

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting Tuesday 4th April 2017 1900hrs

at Littlemore Community Centre, Giles Road, Littlemore, OX4 4NL

Clerk: Richard Wilkins, Littlemore Community Centre, Giles Road, Littlemore, OX4 4NL

Attendees	Cllr. Lynda Comber (LC - Chair), Cllr. Dorian Hancock (DHan - Vice-Chair), Richard Wilkins (Clerk), Cllr. Sue Stewart (SS), Cllr John Tanner (JT), Cllr Tina Hill (TH) Cllr Maggie Willis (MAW), Cllr Sorcha Lanham (SL), Cllr Macer Wicker (MW), Cllr Kim Wicker (KW), Cllr Mashhuda Glencross (MG), Cllr Michael Evens (ME) – two members of public
Part-Attendance	Cllr Henwood (arrived at meeting 1914 hrs, attendance sheet unsigned).
Apologies	Cllr Matthew Hutton, Cllr Gill Sanders,

Ref	Item	Notes	Action
54/17	Welcome	<p>Meeting started at 1904hrs</p> <p>The Chair, Cllr. Lynda Comber, welcomed those in attendance. LC advised Council that there has been a planning application submitted by Cllr Henwood and any decision or declaration would be taken before agenda item no. 15.</p> <p>Cllr Comber advised that the meeting was moved forward a week due to low attendance at February meeting in half term and to allow extra prep time for two meetings in May.</p>	<p>For Info</p> <p>For Info</p>
55/17	Declarations	No declarations of interest were received.	For info.
56/17	Minutes of last meeting	The minutes of the Littlemore PC meeting held on Tuesday 14 th March 2017 were agreed, Council approved chair to sign as true record.	For info. Approved
57/17	Matters Arising	<p><u>Ref 42/17</u>– Clerk advised that the Oxford Mail had not been in touch and therefore no comments made regarding unitary Council.</p> <p><u>Ref 43/17</u>– Clerk advised that Quick books account has now been set up, details to be provided to Cllr Hill.</p> <p><u>Ref 43/17</u>- Cllr Stewart informed Council that cheques for payments agreed at last meeting were only signed after meeting and is extremely upset to be accused of doing otherwise.</p> <p>The Clerk advised Council that he had sent the Standing Orders agreed in September 2016 and presented by Paul Isaac's to be checked, Richard explained he was concerned they were incorrect version, OALC has responded to confirm these are incorrect and sent updated version, these need to be updated with Council details and Wales Council sections removed. Once completed these will be sent out 7 days before next meeting but changes cannot be made.</p> <p>Cllr Henwood arrives 1914hrs</p> <p><u>Ref 42/17</u>- Cllr Henwood requested that the Council discuss Policies agreed at last meeting as he felt that his views on them had not been addressed. Following a discussion, the Clerk advised Council that clarification had been sought on these, and read out extract received.</p>	<p>For info.</p> <p>For Info TH</p> <p>For Info SS</p> <p>Clerk</p> <p>Clerk LC For Info</p>

