

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), Cllr. Dorian Hancock (DHan - Vice-Chair), Richard Wilkins (Clerk), Cllr. Sue Stewart (SS), Cllr Gill Sanders (GS), Cllr Macer Wicker (MW), Cllr Mashhuda Glencross (MG), Cllr Michael Evens (ME), Cllr Matthew Hutton (MH), Cllr David Henwood (DHen), Cllr Tina Hill (TH), Cllr Maggie Willis (MW), Cllr Sorcha Lanham (SL), Cllr Vija Karunaratne (VK)</p> <p>Mrs Judith Godslan (Editor)</p>
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Ref	Item	Notes	Action
122/17	Welcome	<p>Meeting opened 1900hrs</p> <p>The Chair, Cllr. Comber, welcomed those in attendance. This evenings meeting was due to contain Code of Conduct Training for Councillors, however due to time required it was decided that this be re-arranged.</p> <p>It was agreed to hear Tenders and Community Grant Applications first as the meeting was in closed session until 1945. This was agreed by full council.</p>	For Info
123/17	Apologies	Cllr Kim Wicker	For Info
124/17	Code of Conduct Training (OCC)	The Clerk advised meeting that due to 90 minutes required for this training a separate date would be arranged. RW requested that the meeting stayed closed to public in order to discuss Tenders and Community Grant Applications – this was agreed by council.	For Info
125/17	Declarations	No declarations of interest were received.	For Info
126/17	Tenders	<p><u>Website</u> The Clerk advised council that a tender request had been dispatched to 7 website designers, only 3 of these returned with tenders. These tenders were from Vision ICT, 2Commune and Netwise Ltd.</p> <p>Following delivery of all three tenders it was agreed to accept tender from Vision ICT on following basis</p> <p>Year 1 (Deposit payment on website design) Website Design £500.00 plus £100.00 VAT = £600.00 Email Accounts £288.00 plus £57.60 VAT = £345.60 SSL Certificate £125.00 plus £25.00 VAT = £150.00</p> <p>Total £1095.60 (£182.60 VAT to be reclaimed)</p> <p>Year 2 Website Design £1050.00 plus £2100.00 VAT = £1,260.00 Email Accounts £288.00 plus £57.60 VAT = £345.60 SSL Certificate £125.00 plus £25.00 VAT = £150.00 Annual Fee £200.00 plus £40.00 VAT = £240.00</p> <p>Total £1995.60 (£332.60 VAT to be reclaimed)</p> <p>Year 3 Email Accounts £288.00 plus £57.60 VAT = £345.60</p>	For Info Clerk TH

		<p>SSL Certificate £125.00 plus £25.00 VAT = £150.00 Annual Fee £200.00 plus £40.00 VAT = £240.00</p> <p>Total £735.60 (£122.60 VAT to be reclaimed)</p> <p><u>Oxford Road Pavilion – Electrical Quote</u> The Clerk advised council that a tender request had been dispatched to 4 electricians, only 1 returned tender. This tender was from Axtel Electrical, Oxford</p> <p>Following delivery of this tender it was agreed to accept tender to carry out following works</p> <p>Remove & replace lighting, Remove & replace ceiling heating units, install 2 x emergency lights, carry out PAT testing and carry out full periodic inspection on building</p> <p>Materials £1,100.00 Labour £1,550.00</p> <p>Total £2,650.00</p>	
127/17	Community Grant Applications	<p>A non-pecuniary interest was declared by Cllr Dorian Hancock on Littlemore Playgroup Application.</p> <p>Cllr Henwood gave an overview of the work carried out by the working group and handed out a version of selection criteria paperwork used. Cllr Henwood confirmed that a total of five applicants were received.</p> <p>Each bid was discussed in detail and the following acceptance/refusals were agreed by council:</p> <ul style="list-style-type: none"> • Hands On Social Group - £300.00, to be paid directly to Littlemore Community Association to cover rent costs. • Quest for Learning – refused, this was due to it only benefitting 6 children of whom may not come from Littlemore and due to organisation being a national body with various funding avenues. • Littlemore Playgroup - £5,000.00, to be paid in two separate amounts of £2,500.00 each. This is to cover replacement of items, purchase of new items and volunteer training course. • Littlemore Rugby Club – £1,200.00, to be paid once correct planning application paperwork has been received by Clerk and will be used to position a number of road signs. • Allstar Heroes Cheerleading Program – initially a bid was accepted but following discussion by full council it was agreed to not provide a grant at this time. <p>Cllr Comber took all above applications to a vote, unanimously agreed by council. Cllr Henwood to contact Quest for Learning to discuss bid with them, all other applicants will be contact by Clerk.</p> <p>Cllr Henwood suggested that £2,000.00 be set as the figure for future bids and a maximum of £5,000.00 for bigger projects. Agreed by council.</p> <p>The Clerk informed the meeting that a declaration of interest has been received from Littlemore Village Hall who have advised they will be submit a bid to the next round. RW advised that Cllr Tanner and Cllr Willis would need to be replaced on working group as they are trustee of Littlemore Village Hall.</p> <p>Cllr Mashhuda Glencross, Cllr Michael Evans and Cllr Macer Wicker agreed to sit on working group.</p>	

