

LITTLEMORE PARISH COUNCIL

Minutes of the Annual Meeting Tuesday 9th May 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 Gill Sanders (GS), Cllr John Tanner (JT), Cllr David Henwood (Dhen), Cllr Tina Hill (TH) Cllr Maggie Willis (MAW), Cllr Sorcha Lanham (SL), Cllr Macer Wicker (MW), Cllr Kim Wicker (KW), Cllr Vija Karunaratne (VK), Cllr Mashhuda Glencross (MG), Cllr Matthew Hutton (MH), Cllr Michael Evens (ME) – two members of public
Apologies	Cllr Mashhuda Glencross

Ref	Item	Notes	Action
75/17	Elections	<p>Cllr Lynda Comber advised Council she was standing down as chair for purpose of election, Vice Chair Dorian Hancock took over</p> <p>The Clerk advised Council of each position up for election for 2017/18 and Vice Chair took nominations for following</p> <p>Chair</p> <p>Cllr Lynda Comber</p> <p>Proposer: Cllr John Tanner Seconder: Cllr Macer Wicker Elected unopposed</p> <p>Vice Chair</p> <p>Cllr Dorian Hancock</p> <p>Proposer: Cllr John Tanner Seconder: Cllr Maggie Willis Elected unopposed</p> <p>Chair Planning Committee</p> <p>Cllr Sue Stewart</p> <p>Proposer: Cllr Gill Sanders Seconder: Cllr Tina Hill Elected unopposed</p> <p>Cllr Lynda Comber took over as chair.</p>	For Info Clerk
76/17	Chairs Welcome	The Chair, Cllr. Lynda Comber, welcomed those in attendance and thanked Councillors for continued support as Chair. Cllr Comber congratulated Cllr Gill Sanders on being elected County Councillor for next four years	For info.
77/17	Declaration of Interest	No declaration of interest were received.	For info.
78/17	Acceptance of Minutes Previous Meeting	Two amendments were requested for minutes of meeting held on 4 th April, these will be signed once amendments made by Clerk.	Clerk LC Info

79/17	Committees & Working Groups 2017/18	<p>The Clerk advised Council that following his finance training it is required that Council appoint a Finance Committee. As Council have appointed Richard proper officer and RFO to Littlemore PC we are unable to appoint any further officers.</p> <p>The Chair Cllr Comber advised Council that Committees will have powers to make decisions and that these will then be reported at a full Council meeting. Working groups are set up to work on a project with people with expertise in that field appointed to them, working groups cannot make any decisions but will make formal recommendation to Council and once the project has been completed the working group will cease.</p> <p><u>Committees</u></p> <p>Finance: Richard Wilkins (Clerk), Cllr Tina Hill & Cllr Dorian Hancock</p> <p>Planning: Cllr Macer Wicker, Cllr Maggie Willis, Cllr Dorian Hancock, Cllr Lynda Comber, Cllr David Henwood</p> <p>All Committee members were agreed unanimously</p> <p><u>Working Groups</u></p> <p>Neighbourhood Plan: Cllr David Henwood, Cllr Maggie Willis, Cllr John Tanner</p> <p>Grants: Cllr David Henwood, Cllr Maggie Willis, Cllr Matthew Hutton</p> <p>Social Media: Cllr Mashhuda Glencross, Cllr David Henwood, Cllr Michael Evans, Cllr Matthew Hutton (Chair and Clerk will form part of working group also due to publication of info to public)</p> <p>Transport: Cllr Kim Wicker, Cllr Matthew Hutton, Cllr Sorcha Lanham</p> <p>Amenities: Richard Wilkins (Clerk), Cllr Michael Evans</p> <p>All above working groups were agreed unanimously. A review of working groups would take place in September 2017.</p> <p>Art Project will remain with current Councillors which also includes members of public and artist, Clerk advised that all money reserved must be spent within 10 months.</p>	For Info Clerk
80/17	Review/ Adoption of Policies	<p>Richard Wilkins advised the meeting that following legal advice from Law & Governance department at Oxford City Council all policies will need to be reviewed/replaced. Richard has been working with County Officer at OALC and Jennifer Thompson at Oxford City Council to ensure agreements are as required and covered by law, as this is still ongoing and likely to take two weeks to complete that the adoption is postponed until a further date.</p> <p>Cllr Comber proposed Council agreed that once all these policies were agreed the following would be implemented:</p> <ol style="list-style-type: none"> 1) The Vice Chair and Clerk would arrange to meet with all documents and go through each to confirm all are correct. (all policies will be based on model formats via other bodies OALC, SLCC, NALC) 2) Once all confirmed as accurate these will be sent to all Councillors allowing at least 10 working days (2 weeks) to digest. 3) An extraordinary meeting of full Council will be called by the chair to adopt all policies. <p>Seconded by Cllr Gill Sanders</p> <p>This was agreed by Council, Cllr Sanders thanked Richard for all the work done on these policies.</p>	Clerk D/Hen For Info

