

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting

Tuesday 8th November, 2016

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

(NB: Minutes taken by Cllr Richard Wilkins & Revised by LPC Chair Cllr Lynda Comber)

Attendees	Cllr. Lynda Comber (LC - Chair), Cllr. Dorian Hancock (DHan - Vice-Chair), Cllr. Sue Stewart (SS), Cllr Richard Wilkins (RW), Cllr. John Tanner (JT- City & County), Cllr. David Henwood (DHen-City), Cllr. Gill Sanders (GS-City & County), Cllr. Matthew Hutton (MH), Cllr. Michael Evans (ME), Cllr. Maggie Willis (MagW), Cllr. Vijaaratne Karunaratne (VK), Cllr. Macer Wicker (MW), Cllr Tina Hall (TH), Judith Godsland (JG - Littlemore Local), Tom McCulloch (Oxfordshire Community First) and one member of the public.
Apologies	Paul Isaacs (Clerk), Cllr Mashhuda Glencross, Cllr Sorcha Lanham, Cllr Kim Wicker

Ref	Item	Notes	Action
3054/16	Welcome	The Chair, Cllr. Lynda Comber, welcomed those in attendance. LC requested that item #2 be removed from Agenda to allow discussion when meeting closed and elected Parish Councillors only to be present – this was agreed. LC thanked Cllr Richard Wilkins for standing-in to take minutes for meeting in absence of clerk.	LC
3055/16	Declarations	No declarations of interest were received.	For info.
3056/16	Minutes of last meeting	The Minutes of the Littlemore PC meeting held on October September 11 th 2016 were confirmed, approved and signed-off by the Chair.	For info. Approved
3057/16	Matters Arising	<u>Chairs Update</u> – Cllr Comber advised that the Remembrance Service is to take place from 10am, confirmation wreath has been organised by Parish Council.	For info.
3058/16	Open Forum	Nothing to discuss	
3059/16	Chairs Update	Nothing to Report	For info.
3060/16	Neighbourhood Plan	<p>Cllr Comber and Cllr Stewart attended a session on Neighbourhood Planning, Parish Council will need to think about a way forward and seek support from local community and consider setting up a local group with member of community taking lead. SS advised that the Parish Council should set up this group, and for a sub-committee to be set up.</p> <p>Following a number of suggestions, it was agreed that the steering group will be led by Cllr David Henwood, assisted by Cllr John Tanner and Cllr Macer Wicker.</p> <p>Notification will be placed in next edition of <i>The Littlemore Local</i> for local residents, emailed to Councillors, and an expression of interest form to be submitted.</p>	<p>LC</p> <p>For info.</p> <p>D/Hen Clerk</p>
3061/16	Transport Update	<p>Cllr. Comber addressed meeting with correspondence from David Tole (Head of Oxfordshire County Council Roads Department) and it was noted that although the correspondence was from 2015, it had mentioned outline improvement proposals for Oxford Road.</p> <p>Cllr Hutton was concerned that drivers were not following speed limits and felt 'speed cushions' in Oxford Road would not be suitable. Cllr Evans expressed concerns about the (current) speed limit on Sandy</p>	<p>LC</p> <p>For info.</p> <p>For info.</p>