128/17	Acceptance Minutes of last meeting	Minutes were accepted as a true record to meeting held on Tuesday 13 th June (Full Council Meeting) and Tuesday 20 th June (Policy Meeting)	For Info Clerk												
129/17	Correspondance	<p><u>Vacancy for Parish Councillor</u> Notice of vacancy was posted on notice boards and Facebook page with notice end date of 12th July 2017. If no one stands post can be filled using co-option.</p> <p><u>Exercise of Public Rights</u> Notice was placed on notice boards and Facebook page, electors are able to inspect accounts from 27th June – 7th August 2017.</p> <p><u>Guideposts Request</u> A request has been received by Guideposts for funding to assist with running costs, as the charity does not sit within Littlemore Parish Council boundaries request was turned down.</p>	For Info Clerk												
130/17	Chairs Update	Cllr Comber had nothing to report.													
131/17	Clerk Update	<p>Richard Wilkins gave following update:</p> <p><u>OALC AGM</u> Cllr Comber and RW attended the OALC AGM, during this AGM the financial report was given and on behalf of council these were voted against acceptance as there was a number of questions presented that were not answered Cllr Comber advised council that a request has been submitted for one representative from Oxford City Council Parishes to be elected to sit on Regional Executive Board – awaiting response from request.</p> <p><u>Council Policies</u> All policies have now been signed and placed on file. Review set for May 2018.</p> <p><u>Insurance Update</u> A insurance consultant will be meeting with RW to discuss and update all Council records and this will be reported back at next meeting.</p> <p><u>Pensions</u> Currently unable to update information on pensions website and awaiting information on how to progress this.</p> <p>Art Project Attended a meeting with steering group who have requested remaining funds be release at total of £7,892. RW advised that he was not willing to complete this transaction until clarification received from Oxford City Council – if confirmed happy for funds to be released as it is above £5,000.00 limit set in Standing Orders full council approval is need.</p> <p>Cllr Comber advised council that a vote is needed and that council give permission for funds to be released only if confirmed ok by Oxford City Council – this was agreed by council with 3 abstaining and 1 against.</p>	<p>For Info Clerk</p> <p>For Info</p> <p>For Info Clerk</p>												
132/17	Finance Committee Report	<p>Cllr Tina Hill provided following report</p> <p>Bank balance as at 06/07/2017</p> <table> <tr> <td>Treasurers Account</td> <td>£83,224.47</td> </tr> <tr> <td>National Savings Bank</td> <td>£564.21</td> </tr> <tr> <td>Business Interest Account</td> <td>£5,375.57</td> </tr> <tr> <td>Santander Account:</td> <td>£8,239.94</td> </tr> <tr> <td>Petty Cash</td> <td>£323.79</td> </tr> <tr> <td>Total All Accounts.</td> <td>£97,727.98</td> </tr> </table>	Treasurers Account	£83,224.47	National Savings Bank	£564.21	Business Interest Account	£5,375.57	Santander Account:	£8,239.94	Petty Cash	£323.79	Total All Accounts.	£97,727.98	TH Clerk For info.
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		<p>Balance Note: £12,540.00 Spring Lane CIL and £30,000.00 Community Development pot.</p> <ul style="list-style-type: none"> • Richard is to meet with the previous chair and previous clerk at Santander to try and resolve access issues on account • All HMRC Payments are now up to date • Cheque Payments have been reconciled with Bank Statement and all correct -£1689.34 uncashed cheques • Payment to Baptist Church for £110 is outstanding for 2016 – donation for use of hall • Petty Cash money has been reconciled with log all correct • Southern Electric has authorised refund on money owing for Herschel Crescent, will be refund by 20th July 2017 – on investigation estimate bills were paid and no correct reading taken during 2016. • New account with Unity Trust has been set up – signatories are Dorian Hancock, Sue Stewart and Lynda Comber with Richard Wilkins having full access for authorising online payments via BACS, Standing Orders and Direct Debits <p>Invoices, Wages, other paid or to be paid including VAT £</p> <table border="0"> <tr> <td>Matthew Hutton (Krystal Hosting)</td> <td>14.40</td> </tr> <tr> <td>Viking (Paper, Printer Cartridges)</td> <td>101.66</td> </tr> <tr> <td>Littlemore Community Association (room hire)</td> <td>37.50</td> </tr> <tr> <td>SEE</td> <td>160.04</td> </tr> <tr> <td>Quickbooks</td> <td>9.00</td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> <tr> <td>£322.60</td> <td></td> </tr> <tr> <td>INCOME :-</td> <td></td> </tr> <tr> <td>£0.00</td> <td></td> </tr> </table>	Matthew Hutton (Krystal Hosting)	14.40	Viking (Paper, Printer Cartridges)	101.66	Littlemore Community Association (room hire)	37.50	SEE	160.04	Quickbooks	9.00	TOTAL		£322.60		INCOME :-		£0.00		
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133/17	Planning Update	<p>Cllr Stewart, Chair of Planning Sub Committee submitted following report</p> <p>New applications:</p> <p>17/01009/FUL 1 Oxford Road - 2-storey side extension to create 2 x 1-bed flats: LPC comment was that we have no objection but would point out the danger of the access at this busy junction.</p> <p>17/01338/OUT Land at the rear of 23-25 Spring Lane - 2 x 2-bed bungalows: Cllr Stewart has emailed the planning department to ask for missing paperwork. There is no news on an outstanding appeal about a previous refusal on this site.</p> <p>17/10282FUL 16 Van Diemens Lane: 1 x 3-bed 2-storey house: Cllr Stewart will ask for an extension so that this can be discussed by LPC planning committee.</p> <p>17/00911/OUT Former workshop, Lanham Way - erection of up to 16 houses and flats: Cllr Stewart reported that this application</p>	For Info SS																		

