



Botley and North Hinksey Parish Council (BNHPC)



Miss Emma Gordon, Clerk to the Parish Council
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Minutes of the Recreation and Amenities Committee 11th January 2024

Committee Members: Cllr Spooner (Chair), Barnes, Bastin, Berrett, Dowie, Gholami-Babaahmady, Johnson, Kay, Keily and MacKeith

Meeting commenced 19:00

Councillors Present: Kay, Barnes, Dowie, Spooner, Bastin, Keily, Berrett, MacKeith. [Quorate]

Others Present: Emma Gordon (Clerk), Alice Hutchomb Retallack (RFO) and 2x members of the public.

On zoom: None

1. **Apologies for Absence:** Cllr Johnson (ill).
2. **Declarations of Interest:** Cllr Dowie declared a Registerable Pecuniary Interest as an allotment holder.
3. **Questions from members of the public** – None.
4. **Minutes from R&A Committee Meeting**
 - a) **12th October 2023** – For approval – **Agreed** [For 5 / 1 Abstention]

Chair of committee moves to item 8 d3.

8d iii) MUGA Basketball Hoops – Progress report from Cllr Spooner and agree next steps.

Parishioner Linus presented the case for a new basketball hoop as the current one is too high, too bouncy and does not have a net. He proposes a “breakaway rim” would be best, to ensure safety. These are £125 including VAT each.

Cllr Berrett arrives 19:05

Cllr MacKeith arrives 19:06

Councillors followed up with some questions and decided the following actions:

- **Clerk to consult** with G-Sillman to find the possibly of installing the new hoops at the correct height.
- **Linus to send** details of the breakaway rim to the Clerk so she can compare quotes.
- **Quotes for hoops** and installation work to come back to April R&A meeting for a decision.
- **Linus to send** the details of what the specifications they have chosen so Clerk can compare against her previous research.

2x members of the public left the meeting.

5. **Review of the R&A 23/24 Budget vs Actual** ([Paper 1](#) – R&A 23/24 budget vs Actual)

The year-to-date expenditure was thoroughly examined, and many councillors raised points across the expenditure lines. Items of note included:

- Playgrounds maintenance and grass cutting will need a virements.
- Aggregating across all R&A budget lines there was only £880 left available to approve the quotes at this meeting.
- YTD budget reports with more detailed breakdowns of cost centres were requested.
- Better referencing to Management Plans and improvements on how the managements plans relate to the budget would have aided the discussion.
- The flailing of the North Hinksey Lane Hedge was not included in the quotes of this meeting but are essential. They were likely to be in the region of £800, therefore only £80 was available for the rest of the quotes.

RFO arrives 19:30



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Councillors proceeded to discuss prioritisation of the works proposed by the quotes in a free flow discussion, asking for clarifications and sharing views this led them to prioritise some over others.

Proposal by Cllr Kay, seconded by Cllr Bastin "To review paper 6, to approve Paper 15, to recommend Paper 7 to Full Council and to defer all other quoted works to the next financial year." **Agreed** [Unanimous]

The meeting then officially moved onto item 8 before returning to item 6.

6. Review and comment on the R&A 24/25 Draft Budget – Last opportunity to feed into the budget in time for F&GP meeting which directly follows this meeting. (Paper 2 – R&A 24/25 Draft Budget)

Cllr Barnes declared a Non-Registerable Interest with regards to the playing fields.

There was a discussion around planned expenditure for the next year. There was some confusion over the income that is being received from Mathew Arnold School for the use of the playing fields.

Action RFO to contact the Acer Trust to discover how their payments are being calculated. It was noted that the Acer Trust contract was soon to be up for renewal.

Only one change to the R&A budget was proposed:

Proposal by Cllr Berrett, seconded by Cllr Kay: To add £1000 to the budget for new litter bins."

Agreed [7 For / 1 Against]

7. Contractor & Groundskeeper activities and proposals – To consider and agree on suggested actions proposed by Clerk. (Paper 3 – R&A Activity review Oct-Jan)

Cllr MacKeith confirmed that Mathew Arnold are the ones who maintain the pitch as part of their contract. Councillors discussed the types of bins that could be used to replace the cement ones.

8. Green Spaces Management.

a) North Hinksey Village Green.

- i) **2x trees near electrical cables** - Discuss options.

