

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting Tuesday 10th October 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), Richard Wilkins (Clerk, Cllr. Sue Stewart (SS), Cllr Gill Sanders (GS), Cllr Macer Wicker (MDW), 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), Cllr Kim Wicker (KW), Cllr Mashhuda Glencross (MG) Judith Godsland (Editor), 4 members of public.
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Ref	Item	Notes	Action
	Public Forum	Meeting opened 1900hrs Cllr Lynda Comber opened the meeting to public Several residents from Bampton Close were present at the meeting. Steve Spencer asked for details on application for Bampton Close which was put through door by OCC – it was agreed that Clerk would contact residents once application was to be discussed at planning committee meeting. Sonya Hill raised concerns over parking in Sandy Lane West/Bampton Close (a number of photos shared with Council), it was agreed that on any application this concern would be raised via planning committee.	For Info Clerk Planning
186/17	Welcome	Cllr Lynda Comber welcomed those in attendance, Cllr Comber informed Council that Ex-Councillor Fred Mogridge had sadly passed away and requested that all present stood and took a minutes silence It was agreed that Cllr Comber would find out details and pass them on to Council via Clerk.	For Info Action
187/17	Apologies	Cllr Dorian Hancock, Cllr Sorcha Lanham, Cllr John Tanner	For Info
188/17	Declarations	No declarations of interest were received.	For Info
189/17	Acceptance Minutes of last meeting	Minutes were accepted as a true record to meeting held on Tuesday 10 th October 2017.	For Info Clerk
190/17	Correspondence	<u>Certificate of Lawfulness</u> Notification from Oxford County Council had been received in regard to application from Oxford Sewage Treatment Works. It was agreed this be passed to planning committee and reported back at next full Council meeting.	For Info Clerk Planning
191/17	Chairs Update	Cllr Comber reported that she would be attending the Age Concern annual meeting on behalf of Parish Council	For Info

192/17	Clerk Update	<p>Richard Wilkins gave following update:</p> <p><u>HMRC Tax Payments</u> HMRC has written to LPC regarding PAYE & N.I payments for 2016-17, despite several calls to tax office we are no further forward. They believe we currently owe £570.00 for 2016-17.</p> <p>It has also been raised by editor that payments were deducted from pay but no payments were made to the tax office. It was noted that both errors were from previous clerk and not current.</p> <p>An update for final amount required will hopefully be made at by next full Council meeting.</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><u>Littlemore Youth Football Club</u> A further meeting is to be scheduled once all repairs at Oxford Road have been completed.</p> <p><u>Articles/Press Release</u> Clerk wished to remind everyone that no articles in Councils names should not be published or sent for publication until it has been approved by Clerk.</p>	<p>For Info Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info</p>												
193/17	Finance Committee Report	<p>Cllr Tina Hill provided following report</p> <p style="padding-left: 40px;">Bank balance as at 06/10/2017</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td>Treasurers Account</td> <td style="text-align: right;">£102,508.94</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;">Closed</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;">£585.84</td> </tr> <tr> <td> Total All Accounts.</td> <td style="text-align: right;"> £123,318.01</td> </tr> </table> <p>(Outstanding Cheques for Treasurers Account £1,929.91)</p> <p>Balance Note: £12,540 Spring Lane CIL, £10,000 Oxford Road Improvements and £17,500 Community Development pot.</p> <p>A transfer of £30,000 will be completed to bring Treasurers Account under the £85,000 bank limit for loss.</p>	Treasurers Account	£102,508.94	National Savings Bank	£564.21	Business Interest Account	Closed	Unity Trust	£19,677.02	Petty Cash	£585.84	 Total All Accounts.	 £123,318.01	<p>TH Clerk For info.</p>
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Treasurers Account