		<p>The Chair put it to the Council to vote: Is it agreed to accept these policies and make the couple of changes (Headings only) and review at date stated on each document</p> <p>In Favour 10 Against 2 Abstain 1</p> <p>Carried</p> <p>Cllr Henwood wished that his complaint against this decision be registered formally on minutes.</p>	For Info D/Hen
58/17	Correspondence	<p>Clerk gave following report</p> <p><u>Letter from Local MP</u> - Andrew Smith MP wrote to Council following letter sent in regards to Sandy Lane West, the response advised that he had raised issues to Oxfordshire County Council.</p> <p><u>Oxford Road Resident</u> – A Oxford Road resident handed a letter to Cllr Lanham which was passed to Clerk at end of last meeting. It was a copy of letter sent to Cllr Saunders addressing concerns about Oxford Road, Littlemore.</p> <p><u>Littlemore Village Hall Fayre</u> – Ruth Lloyd has written to Council requesting further information on Neighbourhood plan stall at fayre, the Clerk suggested that Cllr Henwood contact to discuss. This was agreed by Council.</p> <p><u>Future for Littlemore</u> – Cllr Tanner advised meeting that he was currently on a working group for Vision for Littlemore, it was agreed that the Council would be willing to get involved with this but would not be able to provide any help towards costs. Cllr Tanner would advise working group to liaise with the Chair and Clerk once next meeting was set up. This was agreed by Council.</p> <p>Council would like to record thanks to Cllr Saunders & Tanner for addressing issues of residents around Sandy Lane West area.</p>	<p>For Info</p> <p>For Info</p> <p>For Info D/Hen</p> <p>JT/GS</p>
59/17	Chairs Update	<p>Cllr Comber provided Council with an update on meetings to take place in May 2017:-</p> <p>Tuesday 9th May 2017 (1900hrs) Annual meeting of Parish Council (election of Chair, Vice Chair, Financial Officer, Planning Sub Committee Chair, Members of Planning Sub Committee)</p> <p>Tuesday 9th May 2017 (1930hrs) Ordinary Parish Council Meeting.</p> <p>Tuesday 16th May 2017 (1900hrs) Annual Parish Meeting (receive annual reports etc)</p> <p>These dates and timings were agreed by majority.</p> <p>Cllr Henwood requested that his complaint against calling meeting on 16th May 2017 an AGM be recorded in minutes.</p>	<p>LC Clerk For Info</p> <p>D/Hen For Info</p>
60/17	Clerk Update	<p>Richard Wilkins gave following update:</p> <p><u>Councillor Election</u> – the Clerk has been contacted by returning officer for Oxford City Council, Richard was advised that a notice needs to be placed within the Parish to notify them of vacancy. If 10 electors request a bi-election then Parish Council would need to pay for ballot to be run, if no request then co-option can be completed. Council agreed for notice to be live from 6th April 2017, closing date 28th April 2017.</p>	Clerk Info

		<p><u>Agenda Request Form</u> – following several requests not being submitted correctly Richard has designed a form to be used to ensure requests received same way, Councillors looked over form and this was accepted by Council.</p> <p><u>Community Centre Office Update</u>- a meeting has taken place between Richard and Littlemore Community Association Officers to discuss use of facilities at Centre, Richard read out proposed contract. Full Council agreed the £600 pa cost with additional bookings for hall/committee room on Saturday would be £15ph, this was agreed by full Council on 12-month agreement.</p> <p>Clerk would contact LCA for 12-month final agreement to be drawn up and to sign on behalf of Parish Council.</p> <p><u>Councillors Training</u> – this training if agreed will take place on Saturday 20th May 2017, the full course content was read out. Costs will be</p> <p>£650 + VAT (£780) Course tutor and materials £90 Room hire £80 Food/Drink</p> <p>Total cost £950, chair took vote – carried.</p> <p>Cllr Henwood requested that his vote against be recorded in minutes.</p> <p><u>Staff Training</u> – Groundsman employed by Council require training covering manual handling, health & safety, fire training etc. The Parish would need to cover costs if not provided by City Council. Chair took vote and was unanimously agreed.</p> <p><u>Good Councillors Guide</u> – the SLCC can provide a Good Councillors guide book for £3.00 per book plus postage, was recommended to purchase for each Councillor. Chair took vote and was unanimously agreed.</p> <p><u>Local Council Administration Book</u> – OALC have advised that each Council should hold one of these, cost is £74.00 plus postage. Chair took vote and was unanimously agreed.</p> <p><u>Groundsman Cover</u> – the Head Groundsman has advised that he requires time off due too medical reasons and temporary cover would be needed. Due to extra costs involved chair took vote and it was agreed to find cover.</p>	<p>Clerk Info</p> <p>Clerk TH Info</p> <p>Clerk TH Info</p> <p>D/Hen</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk LC</p>
		<p>Cllr Comber advised the meeting that she could not continue to Chair the meeting due to Cllr Henwood behaviour, a request for a 10 minute break was agreed by full Council.</p> <p>Meeting started again at 1955hrs</p>	
61/17	Finance Meeting Update	<p>Cllr Tina Hill provided following report after meeting with Clerk</p> <ul style="list-style-type: none"> • Meeting with previous clerk. All accounts and related paperwork handed over to current clerk with exception of March bank account which will follow. • Santander Account – no statements on file. Account was used to pay wages but future payments will go via current account. Clerk to contact Santander to close the account. • National Saving account balance of £564.21. Clerk will request closure and transfer money to main account. • Will use existing accountant on this occasion due to short hand over time but will obtain quotes from other accountants to see if the cost could be brought down. 	<p>TH Clerk For info.</p>