(Paper 4 – NOT&G Quote & Paper 5 – Young's Quote)

Proposal by Cllr Kay, seconded by Cllr MacKeith: To defer to the next meeting, but for the Clerk to contact SSE for an initial cut." **Agreed** [Unanimous]

- ii) **Question from Clerk** - who has responsibility for the fence to east side of green.

Not addressed.

- iii) **Litter bin update.**

Not addressed.

b) North Hinksey Nature Reserve.

- i) **Nettle bed** – Consider 2x management options for the area.

(Paper 6 – Nettle Bed considerations)

Proposal by Cllr MacKeith, seconded by Cllr Kay: "To defer to the next meeting."

Agreed [8 for / 1 against]

- ii) **Maintenance contract** – To consider adding regular cutting back around the wooden bridge to the JK Garden Maintenance contract going forwards.



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It was felt that this could save money on the longer term and should be added to the management plan. There was a discussion around the budget for the Nature Reserve, but no change was proposed.

- iii) **Friends of North Hinksey Nature Reserve** – To permit Clerk to set up a WhatsApp group to manage group communications.
Not addressed.

c) Hutchcomb Copse and Fenn.

- i) **Tree Management Work** – Consider and agree quote for tree works. (Paper 7 – Q11015 OxEcology) These works need to be done before 1 March to avoid the bird nesting season. There was some discussion had around the management plans.
Proposal by Cllr Kay, seconded by Cllr Bastin: “To recommend this quote to full Council.”
Agreed [Unanimous]
- ii) **Fenn cut and rake** – Update.
Not addressed.

d) Upper and Lower Louie Memorial Playing Fields

- i) **Outstanding works from previous H&S inspection** – Consider and agree quote for replacement of post. (Paper 8 – Q1061 Rotten post)
Deferred to next meeting as per vote in item 5.
- ii) **Recent H&S inspection** - Review and agree which items to pursue quotes for. (Paper 9 – H&S Quarterly Report)
Not addressed.
- iii) **MUGA Basketball Hoops** – Progress report from Cllr Spooner and agree next steps.
Addressed after item 4.
- iv) **Trampoline** – Review quotes for replacement and decide how to proceed. (Paper 10 – Trampoline replacement considerations) –
Deferred to next meeting as per vote in item 5.
- v) **Replacement of 2x removable and 4x fixed bollards in car park** – Consider and agree quote to replace broken and degraded posts. (Paper 11 – G-Sillman revised Q1034)
Deferred to next meeting as per vote in item 5.
A question was raised about the viability of cement posts as opposed to wooden ones.
Clerk to consult G-Sillman on cement option for next meeting.
- vi) **Playing Fields signage updating Phase 1** – Consider and agree quote to refurbish and repair damaged and deteriorated signage. (Paper 12 – Q1052 signage quote)
Deferred to next meeting as per vote in item 5.
- vii) **Tree cutting along Arnold’s Way 3-5yr solution** – Consider quotes. (Paper 13 – NOTG Quote and Paper 5 – Young’s Quote)
Proposal by Cllr Dowie, seconded by Cllr Bastin: “To defer this to the next meeting”
Agreed [Unanimous]
- viii) **Overgrown Vegetation on Lower Field boundary with Lime Road** – Consider and agree quote (Paper 14 – Q1065 Overgrowth)
Deferred to next meeting as per vote in item 5.



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- ix) **Lubrication of Play Equipment, Gate Hinges and Latches** – Discuss recommencing this routine, consider and agree quote and agree frequency. Graham's maintenance schedule.
([Paper 15](#) – Q1066 Equipment lubrication)

Questions were raised on the necessary frequency of the lubrication.

Proposal by Cllr Kay, seconded by Cllr Berrett: "To approve only this quote and for the Clerk to ask G-Sillman what the recommended frequency is, to be considered at the next meeting." **Agreed** [Unanimous]

Proposal by Cllr Spooner, seconded by Cllr Kay: "To defer all remaining items on the agenda."
Agreed [Unanimous]

- x) **Gate locking trial** – regular review. Deferred.
xi) **Pavilion Trust Update.** Deferred.
xii) **Skatepark Update.** Deferred.

9. **Date of Next Scheduled Meeting:** 11th April 2024.

Meeting adjourned: 20:13.