

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting Tuesday 12th September 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. Dorian Hancock (DHan - Vice-Chair), Richard Wilkins (Clerk, Cllr. Sue Stewart (SS), Cllr Macer Wicker (MW), 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>Judith Godsland (Editor)</p> <p>Cllr Sorcha Lanham left meeting at 2045hrs.</p>
------------------	---

Ref	Item	Notes	Action
168/17	Welcome	<p>Meeting opened 1900hrs</p> <p>Vice Chair Cllr Hancock welcomed those in attendance and advised that he has been requested to chair the meeting in absence of Cllr Comber.</p> <p>Cllr Hancock advised that when we reach ref: 184/17 this section of meeting would be closed to members of public and editor.</p>	For Info
169/17	Apologies	Cllr Lynda Comber, Cllr Gill Sanders, Cllr Mashhuda Glencross	For Info
170/17	Declarations	No declarations of interest were received.	For Info
171/17	Acceptance Minutes of last meeting	Minutes were accepted as a true record to meeting held on Tuesday 11 th July 2017, it was noted date needs to be corrected.	For Info Clerk
172/17	Correspondence	<p><u>Email from local resident regarding drug use in park</u> Cllr Tanner has contacted local neighbourhood police sergeant via Littlemore Community Partnership concerns on drug use in area and will communicate responses when received.</p> <p><u>'The Launch One Year On'</u> Parish Clerk advised that Rev Margreet has invited all Parish Councillors to this event and invitations are in pack, a request for speaker has also been noted anyone interested to contact Rev Margreet directly.</p> <p><u>Victim Support Services</u> A request has been received for £100 funding from Victims Support Services, Cllr Henwood proposed they submit a bid to Coomunity Fund which was accepted.</p>	For Info Clerk
173/17	Chairs Update	Cllr Hancock had nothing to report.	
174/17	Clerk Update	<p>Richard Wilkins gave following update:</p> <p><u>Groundsman Pay</u> Due to errors by previous payroll company the groundsman are currently being hit by a 50% tax deduction on pension payments, Chair and I have written to previous Clerk to resolve the matter</p> <p><u>Financial Risk Assessment</u> Following the external audit it was noted that Parish Council did not have a Financial RA something required since 2014. A copy of one suitable for Parish Council was sent to each councillor to review, this was agreed and would be signed by chair.</p>	<p>For Info Clerk AP</p> <p>For Info Clerk AP</p>

		<p><u>S106 Money</u> The Clerk presented the Parish Council with a report from Oxford City Council on the S106 funds currently being held. These funds can be used for</p> <ul style="list-style-type: none"> - Indoor Sports Provisions - Improvement to Sports Ground - Improvement to Play areas - Open space/Park ecology - Allotments - Work of Arts <p>£7,892 of S106 has been returned to Council for Art Project.</p> <p><u>Insurance Claim</u> Councils claim for damage to Seesaw has now been agreed and repairs due shortly.</p> <p><u>Edith Kempson House Access</u> It was noted that Rev Andrew Bevan had refused Parish Council to continue using this venue, Cllr Willis advised that we can continue to use and to notify her of any dates required and a small donation would be required, this was agreed by Council.</p> <p><u>Littlemore Boys Football Club</u> Following the closing of Herschel Crescent pavilion, Littlemore Boys are now unable to play home matches at this location. I have offered the use of Oxford Road facilities but this was rejected, a further attempt will be made shortly.</p>	<p>For Info Clerk AP</p> <p>For Info</p> <p>For Info Clerk AP</p>																																				
175/17	<p>Finance Committee Report</p>	<p>Cllr Tina Hill provided following report</p> <p style="padding-left: 40px;">Bank balance as at 07/09/2017</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Treasurers Account</td> <td style="text-align: right;">£61,532.20</td> </tr> <tr> <td>National Savings Bank</td> <td style="text-align: right;">£564.21</td> </tr> <tr> <td>Business Interest Account</td> <td style="text-align: right;">£5,376.02</td> </tr> <tr> <td>Unity Trust</td> <td style="text-align: right;">£19,677.02</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">£141.40</td> </tr> <tr> <td> Total All Accounts.</td> <td style="text-align: right;"> £87,290.85</td> </tr> </table> <p>(Outstanding Cheques for Treasurers Account £2,001.83)</p> <p>Balance Note: £12,540 Spring Lane CIL, £10,000 Oxford Road Improvements and £17,500 Community Development pot.</p> <p><u>Treasurers Account</u></p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td>Invoices, Wages, other (paid or to be paid)</td> <td style="text-align: right;">£ Incl VAT</td> </tr> <tr> <td>Wages Employee 1 (10 - 21 July)</td> <td style="text-align: right;">£336.60</td> </tr> <tr> <td>Wages Employee 2 (10 - 21 July)</td> <td style="text-align: right;">£309.48</td> </tr> <tr> <td>Wages Employee 3 (10 - 21 July)</td> <td style="text-align: right;">£312.80</td> </tr> <tr> <td>Clerks Mileage</td> <td style="text-align: right;">£25.20</td> </tr> <tr> <td>Viking Direct - Printer Cartridges</td> <td style="text-align: right;">£352.75</td> </tr> <tr> <td>Littlemore Baptist Church - 2016 Hall Payment</td> <td style="text-align: right;">£110.00</td> </tr> <tr> <td>QuickBooks - Accounting Package</td> <td style="text-align: right;">£9.90</td> </tr> <tr> <td>Payroll Services Qtr 1</td> <td style="text-align: right;">£66.63</td> </tr> <tr> <td>June/July Local Editor</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td>Annual Playground Inspection</td> <td style="text-align: right;">£205.80</td> </tr> <tr> <td>Edition 416</td> <td style="text-align: right;">£277.00</td> </tr> </table>	Treasurers Account	£61,532.20	National Savings Bank	£564.21	Business Interest Account	£5,376.02	Unity Trust	£19,677.02	Petty Cash	£141.40	 Total All Accounts.	 £87,290.85	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	<p>TH Clerk For info.</p>
Treasurers Account	£61,532.20																																						
National Savings Bank	£564.21																																						
Business Interest Account	£5,376.02																																						
Unity Trust	£19,677.02																																						
Petty Cash	£141.40																																						
 Total All Accounts.	 £87,290.85																																						
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	£33.75
Play Safety Ltd – 4 x Site Risk Assessments	£336.00
Total	£7,681.51
Income :-	
Oxford City Council	£7,892.00
Southern Electric	£514.97
Santander Account Closure	£7,644.87
Total	£16,051.84
<u>Unity Trust Account</u>	
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
Total	£10,972.98
Income:-	
HP Cash Back	£100.00
Total	£100.00
<u>Petty Cash Log</u>	
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
PC World Purchase	£38.98
Unleaded Fuel - Trimmer/Mower	£23.00
Postage - Recorded letter Paul Isaacs	£1.75
Total	£170.39
Points raised by finance committee	