81/17	Review of Fixed Assets Register	Richard Wilkins provided the Councillors with a full list of Assets held by Council which was updated on 31 st March 2017, Richard advised that a few assets that were on previous register but was not held by Council for over 18 months and had been removed. The updated list would be provided to insurance firm.	Clerk Info
82/17	Review of Insurance Policy	Cllr Comber requested that all members of public to leave the room due to tenders being discussed. Richard Wilkins presented Councillors a list of three insurance companies that provided quotes for insurance. A detailed explanation was provided for each policy; a short discussion took place. Council agreed unanimously to accept the quote provided by Hiscox Insurance and to accept the offer of a 5% discount and 3 year fixed term price of £2,327.90	Clerk Info TH
83/17	Review Council Membership Other Bodies	Council Agreed for Cllr John Tanner and Mrs Anne Mogridge to sit on Iffley Charities.	For info JT
84/17	Correspondence	Richard Wilkins presented the following correspondence received Request for Clerk to attend SLCC Leadership in Action – this is a two-day conference for Clerks and costs £310 (plus £48 VAT) accommodation and food included. Request for Clerk to attend OALC Clerks Year Training Course and cost £65 (plus £13 VAT) Cllr Tanner added that the Council had agreed to fully support Richard's development when appointed Clerk in February. All the above courses/conferences were agreed unanimously. Letter from Oxford City Council received to advise extra CIL money would be provided to Council to value of £45.	For Info Clerk
85/17	Chair Update	Nothing to Report.	
86/17	Clerks Update	The Clerk Informed Council that a number of complaints have been received from residents in Littlemore regarding Drug Taking, Drinking, Verbal Abuse and Dog Attack Training is happening in Oxford Rd and Orchard Way Recreational Grounds – Richard has contacted the Neighbourhood Policing Team and will update Council at next meeting. A letter was received from Paul Isaacs to inform Council that the Laptop purchased for him to complete Clerks role had become corrupted with a virus and was refunding the Council of £243.75. This will appear as an income on next agenda.	Clerk Info Clerk Info
87/17	Finance Report	Cllr Tina Hill provided following report to Council Bank balance as at 28/04/2017 Treasurers Account £96,509.53 (including £12,540 CIL money plus £43,500 Precept) National Savings Bank £564.21 Business Interest Account £5,375.13 Petty Cash £0.00 Santander Account currently waiting on correspondence from previous Clerk.	Clerk Info TH

		<p>Council must set up accounts for purchase of Stationary Items (Viking set up), Machinery Items, Repair Materials, Oils (Already set up) and any further I.T purchases</p> <p>A receipt must be provided for each payment received by Council and each payment listed on agenda.</p> <p>All Bank Accounts must have a separate cashbook spreadsheet</p> <p>Purchase hard back version of Practitioner's Guide 2017</p> <p>Mobile phone Contract to be purchased for use of Parish Clerk</p> <p>Cllr Comber put all recommendations to Council, Council agreed.</p> <p>Cllr Maggie Willis asked if a breakdown of current Council expenditure could be provided to Councillors as she had concerns that Council keep authorising payments but wanted to be sure that all was within budget.</p> <p>RFO advised that there is 3 quarterly intervals and the first being end of June.</p>	<p>RFO TH</p> <p>RFO TH</p> <p>RFO TH</p> <p>RFO</p> <p>RFO</p> <p>RFO</p>
88/17	<p>Planning Committee Report</p>	<p>New applications:</p> <p>17/00792/FUL 12 Nuffield Industrial Estate, Ledgers Close OX4 6JS - Change of use from Class B8 to B2, B3 and B8. This is identical to 17/00621/FUL at number 13 next door and submitted by the same applicant/agent. LPC has submitted the same comments as previously.</p> <p>17/01115/CT3 Land between 21 and 45 Van Diemens Lane OX4 3QB - Provision of 16 car parking spaces. This will be circulated to the Planning Committee for comment.</p> <p>Decisions:</p> <p>17/00559/FUL 2 Mandelbrote Drive OX4 4XG - approved</p> <p>Application withdrawn:</p> <p>16/03169/ADV Sainsburys, Heyford Hill OX4 4XR - illuminated signs. Application to be resubmitted to include Argos which is moving to this site.</p> <p>Appeal result:</p> <p>Land behind 23-25 Spring Lane - erection of 2x2 bedroom bungalows: appeal dismissed.</p> <p>Littlemore Park</p> <p>Cllr Stewart reported that the developers Catalyst Housing Association have had several pre-application meetings with the planning department and expect to submit the full application soon. They are willing to present the plans to council at a meeting of councillors which will be open to the public as usual. Members expressed their wish to hold an extra meeting devoted to this.</p> <p>Cllr Stewart will arrange a date in consultation with the clerk.</p>	<p>Clerk Info</p>
89/17	<p>Amenities Updates</p>	<p>Clerk advised Council that two playground items had been placed unfit for purpose at Oxford Road Recreation ground due to damage being caused. Richard is to contact playground equipment company to request repairs be completed.</p>	<p>Clerk</p>