		<ul style="list-style-type: none"> • CIL money for Spring Lane now received. • 106 money for art project still outstanding amount of £6000 to £7000 -need to establish if the money is required to be claimed in specific timeframe. Clerk & Finance Officer to arrange meeting with Lorraine Freeman at Oxford City Council. • Payroll Process currently performed by associate of previous clerk - use this for 1 year if agreed for annual fee of £100 (Clerk & Finance Officer to arrange meeting) • Annual mower hire purchase payments to be investigated – currently £6000. Original contract for 5 years will check when the contract expires. • Annual Insurance costs for groundsman. <ul style="list-style-type: none"> a) Premium for use of machinery at £700 was paid in February b) Annual insurance for buildings, public liability etc due in May. Currently insured under AON Local Council Scheme Insurance and cost will be £4835. Clerk to obtain quotes from 3 other insurers as this seems high. • Pay Rise for groundsman- Proposed 2% <p>OFFICE REQUIREMENTS (purchases needed)</p> <ul style="list-style-type: none"> • Printer look at 3 options and check cost of toners • Lockable cupboard • Stationery items such as paper <p>All items requiring finance payments were discussed with Council and a vote was taken – Carried (with exception for Groundsman pay rise which requires further investigation and be reported back at May meeting, rise will be back dated to 1st April 2017))</p> <p>Cllr Henwood wished to formally register his complaint that a Financial Report has not been received.</p>	D/Hen For Info
62/17	Planning Update	<p>Cllr Stewart, Chair of Planning Sub Committee submitted following report</p> <p>New applications:</p> <p>17/00669 24 Lakefield Road OX4 4LZ - 2 storey side extension</p> <p>Comment agreed as follows:</p> <p>A previous application was refused and is the subject of an appeal. This application appears to remove the objection. The new plan shows an extension which does not project in front of the frontages of the terrace of houses. The planning committee has agreed that there is no objection to the second application. If approved, we assume that the appeal will be withdrawn.</p> <p>17/00647/FUL 17 Champion Way OX4 4NS - creation of a 1 bedroom house</p> <p>Comment agreed as follows:</p> <p>We should ask the planning officer to ensure that this is not overdevelopment of the site and that there is adequate off-street parking and amenity space. Council expressed concern that constant applications to infill small sites like this will gradually change the nature of the parish.</p> <p>17/00621/FUL Unit 13 Ledgers Close OX4 6JS - change of use from Class B8 to Class B1, B2 and B8.</p> <p>Comment agreed as follows:</p> <p>We assume that this is to give flexibility for future use. We are very concerned about traffic movements in and out of Ledger Close. Sandy</p>	For Info SS

		<p>Lane West is heavily used by pedestrians, including children walking to and from Oxford Academy which is adjacent. Parking by current employees at the site is already causing problems to neighbours. County Highways are monitoring overflow parking on Sandy Lane West, and vehicles park in spaces owned by neighbouring organisations in Ledgers Close. We urge County Highways to ensure that there is adequate parking for employees at Unit 13, whatever the class of use. We also request a condition restricting working hours, eg to 8 am to 8 pm weekdays and 8.30 am to 1 pm on Saturdays with a ban on Sunday working. There are private residences within earshot. Please note that the plans received by the council included only the first page of the planning consultant's covering letter, and the second page is too small to read on the website.</p> <p>(NB I have not mentioned health and safety issues - ventilation of paintshop - raised at the meeting because these are not relevant to this application, but any suspected breach should be reported direct to the Health & Safety Executive on 0808 198 7945)</p> <p>Results:</p> <p>17/00283/FUL 33 Bodley Road OX4 3UB - change of use to HMO</p> <p>We opposed this re-application which has been approved.</p> <p>Littlemore Park (Armstrong Road)</p> <p>Catalyst, the developers, have sent a breakdown of comments received at their consultation. This has been circulated to council.</p> <p>Enforcement issues:</p> <p>51 Giles Road - no reply from the council - Cllrs Sanders and Tanner to be ask to pursue this.</p> <p>Parking signs at Lawn Upton - Cllr Glencross has taken this up with the estate managers and is waiting for them to remove one sign.</p> <p>The Priory</p> <p>It was reported that the lease is up for sale for use as a pub or restaurant as before. Council agreed to write to Oxford City Council to repeat our concern about the condition and future of this important listed building, copy to Andrew Smith MP who already has a file on this.</p>	<p>GS/JT SS</p> <p>MG</p> <p>Clerk</p>
63/17	Working Group Reports	<p><u>Neighbourhood Plan</u> - Cllr Henwood advised that the plan has now been submitted to Council by working group, Clerk asked for copy of paperwork for records.</p> <p><u>Transport</u> – No report</p> <p><u>Digital/ IT</u> – No report</p>	D/Hen Clerk Info
64/17	Amenities Update	No report.	
65/17	Oxfordshire County Council Update	No report.	
66/17	Oxfordshire City Council Update	No report.	
67/17	Littlemore Local	Judith Godsland has received an email from potential advertiser who operates out of Sandford Village Hall – it was agreed to allow the	For Info