		<p>All accounts for July and August have been reconciled and all correct procedures have been followed and amounts on agenda are correct as of 7th September 2017.</p> <p>Clerk has now emptied the Santander account and the cheque of £7644.87 cleared in treasurers account and will no longer appear on financial reports, a letter has been produced and sent to previous financial officer and clerk to get account officially closed down and to get statements sent.</p> <p>Clerk has contacted Post Office regarding closure of National Savings Account, will need to speak with Pauline Jones to see who was signatories as they need to sign paperwork.</p> <p>Clerks laptop has been purchased from PC World, cost was £580.98 with VAT reclaim of £116.20 (Net Price £464.78) and Microsoft Licence £11.28 monthly</p> <p>Community Grant money has been paid too Littlemore Playgroup, still waiting on further information/evidence from other groups before money is released.</p> <p>Website development down payment has been completed and Clerk will be in touch with designer to begin build of new site.</p> <p>New Strimmer for grounds team purchased, 10% discount provided and cost £583.20 with VAT reclaim of £116.64 (Net Price £466.56).</p> <p>Invoices for Art Project are in incorrect name and this will mean the Parish Council cannot re-claim VAT on purchases.</p> <p><u>Richard Wilkins Provided following update</u></p> <p>A qualification notice will be issued against Council by external Auditors BDO LLP, the BDO have advised that one fee of £35 has been added on top of normal fee and Council could be presented further fees by senior auditor. Once full report has been received this will be sent to all Councillors.</p> <p>Cllr Henwood thanked Cllr Hill and Richard for the continued efforts in improving the financial status of Littlemore Parish Council. This was agreed by full Council.</p>	
176/17	Planning Update	Minutes of Tuesday 25 th July 2017 and report from Tuesday 22 nd August 2017 were fully agreed by Council	For Info
177/17	Amenities Update	<p>Richard Wilkins gave following report</p> <p>Over past two months assessments have been carried out on playground equipment at Herschel Crescent and Oxford Road. Furthermore, assessments have been completed at the four large sites maintained by LPC too.</p> <p>The findings of the Assessments have resulted in some serious issues which will need to be resolved some within 10 days and others within 30 days. While minor repairs we have 60 days to complete</p> <p>A full list of the required repairs are attached to these minutes</p>	Clerk AP For Info