90/17	Working Group Reports	<p>Transport: Cllr Hutton advised that David Tole had yet to respond to email sent regarding concerns in Oxford Road and concerns of speed limits on Sandford Road.</p> <p>Neighbourhood Plan: Cllr Henwood provided following written report Last month the formal application to start a neighbourhood plan was submitted to Oxford City Council. Parish council has decided to use the ward boundary as the area of benefit, as this was felt to be a more inclusive approach, including areas like Mayfair road and any future changes to the Littlemore ward boundary.</p> <p>The steering group have met several times with city council representatives, and future meetings will be advertised in the Littlemore Local and on the LPC website. Residents who feel they would like to get involved are encouraged to come along to a meeting, which will be advertised in future editions of the Littlemore Local and on the website.</p> <p>The formal decision on the application is expected in June, but we continue to work on a questionnaire that will be circulated to all residents. The results of the questionnaire will tell us what we need to focus on and which policies to develop.</p> <p>The steering group are also developing an art and photographic competition to depict 'your' vision of Littlemore, and in the near future we will contact businesses, shops, schools, religious groups, clubs and associations in Littlemore to feed into the neighbourhood plan.</p> <p>Social Media: Cllr Hutton informed Council that cost of setting up email address for all Councillors would increase to £146.00</p> <p>Grants: Cllr Henwood informed Council that application form has been withdrawn and will liaise with Clerk to bring up to requirements.</p> <p>Cllr Henwood suggested that LCA submit a bid for Defibrillator to be fitted to Littlemore Community Centre – Clerk to contact LCA</p>	Clerk For Info
91/17	Oxfordshire County Council Update	Cllr Gill Sanders advised that all meetings are postponed until after General Election on 8 th June 2017.	For Info
92/17	Oxfordshire City Council Update	<p>Cllr Gill Sanders advised that road signs in Lawn Upton Close has now been sorted out.</p> <p>Cllr John Tanner informed meeting that a new Town Mayor has been elected</p>	For Info
93/17	Littlemore Local	<p>Littlemore Local Editor Provided following report</p> <p>Neighbourhood Plan report submitted to next edition By election details, if election required Clerk to provide details Editor Contact is by email only as no phone provided Community Centre to be used for distribution of Littlemore Locals</p>	For Info Clerk
94/17	Agree Agenda for Next Meeting	Agenda to be sent out 7 days before next meeting.	For Info
95/17	Urgent Items	<p>Richard Wilkins advised that two notice board in Parish Council area needed to be repaired and possible replacements required, Richard will try and get quotes for next meeting..</p> <p>Chair closed meeting at 2133 hrs</p>	For Info Clerk
96/17	Staff Pay	<p>Cllr Comber advised that this section would need to be discussed between Councillors only.</p> <p>Richard Wilkins provided a written report on current staff pay, following a short discussion the following was recommended</p>	

		<p>2% Pay rise back dated to 1st April 2017 for both Groundsman with a further review once a job description has been agreed by Council and staff appraisals completed by 2 Councillors,</p> <p>Cllr Comber put this to vote which was agreed unanimously.</p> <p>Chair closed meeting at 2125 hrs</p>	
97/17	2017 Meetings	<p>Date next meeting Tuesday 13th June 2017</p> <p>All meetings, 7pm at Littlemore Community Centre</p>	For info.