		advertisement unless a local elector wishes to post in Local. Printers had made an error in print of last Local and had produced B&W instead of colour.	
		Cllr Comber addressed Council to advise time was 2055hrs and with extra items added to agenda was going to run over the 2 hours allocated, Cllr Comber advised that Council would need to agree for an extension – 30 minutes max was agreed.	For Info
68/17	Community Centre Update	Cllr Henwood requested this item to be added to agenda, withdrawn on evening by Cllr Henwood.	For Info
69/17	Consultation Payment to Previous Clerk	Cllr Henwood requested this item to be added to agenda. Cllr Henwood advised that a Freedom of Information Request regarding previous clerk's payments, the Clerk advised request submitted 19 th March and allowed 20 working days – correspondence will be sent 18 th April Cllr Comber advised Council that a serious allegation has been made towards the chair, clerk and Cllr Stewart and requested an apology to prevent further action – Cllr Henwood refused to apologise.	For Info Clerk For Info
70/17	Current Clerk Expenses	Cllr Henwood requested this item to be added to agenda. Cllr Henwood requested an update on discussions had between Clerk and OALC. The Clerk advised Council that he has spoken to ALCC (union for clerks) and has received some advice with a statement read out. The Clerk advised that any payments not due to him as advised by previous Clerk would be repaid back and advised that he will now refer to ALCC on future occasions. Councillors present accepted this.	For Info Clerk
71/17	LPC Employee Contracts	Cllr Henwood requested this item to be added to agenda. Cllr Comber advised that this item can't be discussed in public due to data protection laws but work is being done by Clerk.	For Info
72/17	Agree Agenda for Next Meeting	Agenda to be sent out 7 days before next meeting.	For Info
73/17	Any Other Business	Cllr Wicker asked if Council could provide an email address for Councillors so that personal emails accounts don't get disclosed to public – Clerk would speak to Cllr Hutton to set up, this was agreed by full Council. The Chair advised Council that the planning application for 3 David Nicholls Close was left to last business to be dealt with due to property belonging to Cllr Henwood. Cllr Comber asked Cllr Henwood if he was declaring any interest, Cllr Henwood advised he was not. Cllr Comber advised that as Cllr Henwood was not declaring an interest and refusing to leave room to allow decision to be made there was no other choice but to refer to Planning Committee to make decision and submit to City Council. The Following was submitted by planning sub-committee to City Planning Department. 17/00586 3 David Nicholls Close OX4 4QX - change of use to separate 2-bed dwelling, amenity space, fencing	Clerk MH For Info LC Clerk SS

		<p>The applicant Cllr Henwood declared a non-pecuniary interest. The Chair ruled that he should withdraw from the discussion. He declined to do so and the chair ruled that council would not be able to discuss the application with him present.</p> <p>Chair closed meeting at 2133 hrs</p>	
74/17	2017 Meetings	<p>Date next meeting Tuesday 9th May 2017 Remaining meetings to be decided on 9th May 2017 All meetings, 7pm at Littlemore Community Centre</p>	For info.