		<p>Oxford Road pavilion also requires asbestos survey and water treatment survey to be completed.</p> <p>A tree survey on all parks will be carried out on Tuesday 19th September by Oxford City Council on 134 trees and at cost of £540 plus VAT. This survey will then produce a report to provide LPC with list of any works required, at this point on a visible site inspection there are four large trees requiring work. (the Tree Team have advised that previous work completed in past were not completed correctly and may bring further works)</p> <p>Cllr M Wicker and I have looked at the general maintenance of grounds and both agreed that the standard is poor and work around the area needs to be improved – such things as painting all wooden surfaces to protect from water damage, better repairs on bits done, attention to detail when trimmer round wooden structures.</p> <p>Replacement of equipment used daily also need to be replaced as now likely to be 8 to 10 years old and will cost more in repair work going forward. General day to day tools need updating and the buggy needs seats replacing.</p> <p>Cllr Henwood recommended a report on timescales to be produced, the Clerk will produce this and provide it to full Council.</p>	
178/17	Working Group Reports	<p><u>Transport Group</u> Attendees: Cllr Hutton, Cllr Lanham, Cllr K Wicker</p> <p>At the last meeting of Transport Working group on 24th July 2017 the following items were discussed to report to next full council meeting</p> <ul style="list-style-type: none"> • Proper road humps along Oxford Road, Littlemore to reduce traffic speeds. • Consensus that “speed cushions” were completely pointless and won’t slow people down - as well as concerns they may damage tyres at a future point if driven over quickly. • Worth noting that Oxford Road, Littlemore is the narrowest “main” road off the ring road. • A zebra crossing for the centre of the road to allow people to cross safely. • Narrow the chicane at the George Pub end of the road so you can no longer nearly get two cars through. • Concern that making the road “shared use” with cycling in the middle would make the road more dangerous for cyclists. <p><u>Neighbourhood Plan</u> In August, City Council's CEB agreed to support Littlemore's neighbourhood plan, and confirmed that the area the plan will encompass will be the parish boundary and not the ward boundary.</p> <p>Surveys have been delivered and surveys returned to the Post Office, Community Centre and Village Hall. In September, we will review the responses to determine how to scope the the neighbourhood plan into policy areas.</p> <p>During September, the steering group will be meeting with Oxford City Council to further discuss the next steps and scheduling the neighbourhood plan.</p> <p><u>Littlemore Art Project</u> The steering group have met several times to determine art work to be incorporated in the project.</p>	Clerk For Info

		<p>The steering group also met with the LPC's groundsmen to reconsider sight location on the village green. Feedback from this meeting will mean DH will need to contact the City Councils planning department to see if the proposed relocation is possible, under the current approached plans. DH will report back later this month on this aspect to the steering group.</p> <p>Production of the project is now underway</p> <p>Parish Clerk wanted it noted that he has concerns on the project, he is also disappointed that employees have been approached by the project team without prior knowledge of Council. This has been highlighted with the group and a meeting is to be arranged.</p> <p><u>Grant Scheme</u> Richard Wilkins and Cllr David Henwood held a small meeting to go over the various grants awarded to the different groups in Littlemore. Some suggestions were made to amend future applications. I.e. Groups should be located in Littlemore. DH to work with Cllr Willis to redraft guidance notes before round 2.</p> <p>RW reported that some Councillors felt uncomfortable after the vote and felt that this should be allowed to be re-submitted. RW and DH considered the possibilities and concluded the application should be reassessed in round 2. The reason for refusal, led to this conclusion. RW will contact group leader to discuss and resubmit application if they agree.</p> <p><u>Spring Lane</u> Richard Wilkins has been in touch with the Developer, this was to establish if they would be willing to complete the work required. A representative advised over the phone that the planning authorities had signed off the work on the build and that they are no longer responsible and would not be making any contribution to works being completed.</p> <p>RW has made contact with the Parks team, an inspection of area will be completed once the survey in Littlemore Parks has been completed. A letter will be put together for Spring Lane residents and see how many would be willing to assist.</p> <p>To ensure that the council conducts itself correctly in this project and to ensure correct insurance is held an email has been sent to Oxford City Council to see if they are willing to carry out work in first instance.</p> <p>As you can see there is a number of processes that we need to complete before work commences and is completed. The working group feel that the CIL may not fulfil project requirements and will report back to council with further requests</p> <p><u>Social Media</u> New website design will commence on 25th September 2017 A number of electors have been removed from Facebook page due to language used towards other users.</p>	
179/17	Oxfordshire County Council Update	No report.	
180/17	Oxfordshire City Council Update	No report.	
181/17	Littlemore Local	Judith Godsland advised Council of cut of date for next edition, a request has been received for a church group to be allowed to post leaflets at same time of delivering local. Vote was taken – FOR 7 AGAINST 2	For Info

182/17	Agree Agenda for Next Meeting	Agenda to be sent out 7 days before next meeting.	For Info
183/17	Urgent items	No urgent items.	
18/17	Tenders	<p>Parish Clerk advised meeting that tender requests had been sent out for printing of Littlemore Local provider and Playground repair costs</p> <p><u>Littlemore Local Printing Tenders</u></p> <p>Parchments Print of Oxford Holywell Press Fine Print Seacourt Printing</p> <p>Proposal for tender from Fine Print being awarded was agreed unanimously by Council.</p> <p><u>Playground Equipment Improvements</u></p> <p>Creative Play Playground Services Ltd</p> <p>Proposal for tender from Creative Play being awarded was agreed unanimously by Council.</p>	For info.
141/17	2017 Meetings	<p>Tuesday 10th October 2017 Tuesday 14th November 2017 Tuesday 12th December 2017</p> <p>All meetings, 7pm at Littlemore Community Centre</p>	For info.

Signed as a true and accurate record

.....
Cllr Lynda Comber
Chair, Littlemore Parish Council
Tuesday 10th October 2017