

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting Tuesday 14th November 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 John Tanner (JT), Cllr David Henwood (Dhen), Cllr Tina Hill (TH), Cllr Maggie Willis (MW), Cllr Sorcha Lanham (SL) Cllr Macer Wicker (MDW), Cllr Michael Evens (ME), Cllr Matthew Hutton (MH), Cllr Vija Karunaratne (VK), Cllr Kim Wicker (KW), Judith Godsland (Editor), 3 members of public.
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Ref	Item	Notes	Action
	Public Forum	Meeting opened 1900hrs No members present wished to address meeting	
222/17	Welcome	Cllr Lynda Comber welcomed those in attendance, Cllr Comber advised meeting that ref 239/17 will be closed to members of public.	For Info
223/17	Apologies	Cllr Dorian Hancock, Cllr Mashhuda Glencross	For Info
224/17	Declarations	Cllr Henwood advised that he was willing to leave the room when co-optation of Councillor took place (ref 239/17).	For Info
225/17	Acceptance Minutes of last meeting	Minutes were accepted as a true record to meeting held on Tuesday 14 th October 2017.	For Info Clerk
226/17	Correspondence	Richard Wilkins advised that following correspondence has been received: <u>Blue Cedar homes</u> requested to meet with Council to discuss potential of building a retirement home in Littlemore – this was forwarded to Planning Committee to discuss. <u>Stackhouse Poland</u> wrote to advised insurance claim was successful of see saw in Herschel Crescent Park and payment of £435 completed.	For Info Planning For Info
227/17	Chairs Update	Cllr Comber attended the funeral of Ex Chair of Parish Council Fred Mogridge which was very well attended and was a lovely send off. Cllr Comber attended remembrance Sunday service at St. Mary's & St. Nicholas Church and laid wreath on behalf of Council. Cllr Comber advised Council that she was very pleased to be presenting the Parish Clerk Richard Wilkins with his certification for completing course in Introduction to Local Council Administration.	For Info
228/17	Clerk Update	Richard Wilkins gave following update: <u>Thames Valley Police</u>	For Info Clerk AP

		<p>I have written to Sergeant Stephen Wye of TVP over the concerns of lack of positive policing in Littlemore, a response was received due to rest days no one could make meeting but a separate meeting will be arranged with Chair and Clerk to discuss all issues.</p> <p><u>Oxford Direct Services</u></p> <p>A meeting has been held with Oxford Direct Services to discuss what services can be offered to the Parish Council, tenders were being discussed with Oxford Direct Services on fencing etc.</p> <p><u>HMRC Tax Payments</u></p> <p>HMRC has written to LPC on 8th November 2017 in regard to short payments, communication rfigure has reduced from £570 original requested.</p> <p><u>Parish Council Forum</u></p> <p>Cllr Comber and I will be representing Council on 20th November 2017 and have been able to add to Agenda – Anti Social Behaviour, Criminal Damage/Drug Abuse in parks and Lack of Communication from Oxford County Council.</p> <p>Cllr Comber requested to know if anyone else wished to attend, Cllr Hutton put his name forward which was agreed.</p>	<p>For Info Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info</p>																								
229/17	Finance Committee Report	<p>Cllr Tina Hill provided following report</p> <p>Bank balances as at Friday 10th November 2017</p> <table data-bbox="544 1106 1091 1290"> <tr> <td>Treasurers Account</td> <td>£80,884.01</td> </tr> <tr> <td>National Savings Bank</td> <td>£564.21</td> </tr> <tr> <td>Unity Trust</td> <td>£69,659.02</td> </tr> <tr> <td>Petty Cash</td> <td>£540.37</td> </tr> <tr> <td>Total All Accounts.</td> <td>£151,647.61</td> </tr> </table> <p>CIL payment of £27,584.12 for 3 developments in ward has been received and 106 payments of £7973.20 for improvement to Sports Pavilion and repair of Playground.</p> <p>Cllr Glencross met with Richard and I but was unable to resolve problems around linking bank accounts, QuickBooks have raised a service request and now waiting on response.</p> <p>Require additional Councillors to join Finance Committee – Cllr Tanner agreed, and new co-opted Councillor will be added.</p> <p><u>Treasurers Account</u></p> <table data-bbox="451 1753 1270 2002"> <tr> <td>Invoices, Wages, other (paid or to be paid)</td> <td>£ Incl VAT</td> </tr> <tr> <td>Website – Domain monthly fee (October)</td> <td>£9.53</td> </tr> <tr> <td>Fine Print Services Ltd – Edition 417 Littlemore Local</td> <td>£179.00</td> </tr> <tr> <td>David Henwood – Survey Monkey (Neighbourhood Plan)</td> <td>£24.00</td> </tr> <tr> <td>EE – Council Mobile</td> <td>£60.00</td> </tr> <tr> <td>Axtell Electrical – Oxford Road Developments</td> <td>£2,650.00</td> </tr> <tr> <td>Wages - 2 Oct - 13 Oct</td> <td>£336.80</td> </tr> </table>	Treasurers Account	£80,884.01	National Savings Bank	£564.21	Unity Trust	£69,659.02	Petty Cash	£540.37	Total All Accounts.	£151,647.61	Invoices, Wages, other (paid or to be paid)	£ Incl VAT	Website – Domain monthly fee (October)	£9.53	Fine Print Services Ltd – Edition 417 Littlemore Local	£179.00	David Henwood – Survey Monkey (Neighbourhood Plan)	£24.00	EE – Council Mobile	£60.00	Axtell Electrical – Oxford Road Developments	£2,650.00	Wages - 2 Oct - 13 Oct	£336.80	<p>TH Clerk For info.</p>
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230/17	Budget 2018/19	<p>Parish Clerk Richard Wilkins presented Council with budget agreed at Finance Committee Meeting on Thursday 26th October 2017, £ 87,901 increase of £1,731 from 2017/18.</p> <p>Proposed by Cllr Comber Seconded by Cllr Stewart</p> <p>Carried unanimously</p>	For Info Clerk AP
231/17	Planning Update	<p>Cllr Sue Stewart gave update on</p> <p>Consultation: Work at Thames Water Sewage Works, Grenoble Road. Cllr Stewart advised comment had been and will be discussed at next planning committee meeting.</p> <p>Nature Reserve proposal for land near Priory, short discussion took place and will go to planning committee to discuss and make proposal.</p>	For Info SS