Invoices, Wages, other (paid or to be paid)	£ Incl VAT
EE - Council Mobile	60.00
QuickBooks	9.00
Donnington Health Trust – Oxford Road Rent	875.00
Microsoft Office - August	11.28
Steel Sheet (Oxford Road)	138.00
Wages (4 September – 15 September)	1,005.68
Petty Cash Top Up	500.00
Creative Play - 50% deposit Playground	2,661.60
Microsoft Office - September	11.28
SSE - Electric Qtr 2 Oxford Road	155.79
BDO LLP - External Audit Fees	522.00
Castle Water - Water Service Charge	116.62
Wages (18 Sept - 29 Sept)	926.80
SLCC - National Conference Delegate	468.00
Payroll Services Qtr 2	83.37
HMRC – August 2017	308.18

Total **£7,852.60**

Income :-

Oxford City Council	43,500.00
Interest Account Transfer	5,376.26
Westlake Plumbing – LL Advert	25.00

Total **£48,901.26**

Unity Trust Account

Invoices, Wages, other (paid or to be paid)	£ Incl VAT
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Service Charge	18.00
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Total **£18.00**

Petty Cash Log

Invoices, Wages, other (paid or to be paid)	£ Incl VAT
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First Aid Supplies	40.56
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Workshop Kettle	15.00
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Total **£55.56**

Points raised by finance committee

2nd Half precept of £43,500 received from Oxford City Council

Business Interest Account of £5,376.26 (2nd account with Lloyd's Bank) was transferred into Treasurers account

50% deposit for playground improvements £2,661.60 paid with remaining 50% once completed

Meeting set up with Cllr Glencross to sort out QuickBooks now full access to all accounts

		<p>Petty Cash was topped up, currently over the £500 stated as groundsmen have a number of petty cash payments to be reimbursed</p> <p>Final amount paid to Art Project. Unfortunately, invoices made out to the art designer which will mean that LPC can't reclaim VAT. (Approx £910)</p> <p><u>Clerk Update – Budget 2018/19</u></p> <p>A budget proposal was handed out to give Councillors a chance to view amounts and propose recommendations before Finance Committee meeting being held on Thursday 26th October 2017 starting at 8pm in Edith Kempson House.</p>	
194/17	Planning Update	<p>Cllr Sue Stewart gave following report</p> <p>The Planning Committee did not meet in September because no plans had been received. Applications received since then were referred to the next Planning Committee meeting.</p> <p>Results:</p> <p>17/02025 81 The Crescent, St George's Park - withdrawn</p> <p>17/00174/FUL 60 Herschel Cres - refused</p> <p>17/01613/FUL 20 Giles Road - approved</p> <p>17/01522/FUL 23 Bodley Road - approved</p> <p>17/01740/FUL 10 Hardings Close - withdrawn</p> <p>Consultation: Work at Thames Water Sewage Works, Grenoble Road. Cllr Stewart proposed that the Parish Council should agree a proposed comment, as there is no deadline and to delay might mean that we are out of time. It was agreed to comment that the planning officer be requested to check that there is no adverse impact on the surrounding area, and that the Priory is a listed building which should be treated with sensitivity.</p> <p>Ongoing matters: 17/01338/OUT 23-25 Spring Lane - is listed for discussion at a future meeting of East Area Planning Committee.</p> <p>Littlemore Park - delay is being caused by the need to move slow worms, a protected species, and this can only be done at certain times of year. A full application is now expected around Christmas.</p> <p>59 Kelburne Road - a possible breach of conditions during building work has been reported to the planning department.</p>	For Info
195/17	Amenities Update	<p>Richard Wilkins gave following report</p> <p>Tree Survey has been completed, awaiting report and invoice from OCC and will update at next meeting.</p> <p>Playground improvements have started, further damage to seesaw has occurred may be extra cost for missing part. Damage to log climber in Oxford Road and fire damage to other parts of equipment in Oxford Road – Val Smith suggested to contact anti-social behaviour team (Chair to</p>	<p>For Info Clerk Action</p> <p>For Info Chair Clerk</p>

