

# LITTLEMORE PARISH COUNCIL

## Minutes of the Ordinary Parish Meeting Tuesday 14th June, 2016

7pm at Edith Kempson House, Littlemore, OX4 4BQ

Clerk: Paul Isaacs, 11 Thame Road, Great Milton, Oxon., OX44 7HY

<b>Attendees</b>	Cllr. Lynda Comber (LC - Chair), Cllr. Sue Stewart (SS), Cllr. John Tanner (JT- City & County), Cllr. Gill Sanders (GS- City & County), Cllr. David Henwood (DHen- City), Cllr. Kim Wicker (KW) Cllr. Macer Wicker (MW), Cllr. Richard Wilkins (RW), Cllr. Vijaaratne Karunaratne (VK), Cllr. Matthew Hutton (MH), Cllr. Maggie Willis (MW), Cllr. Sorcha Lanham (SL), Cllr. Michael Evans (ME), Paul Isaacs (Clerk), Judith Godsland (JG - Littlemore Local), <b>PCSO .....</b> and <b>PCSO .....</b> (TVP).
<b>Apologies</b>	Fiona Mullins (Oxfordshire Community 1 <sup>st</sup> ), Cllr. Dorian Hancock (DHan - Vice-Chair), Cllr. Tina Hill (TH - Finance), Cllr. Mashhuda Glencross (MG).

Ref	Item	Notes	Action
2987/16	<b>Welcome</b>	The Chair, Lynda Comber, welcomed those in attendance.	<b>LC</b>
2988/16	<b>Declarations of Interest</b>	No declarations of interest were received.  The Clerk reminded all present that Councillors have a duty to declare all personal interests prior to the discussion of a subject at PC meetings so as not to contravene good governance. Councillors declaring an interest are not able to contribute to the discussion of that subject and may be requested to vacate the room for that section at the discretion of the Chair.	<b>For info. Clerk</b>
2989/16	<b>Minutes of last meeting</b>	The minutes of the 122nd Littlemore PC Annual General Meeting held on Tuesday May 10 <sup>th</sup> , 2016 were confirmed, approved and signed by the Chair as were the minutes of the first Ordinary meeting of 2016/17 also held on 10/5/16.	<b>For info. Approved</b>
2990/16	<b>Matters Arising</b>	It was reported that George Juggins was recovering well from his eye injury that occurred at the Oxford Road recreation ground on 6/4/16. The incident was immediately reported to the insurance company but there was no further update to report.  A second incident that allegedly occurred at the Oxford Road recreation ground on 23/4/16 is also with the insurance company. Again, there was no further update to report.  It was reported that the black poplar tree at the Oxford Road recreation ground has been successfully lopped and cleared as requested.  It was reported that the June/July edition of the Littlemore Local has been delivered. Additional volunteers will be required to deliver the August/September edition.  A discussion was held regarding the use of 'facebook' and social media regarding Parish Council affairs. The matter will be further discussed as an agenda item at the July meeting.	<b>For info.</b>  <b>For info.</b>  <b>For info.</b>  <b>For info.</b>
2991/16	<b>Neighbourhood Plan</b>	A presentation to introduce the benefits of adopting a Neighbourhood Plan for Littlemore had been arranged by Cllr. Henwood but could not take place as Fiona Mullins from Oxfordshire Community 1 <sup>st</sup> had to withdraw at late notice for medical reasons. The presentation was deferred until the July meeting.	<b>For info. DHen</b>

2992/16	Open Forum	The PCSO's ..... were invited to introduce themselves and to give a brief update. PCSO ..... Apologised that the local policing team was suffering staffing shortages including the absence of an active sergeant. This situation will hopefully be rectified shortly. A number of questions were raised regarding local parking and traffic issues. It was agreed that the local police will endeavour to send an e.mailed report for PC meetings if they cannot attend in person.	For info.
2993/16	Chair's Matters	It was reported that .....	For info.
2994/16	Clerk's Update	It was reported that .....	For info.
2995/16	Financial Matters	<p>The summary accounts sheet and governance statement for 2015/16 completed independently by Brian Coombs (BE Solutions Ltd) was presented for approval.</p> <p>A discussion took place regarding the presentation of annual accounts and it was agreed that newly elected councillors could not be expected to agree figures from a financial period that preceded their tenure. However, councillors in post during 2015/16 were prepared to vouch for the summary accounts.</p> <p>The annual financial report and governance statement were proposed for adoption by JT, seconded by SS. Approved by majority vote.</p> <p>It was noted that the 2015/16 full accounts will be available for public inspection for a 30 day period and that the internal audit will now be submitted to the external auditors, BDO LLP.</p> <p>Finally, it was noted that the first quarter finance report for 2016/17 (1/4/16 to 30/6/16) will be presented at the July meeting.</p>	<p>For info.</p> <p>Approved</p> <p>For info.</p> <p>For info.</p>
2996/16	Planning Update	SS, Chair of Planning, reported that .....	For info.

