

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting Tuesday 13th June 2017

1900hrs

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

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

Attendees	<p>Cllr. Lynda Comber (LC - Chair), Richard Wilkins (Clerk, Cllr. Sue Stewart (SS), Cllr John Tanner (JT), Cllr Tina Hill (TH) Cllr Maggie Willis (MAW), Cllr Kim Wicker (KW), Cllr Mashhuda Glencross (MG), Cllr Michael Evens (ME), Cllr Matthew Hutton (MH) –</p> <p>One member of public</p>
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Ref	Item	Notes	Action
98/17	Welcome	<p>Meeting opened 1900hrs</p> <p>The Chair, Cllr. Lynda Comber, welcomed those in attendance.</p>	For Info
99/17	Apologies	<p>Following apologies have been received</p> <p>Cllr Gill Sanders, Cllr. Dorian Hancock, Cllr Sorcha Lanham, Cllr Macer Wicker</p> <p>The Clerk advised that Mr Dare-Edwards had sent apologies but unable to register as Cllr as this time.</p>	For Info
100/17	Declarations	No declarations of interest were received.	For Info
101/17	Acceptance Minutes of last meeting	Item 92/17 amendment requested and agreed. The minutes of the Littlemore PC meeting held on Tuesday 9 th May 2017 were correct with amendment – minutes will be signed when amendment done.	For Info Clerk
102/17	Correspondence	<p>Clerk gave following report</p> <p><u>Email to Thames Valley Police – lack of communication with local parish council</u> – after contacting TVP the clerk received communication from the neighbourhood policing team. The chair was pleased to welcome two officers from TVP Neighbour Hood Policing Team who covered of the following</p> <ul style="list-style-type: none"> - Drug dealing/use in area of parish is under investigation and several arrests had been made and it is hoped more will be conducted shortly. - A recent dog attack in Littlemore Park is being investigated - TVP is requesting that all incidents are logged with 101 and any major criminal activity be dialled to 999 - A new Sgt has joined the team and it is hoped that this will improve communications in area. <p><u>Hopes and Dreams Concert</u> – Rev'd Margreet Armitstead has invited all Parish Councillors to the Hope & Dreams Concert on Sunday 25th June 2017.</p> <p><u>Littlemore Community Centre Fun day</u> – Cllr Hancock has requested that Parish Council be reminded of fun day on 1st July and it was confirmed that a stall has been reserved for Neighbour Plan.</p> <p><u>Littlemore Community Centre Association</u> - Cllr Hancock has requested that Parish Council be reminded that LCA Annual General Meeting being held on 28th June 2017.</p>	<p>For Info</p> <p>For Info</p> <p>For Info</p>