		<p>was submitted in May but not forwarded to LPC. She has now obtained the paperwork and has been given an extension of time for comment. The application will go to East Area Planning Committee. To be discussed by LPC planning committee.</p> <p>17/01477/FUL 17 Champion Way - 2-storey side extension to create 1- bed house: a previous application was withdrawn. Cllr Stewart to request an extension.</p> <p>17/01613/FUL 20 Giles Road - 1st floor side extension: Cllr Stewart to request an extension.</p> <p>Approvals:</p> <p>17/01115/FUL Land between 21 and 45 Van Diemens Lane - approved</p> <p>Cllr Henwood left the meeting while the following item was discussed: 17/00586/FUL 3 David Nicholls Close - reported that the amendment to this application had not reached LPC and the officer's report stated that LPC had made no comment. Cllr Stewart had asked that this be reported to East Area Planning Committee. Application approved.</p> <p>Awaiting decision:</p> <p>17/00174 60 Herschel Crescent - submitted in February. Cllr Stewart has emailed twice for any news on this without response.</p> <p>Enforcement:</p> <p>51 Giles Road - structure in front garden: this was first notified to the planning department in November 2016 and was subsequently pursued by Cllr Sanders who will take the matter up again.</p> <p>Oxford Draft Local Plan:</p> <p>This will be discussed at a meeting of LPC Planning Committee to take place on Tuesday 25 July at 7 pm at the Community Centre. Members of the public and councillors may attend but only planning committee members may vote.</p> <p>Consultation by Oxon County Council on changes on the A 4074 Sandford by-pass - to be discussed at the planning committee.</p> <p>Oxford Station Supplementary Planning Document Consultation - to be discussed at the planning committee</p>	
134/17	Amenities Update	<p>Richard Wilkins gave following report</p> <p><u>Herschel Crescent Recreation Ground</u></p> <ul style="list-style-type: none"> • See-Saw vandalised with metal bearing parts stolen, incident reported to police and claim to be submitted to insurance company. 	Clerk For Info

		<ul style="list-style-type: none"> Pavilion was being accessed by a private football coach who had failed to pay fee required and return key – new lock has been fitted to main door. Risk assessment to be conducted on play equipment <p><u>Oxford Road Recreation Ground</u></p> <ul style="list-style-type: none"> Fire Alarms in building have not worked since 2015, inspection to be requested. Risk assessment to be conducted on play equipment <p><u>Oxford By-Pass</u></p> <ul style="list-style-type: none"> Fencing round boundaries needs to be fully replaced as timber poles rotten at bottom <p>Senior Groundsman is making a good recovery from operation and thank council for card.</p>	
135/17	Working Group Reports	<p><u>Neighbourhood Plan</u> - Cllr Henwood reported:</p> <ul style="list-style-type: none"> Questionnaire for Littlemore Local has been completed and will be in next Littlemore Local, boxes will be placed in Sainsbury's heyford hill – Littlemore post office – village hall and community centre. Parish Boundary Election for Parish in May 2018 <p><u>Transport</u> – no report.</p> <p><u>Social Media</u> – Cllr Hutton reported:</p> <ul style="list-style-type: none"> Met to discuss new website and facebook page. <p><u>Spring Lane</u> – Richard Wilkins report</p> <ul style="list-style-type: none"> Meeting with Cllr M Wicker and Cllr K Wicker has taken place and agreed a letter will be sent to electors in September seeking help with work required. RW to contact developer to seek assistance Contact City Council regarding waste bins for lane. Arrange meeting at site with Spring lane Councillors. 	Clerk For Info
136/17	Oxfordshire County Council Update	No report.	
137/17	Oxfordshire City Council Update	No report.	
138/17	Littlemore Local	Judith Godsland advised Council of cut of date for next edition.	For Info
139/17	Agree Agenda for Next Meeting	Agenda to be sent out 7 days before next meeting.	For Info
140/17	Urgent items	No urgent items.	
141/17	2017 Meetings	<p>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.