		Local plan comment present to Council was agreed for submission.	SS
232/17	Amenities Update	Richard Wilkins gave following report Playground improvements have been 90% completed, further quotes being obtained to fix timber climbing frame. Tenders have been requested for Fencing round Eastern by-Pass and Herschel Crescent, Posts round edges opposite Littlemore Fish Bar and litter bin collections.	For Info For Info Clerk
233/17	Working Group Reports	<u>Transport Group</u> Cllr Sanders has attempted to contact David Tole regarding Oxford Road issues but no response back. It was agreed that Cllr Comber would contact cabinet member to raise concerns and will report back to council any response received. Cllr M Wicker feels Parish Council shouldn't fund anything until match funding has be re-confirmed by OCC this was agreed. <u>Neighbourhood Plan</u> Cllr Henwood advised that Surveys were near completion for data base and hopes to report at next Council meeting. <u>Littlemore Art Project</u> Cllr Henwood advised that the Art Project has been completed. Will investigate ground work and report back to next Council meeting. <u>Grant Scheme</u> Four bids received by closing date, it was agreed for Cllr K Wicker to be third Councillor to decide on applications. Meeting to be arranged but final decision will be presented to December meeting <u>Spring Lane</u> Cllr Kim Wicker proposed contacting schools in area to work on a safer roads campaign with LPC, this was agreed, and Clerk will contact school over next couple of weeks. Further information in regard to work on Spring Lane will be discussed with Groundsman and reported back to Council shortly. <u>Social Media</u> Clerk advised that new website is close to completion with a few tweaks needed and will share with Social Media group before going live.	Clerk For Info Chair DHen DHen Action ME/KW/MDW Clerk AP Clerk AP Clerk AP
234/17	Oxfordshire County Council Update	Cllr Gill Sanders gave following report Closure of Queen Street is going ahead but has been delayed until Mid February. Pavements near Turl Street are being widened as part of a project by OCC.	

		Oxford Waste Recycling Centre now charging £1.50 per item on household goods etc which will likely increase illegal fly tipping around Oxford.	
235/17	Oxfordshire City Council Update	No Report	
236/17	Littlemore Local	Judith Godsland gave report covering following points New advertisement from a local painter and decorator Community Action forum in November Street Scene for Oxford City Council John Fisher School	For Info
237/17	Agree Agenda for Next Meeting	No Items	For Info
238/17	Urgent items	No urgent items.	
239/17	Co-Option Parish Councillor	Parish Clerk Informed Councillors present that three candidates have stood for vacant seat on Parish Council Mrs Anita Fisher Mrs Noriko Henwood Mr Tiago Corais Each candidate was allowed 5 minutes to give a presentation. First vote involved all candidates with the candidate with lowest vote being eliminated, second vote would then be used to elect from remaining two candidates. First vote – Mrs Noriko Henwood (received lowest number of votes) Second Vote – Mrs Anita Fisher (received majority of votes) All candidates were invited back into room and thanked for their time, Mrs Anita Fisher was asked by Clerk if she wish to accept the position of Councillor – this was accepted. Parish Clerk declared Mrs Anita Fisher duly elected as Parish Councillor till May 2019.	For info. Action Chair Clerk AP
240/17	2017 Meetings	Tuesday 12 th December 2017 All meetings, 7pm at Littlemore Community Centre	For info.

Signed as a true and accurate record

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Cllr Lynda Comber
Chair, Littlemore Parish Council
Tuesday 12th December 2017