		<u>Emmanuel School Request</u> – A letter has been received from Emmanuel Christian School to formally request use of Oxford Road recreation ground for sports day, Risk Assessment was submitted by school. This was agreed by Council	For Info Clerk												
103/17	Chairs Update	Cllr Comber advised Council that the Forum for Parish Councils will take place on Monday 10 th July and any Councillor wishing to attend to contact the Clerk or herself.	For Info Clerk												
104/17	Clerk Update	Richard Wilkins gave following update: <u>SLCC Conference</u> – On 18/19 October 2017, SLCC will be holding their Annual Conference and as a affiliated member through Parish Council the Clerk is eligible to attend and wished to submit a request. The total cost of event would be £440 (this include two nights' accommodation and all feeding) mileage to be claimed at time. Proposed; Cllr John Tanner Seconded: Cllr Matthew Hutton Vote: Proposal agreed by Council <u>OALC AGM</u> – The Oxfordshire Association of Local Council's will take place on Monday 3 rd July 2017, the Chair and Clerk will attend. <u>Policies</u> – Councillors are reminded that the meeting to agree policies will take place on Tuesday 20 th June, all policies have been sent to Oxford City Council and OALC. One amended document had been returned and this has been sent out to all Councillors.	For Info Clerk For Info Clerk												
105/17	Finance Committee Report	Cllr Tina Hill provided following report Bank balance as at 13/06/2017 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Treasurers Account</td> <td style="text-align: right;">£89,173.15</td> </tr> <tr> <td>National Savings Bank</td> <td style="text-align: right;">£548.75</td> </tr> <tr> <td>Business Interest Account</td> <td style="text-align: right;">£5,375.57</td> </tr> <tr> <td>Santander Account:</td> <td style="text-align: right;">£8,239.94</td> </tr> <tr> <td> Petty Cash</td> <td style="text-align: right;"> £347.53</td> </tr> <tr> <td> Total All Accounts.</td> <td style="text-align: right;"> £103,684.94</td> </tr> </table> <ul style="list-style-type: none"> • Work on Spring Lane needs to be tendered out, currently £12,540 of CIL money in account. • Clerk has spoken to Santander, Previous Clerk Paul Isaacs hadn't changed any details over and bank will not reveal any of current names on account. Richard is going to write to complaints team to address. • New payroll set up and all HMRC payments completed including editor & cover and groundsman PAYE/NI amounts were incorrect with over/under payments. • Accounts, Invoice Payments and staff wages are up to date payments listed below. • Petty cash is now up & running, monthly check completed • Clerk occurred extra charges on mobile phone setting up Viking account and contacting customer service, extra charges £20.74 • New EE contract set up on 3rd June, upfront payment including VAT & Delivery £56.98 with Monthly cost £40.00 plus VAT (£8.00) plus insurance £12.00 includes 25GB data, unlimited minutes & Texts 	Treasurers Account	£89,173.15	National Savings Bank	£548.75	Business Interest Account	£5,375.57	Santander Account:	£8,239.94	 Petty Cash	 £347.53	 Total All Accounts.	 £103,684.94	TH Clerk For info.
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		<p>Cost below to be added to Budget and calculated in precept next year</p> <p>Yearly Cost £480.00 Insurance £144.00 VAT (reclaimable) £96.00</p> <ul style="list-style-type: none"> Affiliation to LCA will be paid this month, awaiting invoice. <p>Clerk added following to report</p> <ul style="list-style-type: none"> Quarterly budget sheet was read out by Clerk in details, several questions were answered, council accepted report. Lloyds bank have now completed the mandate process following official complaint, all account signatories have now changed and bank have given a £100 good will gesture. <p>Invoices, Wages, other paid or to be paid including VAT £</p> <table> <tr><td>Staff Wages/Editor (29th May – 11th June 2017)</td><td>1,101.59</td></tr> <tr><td>HMRC (Tax & N.I) – April 2017</td><td>204.74</td></tr> <tr><td>HMRC (Tax & N.I) - May 2017</td><td>204.94</td></tr> <tr><td>Clerks Mobile Phone – Additional Charges (Calls)</td><td>20.74</td></tr> <tr><td>Clerks Mileage (April/May)</td><td>86.20</td></tr> <tr><td>Fine Print Littlemore Local 414</td><td>179.00</td></tr> <tr><td>Fine Print Littlemore Local 415</td><td>179.00</td></tr> <tr><td>EE Mobile (Upfront Payment)</td><td>56.98</td></tr> <tr><td>Viking (Office Cabinet)</td><td>172.80</td></tr> <tr><td>Viking (box files, arch lever files etc)</td><td>52.72</td></tr> <tr><td>Viking (additional invoice)</td><td>4.78</td></tr> <tr><td>Littlemore Community Association – Office Annual Rent</td><td>600.00</td></tr> <tr><td>Littlemore Community Association – Hall Hire Cost</td><td>105.00</td></tr> <tr><td>SLCC – Leadership in Action</td><td>348.00</td></tr> <tr><td>SLCC – Leadership in Action (additional hotel)</td><td>120.00</td></tr> <tr><td>DVLA – V5 Log replacement</td><td>25.00</td></tr> <tr><td>Quick Books Package</td><td>9.00</td></tr> <tr><td>Clerk Mileage (SLCC Training)</td><td>36.00</td></tr> <tr><td>BE Solutions Limited (Internal Audit)</td><td>380.00</td></tr> <tr><td>Unleaded Fuel</td><td>23.25</td></tr> <tr><td>Oxford Road maintenance</td><td>7.98</td></tr> <tr><td>Donnington Health Trust – Oxford Road Rent</td><td>875.00</td></tr> <tr><td>OALC – Clerks Year Training</td><td>78.00</td></tr> <tr><td>SLCC Finance Book</td><td>24.80</td></tr> <tr><td>Staff Wages (12th June – 7th July 2017)</td><td>2,340.92</td></tr> <tr><td>HMRC (Tax & N.I) – June 2017</td><td>316.67</td></tr> <tr><td>Unity Trust Account Opening</td><td>500.00</td></tr> </table> <p>TOTAL £8,053.11</p> <p>INCOME :-</p> <table> <tr><td>Lucy Wicks – Littlemore Local Advert</td><td>20.00</td></tr> <tr><td>Jim Davies – Littlemore Local Advert</td><td>25.00</td></tr> <tr><td>Golden Ball Public House – Littlemore Local Advert</td><td>20.00</td></tr> <tr><td>Paul Isaacs – Parish Council Laptop Refund</td><td>243.75</td></tr> <tr><td>Lloyds Bank Good Will Payment</td><td>100.00</td></tr> </table> <p>TOTAL £408.75</p>	Staff Wages/Editor (29th May – 11th June 2017)	1,101.59	HMRC (Tax & N.I) – April 2017	204.74	HMRC (Tax & N.I) - May 2017	204.94	Clerks Mobile Phone – Additional Charges (Calls)	20.74	Clerks Mileage (April/May)	86.20	Fine Print Littlemore Local 414	179.00	Fine Print Littlemore Local 415	179.00	EE Mobile (Upfront Payment)	56.98	Viking (Office Cabinet)	172.80	Viking (box files, arch lever files etc)	52.72	Viking (additional invoice)	4.78	Littlemore Community Association – Office Annual Rent	600.00	Littlemore Community Association – Hall Hire Cost	105.00	SLCC – Leadership in Action	348.00	SLCC – Leadership in Action (additional hotel)	120.00	DVLA – V5 Log replacement	25.00	Quick Books Package	9.00	Clerk Mileage (SLCC Training)	36.00	BE Solutions Limited (Internal Audit)	380.00	Unleaded Fuel	23.25	Oxford Road maintenance	7.98	Donnington Health Trust – Oxford Road Rent	875.00	OALC – Clerks Year Training	78.00	SLCC Finance Book	24.80	Staff Wages (12 th June – 7 th July 2017)	2,340.92	HMRC (Tax & N.I) – June 2017	316.67	Unity Trust Account Opening	500.00	Lucy Wicks – Littlemore Local Advert	20.00	Jim Davies – Littlemore Local Advert	25.00	Golden Ball Public House – Littlemore Local Advert	20.00	Paul Isaacs – Parish Council Laptop Refund	243.75	Lloyds Bank Good Will Payment	100.00	
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106/17	Financial Audit 2016/17	<p>Richard Wilkins provided Council with a full detailed report covering the following:</p> <ul style="list-style-type: none"> Bank balances for all accounts Receipts and Payments 	For Info																																																																