		<p>Lane West, and shared with meeting photos of recent accidents.</p> <p>Cllr Sanders advised that emergency services would oppose speed bumps, and that they cause issues with care in ambulances. Development money is not 100% guaranteed to be used on local roads. Cllr Tanner advised money is not paid until completion of any housing developments - meaning at least 18 to 24 months.</p> <p>Judith Godsland advised that despite a local group writing to County Council on number of occasions, they had received no official response. Also, that industrial traffic avoiding queues on dual carriageways contributed to the problems.</p> <p>There were a number of other contributions added and Cllr Comber wanted to ensure the PC has a clear vision moving forward. It was agreed to look at 15% Parish Council Funding being reserved for road developments, further agreement that Cllr Hutton and Cllr Tanner would write to County Council to seek clarification on David Tole letter and further funding applications.</p> <p>Cllr Comber took a vote, and all Cllrs voted in favour. This will be reported on, at next Parish Council Meeting in December 2016.</p>	<p>MH/JT For info.</p> <p>For info LC/PC</p>
3062/16	Amenities Update	Nothing to report	
3063/16	Planning Update	<p>Cllr. Stewart, Chair of Planning, reported as follows:-</p> <p><u>New applications</u> 16/02788/FUL 21 Swinbourne Road OX4 4PQ – removal of existing pagoda and erection of a timber frame garden room 16/02776/VAR 67 Herschel Crescent OX4 377 – variation of condition attached to previous approval to change pitched roof of extension to flat roof and alter brickwork to render 16/02800/FUL 24 Bampton Close OX4 6NN – erection of 2-bed detached house Agreed that Sue should email proposed comments to planning committee for comment before submission</p> <p><u>Appeal</u> 16/01079/FUL 24 Lakefield Road OX4 4LZ – for details of appeal see under application number on planning department website. LPC had no objection and Sue proposes not to speak at the appeal or make an objection by letter – agreed.</p> <p><u>Decisions</u> 16/01416/FUL Oxford Academy, Sandy Lane West – children’s day nursery – approved. The report states that LPC had no objection – incorrect: we expressed concern about parents parking at Northfield Close to drop off children 16/01540/FUL Land north of Heritage Gate, Sandy Lane West OX4 4RH – removal of 10m monopole and erection of 12.4m monopole with associated boxes – approved 16/01295/FUL 24 Bampton Close OX4 6NN – erection of 2-bed house – refused 16/02231/FUL and 16/02230/LBC land adjacent to St George’s. 31 Cowley Road OX4 4LE – erection of 3-bed house – approved by East Area Planning Committee 16/02372/FUL 10 Hardings Close OX4 4NT – erection of part single part 2-storey side extension to provide 1-bed dwelling – approved 16/02441/FUL 8 Dudgeon Drive OX4 4QL – change of use to house in multiple occupation – approved LPC’s Artwork project – approved by East Area Planning Committee</p> <p><u>Letter from Andrew Smith MP</u> LPC requested support for our concerns about reduced regulations to control the safeguarding of archaeological sites during building work. Andrew agrees with our concerns and asks us to notify him if an application appears to threaten Littlemore’s heritage.</p>	<p>For info</p> <p>SS</p> <p>For info SS</p> <p>For info</p> <p>For info</p>