2997/16	<b>Amenities Update</b>	<p>A discussion took place regarding recreation ground signage and bylaws following recent incidents. The Clerk to contact the City Council Parks department for advice as to best practice.</p> <p>It was reported that there has been a build-up of graffiti at both recreation grounds. The Clerk to instruct the groundsmen to remove as much as possible.</p> <p>It was agreed that quotes be obtained to re-instate dog bins or larger waste bins at the two entrances of the Herschel Crescent recreation ground.</p>	<p><b>For info.</b> <b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
2998/16	<b>Transport Update</b>	<p>Even though the County Council are going ahead with their decision to cease all OCC bus subsidies from July 20<sup>th</sup>, 2016, JT reported that there is still some good news for Littlemore with continuation of the T3A service. JT will write to both the Oxford Bus Company and Stagecoach to thank them for maintaining the service and it agreed that the Parish Council will also sign the letter.</p>	<p><b>For info.</b> <b>JT</b></p> <p><b>Agreed</b></p>
2999/16	<b>Oxford City Council Update</b>	<p>JT reported that he had been campaigning hard with GS to keep the Rosehill Children's Centre open. It was due to close in September 2016 but now has funding to stay open to March 2017. Rosehill Children's Centre will then be used a valued 'Family Hub'.</p>	<b>For info.</b>
3000/16	<b>Oxfordshire County Council Update</b>	<p>GS reported that, as the nominated elderly Persons ambassador, she has been informed of a new scheme to install external access keypads to a number of council houses so that elderly persons can be assisted in cases of emergency without having to force entry.</p>	<b>For info.</b>
3001/16	<b>Any Other Business</b>	<p>No items of AOB were raised. The Chair closed the meeting at 8.26pm.</p>	<b>For info.</b>
3002/16	<b>Remaining 2016 Meetings</b>	<p>Tuesdays July 12<sup>th</sup>, September 3<sup>th</sup>, October 11<sup>th</sup>, November 8<sup>th</sup> and December 13<sup>th</sup>.</p> <p>All meetings, 7pm at Edith Kempson House.</p>	<b>For info.</b>

## ACTIONS

- Contact Fiona Mullins / Tom McCulloch (Oxfordshire Community 1<sup>st</sup>) re deferral of Neighbourhood Planning presentation to the July meeting – Tues. July 12<sup>th</sup>.
- Contact Ox City Council Parks to ask for advice regarding recreation ground signage and bylaws. The Clerk will report back to the July meeting.
- Write to Andrew Smith MP regarding the dangers of uncontrolled dogs in public play areas.
- Instruct the groundsmen to remove as much graffiti as possible at both recreation grounds. The Clerk to instruct the as possible.
- Review the Parish Council financial regulations, standing orders and risk assessment policies at the September meeting.
- Hold a budget setting meeting for 2017/18 in November 2016 so that an early decision can be made regarding the precept.

Alleged incident at the Oxford Road recreation ground, Saturday 23/4/16

You have requested the insurance details for Littlemore Parish Council regarding an incident that allegedly took place at the Oxford Road recreation ground, Littlemore on Saturday April 23<sup>rd</sup>, 2016.

Our insurers at that date were as follows:-  
AoN Insurance,

Policy Number  
Public Liability No.

Please note Littlemore PC has received the following information regarding the alleged incident:-

Report from ..... Wilkins –

..... Wilkins reported that Kaylem Wilkins walked through a bonfire area at the edge of the Oxford Road recreation ground on Saturday 23/4/16. This caused burns to Kaylem's feet that resulted in blistering and attention at the JR hospital and Stoke Mandeville hospital. .... Wilkins alleges that the bonfire was still hot from the day before (Friday 22/4/16) when the groundsmen had used the bonfire to burn tree cuttings / excess vegetation.

Report from Ken Barrett, the senior groundsman –

The bonfire used on Friday 22/4/16 had been correctly doused and put out by the end of work on the Friday. The fire authorities had been informed ..... It is his belief that the bonfire area was then used by an unauthorised informal gathering / party on the Saturday which relit a fire on the bonfire area. A large amount of empty bottles and litter needed to be cleared from the area when the groundsmen reported for work on the Monday morning (25/4/16).

Report from independent witness –

The Parish Council has a witness statement from a totally independent witness that .....

Please note that we have sent the exact same information to our insurers and we request that you conduct all f