		<ul style="list-style-type: none"> - Analysis of Amenities Spend - Differences in income/expenditure - Internal Audit Report - Recommendations <p>Richard advised that all recommendations have been noted and actioned.</p> <p>The chair put report to meeting Proposed by: John Tanner Seconded by: Susan Stewart</p> <p>Carried unanimously by Council</p> <p>Cllr Henwood thanked the Clerk for the detailed report on finances.</p>	
107/17	Planning Update	<p>Cllr Stewart, Chair of Planning Sub Committee submitted following report</p> <p>New applications</p> <p>17/00101/FUL 8 Sheldon Way OX4 3TR - LPC queried possible unacceptable overlooking of neighbour's property from proposed windows</p> <p>17/01221/ADV Former DHL site, Sandy Lane West - no objection</p> <p>17/01009/FUL 1 Oxford Road OX4 4PF - agreed that Planning Committee should meet to discuss this.</p> <p>Approvals</p> <p>17/00669/FUL 24 Lakefield Road OX4 4LZ - a previous application went to appeal. Cllr Stewart has asked if the appeal has been withdrawn in the light of this approval but has had no reply</p> <p>17/00621/FUL and 17/00792/FUL Units 12 and 13, Nuffield Place, Ledgers Close</p> <p>Withdrawn</p> <p>17/00647 17 Champion Way OX4 4NS</p> <p>Other matters</p> <p>17/00668/CEU 24 Van Diemens Lane OX4 3QD - this has been granted and LPC has been told that there is no requirement to consult us</p> <p>Littlemore Park - Catalyst have informed LPC that they do not expect to submit the full application until late summer. They have been reminded of our request to make a presentation to us.</p> <p>Land adjacent to Sainsbury and the A4094 - a new signboard says that the land has been acquired by a developer. LPC hopes to investigate their willingness to take part in negotiations with the hospital to allow a footpath to Sandford Road.</p> <p>Edmund Halley Way - work has started on a new office block. There is a requirement for a legal agreement to provide pedestrian and bike access to Littlemore Park. Agreed to ask Catalyst to find out more about this.</p> <p>East Area Planning Committee, Oxford City Council - Cllr Tanner reported that he is now a member of this committee and Cllr Henwood is vice-chair.</p>	For Info SS

108/17	Amenities Update	Richard Wilkins advised that representative from insurance company is going to visit and provide further assistance with Risk Assessments to ensure acceptable to them.	Clerk For Info
109/17	Working Group Reports	<p><u>Neighbourhood Plan</u> - Cllr Henwood gave report covering following</p> <ul style="list-style-type: none"> - Questionnaire for Littlemore Local - Parish Boundary - Election for Parish in May 2018 <p><u>Transport</u> – Council has received notification that David Tole has now left position in Council and appointment to be announced soon.</p> <p><u>Social Media</u> – No report, due to meet end of month.</p> <p><u>Grants</u> – Cllr Henwood reported that policy had now been accepted, request for deadline to be extended agreed, new cut-off 30th June 2017.</p>	Clerk For Info
110/17	Oxfordshire County Council Update	No report.	
111/17	Oxfordshire City Council Update	No report.	
112/17	Littlemore Local	<p>Judith Godsland advised Council of abusive email received, this has been passed to Clerk.</p> <p>Fine Print have advised that cost of additional pages would be £179 for Neighbour Hood Plan questionnaire.</p> <p>Online version of Littlemore Local is more in depth and have much more news etc.</p>	For Info
113/17	Agree Agenda for Next Meeting	Agenda to be sent out 7 days before next meeting.	For Info
114/17	Urgent items	No urgent items.	
115/17	2017 Meetings	<p>Date next meeting</p> <p>Tuesday 20th June 2017 – Extraordinary Meeting Tuesday 11th July 2017 Tuesday 12th September 2017 Tuesday 10th October 2017 Tuesday 14th November 2017 Tuesday 12th December 2017</p> <p>All meetings, 7pm at Littlemore Community Centre</p>	For info.