) Communications.

Business Cards. Following the successful completion of the name, email and domain changes. To consider whether to order business cards for any councillors who would like them and for the two administrative members of staff. (See [Paper 9 - Business Cards options](#))

c) Policies.

Council to agree a timetable for individual Policies to be reviewed with all to be completed before the Council's Annual Meeting in May 2024 (See [Paper 10 – Policy renewal dates](#))

d) Events.

- i) **Botley Green weekend.** To hear from the Environment Working Group about their plan to deliver a weekend of green events in the local area.
- ii) **All in one room.** Report back on event.

23/124: Local Issues.

- a) **South Hinksey Parish Council Letter of Support.** To agree to send a letter of support for a cycleway/footpath connection from the bottom end of Betty Lane to the road outside the Oxford Garden Centre. (See [Folder-South Hinksey Cycle Way](#))
- b) **Joint Local Plan.** To appoint councillors to meet and propose a response on behalf of the council. To bring to the January Full Council meeting for approval. Note that South and Vale will be accepting comments between the 10th January and 21st February. (See [Joint local plan letter](#))
- c) **Botley Traffic Advisory Group.** Report back from meeting held 6th December.



23/125: Other Documents & Letters Received.

- a) **Monitoring Officer.** To note that BNHPC's Monitoring Officer Patrick Arran recently passed away and that we have been assigned an interim replacement – Vivien Williams.
- b) **Landscape Recovery Bid.** To note that their bid has been successful.

23/126: Confidential Section

The Council is required to pass the resolution under the Public Bodies (Admission to Meetings) Act 1960 Section1,
extended by the Local Government Act 1972, Section 100, as the following items are considered confidential.

- a) **Probationary review of the RFO.**
 - i) To note the Personnel Committee's assertion that due process has been followed.
 - ii) To approve the Clerk's recommendation that she be offered a permanent position.
- a) **Probationary review of the Groundskeeper.**
 - i) To note the Personnel Committee's assertion that due process has been followed.
 - ii) To approve the Clerk's recommendation that he be offered a permanent position.

Date of Next Meeting: Thursday 18th January 2023 at 7.30pm