		<p><u>Armstrong Road development</u> Gill Sanders, John Tanner, Lynda Comber and Sue Stewart met the project manager from Catalyst Housing Association Lee Farmer and their consultant Paul Harvey for an initial meeting. Catalyst have booked the village hall for a public consultation on 16 and 21 January 2017. They have asked to attend the December parish council meeting.</p> <p><u>Heyford Hill development</u> It was reported that Vanderbilt have withdrawn from the project.</p> <p><u>Queries</u> 82 Oxford Road – removal of fence panel giving unauthorised access to LPC land 51 Giles Road – large wooden structure in front garden Lawn Upton Close – 8 parking enforcement signs SS to ask Oxford City Council's Planning Enforcement team for advice.</p>	<p>LC PC</p> <p>For info</p> <p>For info SS</p>
3064/16	Littlemore Local	Judith Godsland reminded all present that a number of roads in Littlemore still require volunteers to deliver the newsletters. The Christmas 2016 edition now at printers. Contact details for Parish Councillors will be in the December/January issue	JG For info.
3065/16	Financial Update	<p>Cllr Hill met with the outgoing Parish Clerk Paul Isaacs to discuss budget recommendations for 2017/18 and produced a budget sheet. Cllr Hill reported that the Clerk will need to investigate Mower Lease and Insurance costs both of which are felt to be high. The 'Community Pot' should remain at £10,000, and a slight increase in pay for Clerk and Parish Council Groundsmen Cllr Hutton advised a costing of £207.84 for the new PC website over three years would need to be added. This was agreed.</p> <p>Cllr Tanner advised it was a good draft budget but felt the council needed to look at ways to increase income. JT handed out to all councillors Council Tax Band sheet, JT recommended we move from Band C to a Band D increase of £195.95 over 12 months which related to increase of £3.76 weekly per household (Parish Council Tax £30.24 year increase relates to 58p weekly increase per house hold The increase in bands will provide more funding for roads and increase community funding pot.</p> <p>Cllr Henwood felt this provided an opportunity to deliver on projects which the council is working on. Cllr Hutton suggested increasing community pot to £20,000</p> <p>Cllr Comber suggested that a vote be taken separately for each item discussed to ensure everyone was clear, as follows:</p> <p>The Precept budget proposal for 2017/18 total of £78,170 Proposed by Cllr Comber Seconded by Cllr Hancock All councillors voted in favour</p> <p>Increase in Council Tax Band from Band C to Band D Proposed by Cllr Tanner Seconded by Cllr Henwood All councillors voted in favour</p> <p>Increase Community Development pot from £10,000 to £20,000 Proposed by Cllr Hutton Seconded by Cllr Henwood All councillors voted in favour</p> <p>The balance c/f in the Lloyds current account was not available due to absence of clerk.</p>	<p>For info.</p> <p>For info LC Clerk.</p> <p>For info LC Clerk.</p> <p>For info LC Clerk</p> <p>For info LC</p>

		<p>Cllr Comber advised that at the October meeting It was agreed that all parish councillors could submit their initial ideas for allocating the £10,000 ring-fenced for the Littlemore 'Community Pot'. A number of applications were received, as follows:</p> <p>1) £200 Barberi Club to assist with day trip in 2017 – Submitted by Clerk £500 Littlemore Play Group to upgrade equipment - Submitted by Cllr Stewart 2) £500 Hands on Social group which provides hot meal to elderly residents – Submitted by Cllr Stewart 3) £500 – Oxford Academy to create art for subways and pavilion in park – Submitted by Cllr K Wicker 4) £500 – Reading Quest who work with John Henry Newman School – Submitted by Cllr K Wicker</p> <p>All bids were agreed in principle but a formal bid process would need to be put together and a formal application form to be submitted – Cllr Henwood agreed to do this.</p>	Clerk D/Hen.
3066/16	Oxfordshire County Council Update	Cllr Tanner gave following report: Overnight works on roundabout near church to start and will take 4 days; Property Developers owning land behind Sainsbury's likely to sell if planning permission not granted.	For info.
3067/16	Oxfordshire City Council Update	Cllr Sanders gave following report: <u>Children's Centres</u> – amendment on payments of rent for Children's Centres submitted by Labour group agreed, meaning Children Centre rents will be covered for 2017/18 by council.	For info.
3068/16	Clerk's Update	No report	
3069/16	Correspondence	The Chair notified the Meeting that a letter had been received from a French Student, asking for information about the history of Littlemore. Cllr Henwood agreed to look into this.	For info. D/Hen
3070/16	Any Other Business	<p>Judith Godsland asked if telephone box opposite George Pub could be replaced with bus shelte. The Chair said this would need looking into.</p> <p>Cllr Henwood advised that a Community Art Project was underway, and that two meetings had taken place with view of running Summer 2017 competition.</p> <p>Cllr Hutton advised that the new Parish Council website was in the final stages of being finalised, and it was hoped to present this at next Parish Council meeting in December 2016.</p> <p>The Chair closed meeting at 2100 hrs</p>	For info Clerk For Info For Info
3071/16	2017 Meetings	Dates to be confirmed All meetings, 7pm at Edith Kempson House.	For info. Clerk/LC