

# Littlemore Parish Council

Littlemore Community Centre, Giles Road  
Littlemore, Oxford, OX4 4NL  
Tel: 07377 682216 Email: clerk@littlemoreparishcouncil.gov.uk

## To: All Parish Councillors

You are hereby summoned to attend full Council Meeting of **Littlemore Parish Council** to be held at **Littlemore Community Centre, Giles Road, Littlemore, Oxford, OX4 4NL** on **Tuesday 12<sup>th</sup> September 2017** commencing at **7.00pm** for purpose of transacting the following business. Members of public and press are invited to attend



**Richard Wilkins**  
**Clerk to the Council**  
**Date: 8<sup>th</sup> September 2017**

## AGENDA

Public Forum – the first ten minutes are available for the public to express a view or ask a question on relevant Parish Council matters on the following Agenda

The Public are welcome to stay and observe the rest of meeting but will be unable to express views or ask questions.

### **168/17 Chairs Welcome**

### **169/17 Apologies for Absence**

**170/17 Declarations of Interest.** To receive any declarations of disclosable pecuniary interest or other interests which members may have in terms of the items under consideration.

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

**171/17 Acceptance of Minutes Previous Meeting:** Tuesday 11<sup>th</sup> July 2017

**172/17 Correspondence:** to discuss and decide (if required) on correspondence received at Parish Council

**173/17 Chair Update:** to inform the Council of any items of note. No decisions will be taken.

**174/17 Clerk's Update:** to inform the Council of any items of note including progress on previously agreed actions.

### **175/17 Receive Finance Committee Report:**

Bank balance as at Thursday 7<sup>th</sup> September 2017

Treasurers Account	<b>£61,532.20</b>
National Savings Bank	<b>£564.21</b>
Business Interest Account	<b>£5,376.02</b>
Unity Trust	<b>£19,677.02</b>
Petty Cash	<b>£141.40</b>
Total All Accounts.	<b>£87,290.85</b>

(Outstanding Cheques for Treasurers Account £2,001.83)

### Treasurers Account

Invoices, Wages, other (paid or to be paid)	£ Incl. VAT
Wages Employee 1 (10 - 21 July)	£336.60
Wages Employee 2 (10 - 21 July)	£309.48
Wages Employee 3 (10 - 21 July)	£312.80
Clerks Mileage	£25.20
Viking Direct - Printer Cartridges	£352.75
Littlemore Baptist Church - 2016 Hall Payment	£110.00
QuickBooks - Accounting Package	£9.90
Payroll Services Qtr 1	£66.63
June/July Local Editor	£204.00
Annual Playground Inspection	£205.80
Edition 416	£277.00
Wages Employee 1 (24 July - 4 August)	£336.80
Wages Employee 2 (24 July - 4 August)	£309.28
Wages Employee 3 (24 July - 4 August)	£312.80
Aug/Sept Local Editor & Working Home	£276.00
EE - Council Mobile	£60.36
Microsoft Office - July	£11.28
QuickBooks - Accounting Package	£9.00
Vision ICT Limited - New Website	£600.00
Big Mower Company - New Strimmer	£583.20
Big Mower Company - 2nd Strimmer Repair	£168.00
Viking Direct - Stamps & Envelopes	£83.75
Wages Employee 1 (07 - 18 August)	£336.60
Wages Employee 2 (07 - 18 August)	£309.48
Wages Employee 3 (07 - 18 August)	£312.80
Employee Tax & NI (July 17)	£433.57
Wages Employee 1 (21 August – 1 September)	£336.60
Wages Employee 2 (21 August – 1 September)	£309.28
Wages Employee 3 (21 August – 1 September)	£312.80
Littlemore Community Association – room hire 22/08/2017	£33.75
Play Safety Ltd – 4 x Site Risk Assessments	£336.00
<b>TOTAL</b>	<b>£7,681.51</b>
<b>INCOME :-</b>	
Oxford City Council	£7,892.00
Southern Electric	£514.97
Santander Account Return	£7,644.87
<b>TOTAL</b>	<b>£16,051.84</b>

### Unity Trust Account

Invoices, Wages, other (paid or to be paid)	£ Incl. VAT
Littlemore Art Project	£7,892.00
Littlemore Playgroup – Community Pot	£2,500.00
PC World – Clerks Laptop	£580.98
<b>Total</b>	<b>£10972.98</b>
<b>INCOME:-</b>	
HP Cash Back	£100.00
<b>TOTAL</b>	<b>£100.00</b>

## Petty Cash Log

Invoices, Wages, other (paid or to be paid)	£ Incl. VAT
Parking - Parish Council forum	£6.00
Hedge Cutter Repair	£75.00
Strimmer Pull Cord	£6.00
Hedge Cutter Spark Plug	£2.50
Hedge Cutter Cord	£2.50
Key Cutting - Groundsman Spare	£9.96
Punch Pockets	£3.00
Car Parking Santander Headington	£1.70
Ink Cartridges	£38.98
Unleaded Fuel - Trimmer/Mower	£23.00
Postage - Recorded letter Paul Isaacs	£1.75
<b>TOTAL</b>	<b>£170.39</b>

**176/17 Receive and Accept Planning Committee Minutes:**

Tuesday 25<sup>th</sup> July

Tuesday 22<sup>nd</sup> August

**177/17 Receive and Accept Amenities Report:**

**178/17 Receive and Accept Working Group Reports:**

Neighbourhood Plan

Transport

Social Media

Grants

Spring Lane Improvements

Art Project

**179/17 Receive Update from Oxfordshire County Council**

**180/17 Receive Update from Oxford City Council**

**181/17 Littlemore Local Update:** Dr Judith Godsland

**182/17 Agree Agenda items for Next meeting:** to be submitted to Parish Clerk 7 working days before Parish Council Meeting, the Clerk has final say if to be submitted to next agenda.

**183/17 Urgent items:** anything which comes to the Clerk's attention since the agenda was set.

**184/17 Tenders Recieved:**

Tree Works

Littlemore Local Printing

CCTV

**185/17 Date of Next Meeting :**

Tuesday 10<sup>th</sup> October 2017

Tuesday 14<sup>th</sup> November 2017

Tuesday 12<sup>th</sup> December 2017