



**A Meeting of Botley & North Hinksey Parish Council
will be held at 7.30pm on Thursday 21st March 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: [828 7972 9089](#) and passcode: [190716](#)

Emma Gordon

Emma Gordon - Clerk to the Parish Council

15th March 2024

AGENDA

24/36: Apologies for Absence.

24/37: Declarations of Interest.

24/38: Approval of Draft Minutes of

a) Parish Council Meeting held on 22nd February 2024

b) Personnel Committee Meeting held on the 30th November 2023

24/39: Matters raised by Members of the Public. (Max 5 mins / question, 15 mins total)

24/40: Questions from Councillors. (Max 5 mins / question, 15 mins total)

24/41: Reports from County & District Councillors. (10 minutes) ([District Council Report Mar24](#))

24/42: Review of Action Sheet. ([Paper 1_Action Sheet Mar24](#))

24/43: Clerk's Report. ([Paper 2_Clerk Report Mar24](#))

24/44: Council Motions: To be agreed:

Motion 1.

Proposal by Cllr Johnson, seconded by Cllr MacKeith: "To purchase a Sum Up tap and pay machine, for use at fundraising events to allow for fast and secure donations for Council projects, specifically the Skate Park and Pavilion fundraising campaigns."

RFO has confirmed the following: There's there is an upfront cost of £39+VAT for the machine and then a transaction fee of 1.69% for each tap.



24/45: Staff:

- a) **Groundskeeper and Clerk Job Descriptions** - To review and agree Job Descriptions recommended by the Personnel Committee. ([Paper 3 Groundskeeper JD](#)) & ([Paper 4 Clerk JD](#))
- b) To discuss the option of simultaneously exploring the Groundskeeper job being contracted out.
- c) **Annual leave.** To review staff annual leave hours, agree what will be carried over and what can be paid out, and revise when the carried over annual leave can be taken. ([Paper 5 Staff leave requests](#))

24/46: Finance:

- a) **To review the RFO Report.** ([RFO Report Mar24](#))
- b) **To review and accept the LGPS Discretionary Policies.** ([LGPS Discretionary Policy](#))
Only sections 1-3 that need reviewing. 4-7 don't apply to BNHPC but must be included as DOES NOT APPLY.
- c) **General Reserves** – Council to agree for the RFO to move an identified level of excess balances from General Reserves to Earmarked Reserves.
- d) **To agree virements** - as recommended in the RFO Report.
- e) **To review and approve the Orders of Payment.** ([OOP Mar24](#))
- f) **Defibrillator Pads** – Agree expenditure for paediatric pads for Louie Memorial Fields. ([Defib pad quotes](#))
- g) **Memberships** – To review memberships and agree which need to be renewed. ([Memberships 24-25](#))
- h) **Grass Cutting Contract** – To consider quotes and agree to award the Grass Cutting Contract for 2024. ([Grass cutting quotes 2024](#))
- i) **Grant Awards:**
 - i. To consider awarding a grant of £500+ to the Hill End Outdoor Education Centre ([HE Grant Mar24](#))
 - ii. To consider awarding a grant of £3000 to the Friends of Botley School. ([FOBS Grant Mar24](#))

24/47: Working groups, sub committees and advisory groups:

- a) **Public Arts:**
 - i. To review and agree contract with Clare Goodall Mosaics. ([Paper 6 CGM Contract](#))
 - ii. To discuss and select an artist for the Turner Drive Commission, based on an assessment of artistic quality, ability to work with the community and value for money.
 - iii. To apply to the Vale of White Horse District Council to draw down from the S106 allocated funds for the design phase of the project, based on the cost relating to the artist that has been selected.
- b) **Pavilion:**
 - i. To review the fee proposal submitted by Jessop and Cooke Architects and agree to proceed based on these revised costs. ([Paper 7 JCA Fees RIBA4](#))
- c) **Skatepark:**
 - i. To receive an update from the Skatepark Working Group on their fundraising activities.
- d) **Environment:**
 - i. To receive and update on the progress of the Green Spaces Weekend.
 - ii. An opportunity for a representative to be nominated to attend the Ock & Thame Farmers Floodplains and Freshwater Landscape Recovery Project Launch in Little Wittenham on the 23 April (noon- 3pm with lunch.)



24/48: Allotments:

- a) **Allotment Report** – Review report. ([Paper 8 – Allotment Report Mar24](#))
- b) **Rent rates for 2025-2026** – To consider whether to apply an 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. ([Paper 9 – Allotment Financial considerations](#))

24/49 Local issues:

- a) **Matters arising from the Annual Parish Meeting**
 - i. Discuss the option for a Feasibility study for a CPZ scheme around West Way Development.
 - ii. Addressing the neglected state of the Montague road underpass.
 - iii. Brookes university 2025 exit from Harcourt Hill. How to inform the community and facilitate dialogue.
- b) **Community Speed watch** – To consider if the Council would like to support this initiative ([Paper 10 Speedwatch](#))

24/50: Other:

- a) **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. ([Paper 11 Example EIA form](#)).

Date of Next Meeting: Thursday 18th April 2024