		<p>follow up)</p> <p>Steel Plate fitted has been fitted to internal door as requested by Insurance Company, no fitting cost due to Cllr M Wicker completing works free of charge.</p> <p>Electrical Work completed, condition report was unsatisfactory and requires immediate attention to 13 areas meaning a further cost of £1,600 – earth to sockets missing, emergency lighting failure on 6 units, heating in both dressing rooms short circuit and socket access – This was agreed.</p> <p>Ground team require new lawnmower (£500-£700), new power tools due to current tools failing PAT testing.</p> <p>Groundsman truck requires repair work, currently awaiting quote.</p> <p>Insurance Company are requesting a roof report and building structure report but have stated likely to decline claim as damp/leaks is a longer standing issue. – Council have 2 solutions knock down and replace with porta cabin or rebuild. Cllr Henwood suggested applying for WREN funding for both grounds.</p> <p>Currently working through 22 workplace risk assessments</p> <p>Proposed Cllr Henwood attends discussion on Orchard Way Building this was agreed.</p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>
196/17	Working Group Reports	<p><u>Transport Group</u></p> <p>Cllr Sanders to contact David Tole regarding Oxford Road issues and will report back to next meeting.</p> <p><u>Neighbourhood Plan</u></p> <p>Cllr Henwood advised that Surveys are still coming in and data processing is taking longer than expected</p> <p><u>Littlemore Art Project</u></p> <p>Cllr Henwood advised that the Art Project has been completed and now putting together a planning application to add additional works required.</p> <p><u>Grant Scheme</u></p> <p>A minor change has been made to guidance notes, second round now open until 31st October 2017 with decision likely to be made for December meeting.</p> <p><u>Spring Lane</u></p> <p>Richard Wilkins advised that due to the expanding work load he will need a Councillor to take lead going forward, this has been agreed.</p> <p>Cllr Kim Wicker proposed that LPC looks at how Yarton Parish Council deals with parking issues as roads are constantly blocked.</p> <p>Cllr Macer Wicker is looking at OCC to take action against owner of vehicles which is floating laws.</p>	<p>Clerk For Info</p> <p>Action</p> <p>Action</p>

		<p>Several Councillors have raised concerns over parking on match days and feel the County Council and City Council need to work together on sorting out issue.</p> <p><u>Social Media</u></p> <p>No report.</p>	
197/17	Oxfordshire County Council Update	<p>Cllr Gill Sanders gave following report</p> <p>Closure of Queen Street is going ahead and likely to cost bus companies over £1.5 million extra in running costs.</p> <p>West Gate centre is on target to open on 24th October but not all shops will be ready but most to be completed by Christmas.</p> <p>Oxford Waste Recycling Centre now charging £1.50 per item on household goods etc which will likely increase illegal fly tipping around Oxford.</p>	
198/17	Oxfordshire City Council Update	Cllr Gill Sanders confirmed that she will be stepping down as a City Councillor from May 2018.	
199/17	Littlemore Local	<p>Judith Godsland informed meeting off cut off dates.</p> <p>It was proposed and agreed that following be in next addition</p> <p>Christmas wishes from Parish Council Remembrance for Fred Mogridge Useful phones numbers in printed version Details of meetings for next three months</p>	<p>For Info</p> <p>Action Clerk Chair</p>
200/17	Agree Agenda for Next Meeting	Co-option of Parish Councillor – vote will be by secret card ballot and closed to public	For Info
201/17	Urgent items	No urgent items.	
202/17	Clerks Contract Pay	<p>Richard Wilkins (Clerk) and members of public left meeting at his point, Cllr Kim Wicker took notes of discussion.</p> <p>Discussion took place around position of Clerk job, pay and hours of work, following a lengthy debate it has been agreed for following</p> <ul style="list-style-type: none"> - Cllr Comber to check with OALC regarding re-advertisement of job and to email out correspondence to Councillors only. - Cllr Comber to check with OALC regarding qualifications required and if current Clerk holds correct credentials - Cllr Comber to use HR Advisor from OALC to review pay scale, this service cost £70. - Proposed for job to be advertised up to 20 hours <p>All above points were agreed and will be reported back at next meeting if not by email.</p>	<p>For info.</p> <p>Action Chair</p>
203/17	2017 Meetings	<p>Tuesday 12th December 2017</p> <p>All meetings, 7pm at Littlemore Community Centre</p>	For info.

Signed as a true and accurate record

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Cllr Lynda Comber
Chair, Littlemore Parish Council
Tuesday 14th November 2017