

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting Tuesday 9th January 2018

1900hrs

at Littlemore Community Centre, Giles Road, Littlemore, OX4 4NL

Clerk: Richard Wilkins, The Oxford Academy, Sandy Lane West, Littlemore, OX4 6JZ

Attendees	<p>Cllr Lynda Comber (LC – Chair) Cllr Dorian Hancock (Dhan) Cllr John Tanner (JT) Cllr Maggie Willis (MW) Cllr Matthew Hutton (MH) Cllr Anita Fisher (AT) Cllr Tina Hill (TH)</p> <p>Dr. Judith Godsland (Editor)</p>	<p>Richard Wilkins (Clerk) Cllr Sue Stewart (SS) Cllr Michael Evans (ME) Cllr Macer Wicker (MDW) Cllr Kim Wicker (KW) Cllr Gill Sanders (GS)</p>
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Ref	Item	Notes	Action
	Public Forum	No members of public were present	
01/18	Welcome	<p>Cllr Comber welcomed all Councillors to the meeting and wished everyone a Happy New Year.</p> <p>Agenda will change slightly with addition of Staffing Committee after Planning agenda item 11/18.</p>	For Info
02/18	Apologies	Cllr Sorcha Lanham, Cllr David Henwood.	For Info
03/18	Declarations	No declarations.	For Info
04/18	Acceptance Minutes of last meeting	Minutes were accepted as a true record to meeting held on Tuesday 12 th December 2017.	For Info Clerk AP
05/18	Thames Valley Police	No attendance from Neighbourhood Policing Team.	For Info
06/18	Correspondence	Clerk notified meeting that letter from Oxford County Council received, 10 Hardings Littlemore unlawful encroachment upon public highways has now been resolved.	For Info
07/18	Chairs Update	Cllr Comber gave an update on the Parish Clerk interview process and requested that Council agree for Cllr Gill Sanders to sit as Chair of Staffing Committee due to her vast experience in Human Resources. This was agreed by full Council.	For Info
08/18	Clerk Update	<p>Richard Wilkins (Clerk) gave following update:</p> <p><u>Allotment CIL Money</u></p> <p>A request has been received by management committee of Minchery Farm Allotments seeking release of CIL money. The Clerk has written to Oxford City Council regarding this as although the CIL money was</p>	For Info Clerk AP

		<p>allocated via LPC we have no control or management of allotments in Littlemore.</p> <p><u>General Data Protection Regulation</u></p> <p>The GDPR comes in to effect in May 2018 and guidance from National Association of Local Councils advises that each Council require a Data Protection Officer (DPO) and a Data Protection Controller (DPC). Councils have been informed that the DPO must not have a conflict of interest, therefore the clerk or councillors are allowed to be DPO.</p> <p>The Clerk therefore recommends appointing Ben Malley from DM payroll Services to provide DPO services, the annual cost of this is £600.00</p> <p>Proposed: Cllr Lynda Comber Seconder: Cllr John Tanner</p> <p>Unanimously agreed.</p> <p><u>Insurance Claim – Orchard Way</u></p> <p>Came and Co insurance company have advised that their underwriters have requested a final answer in regard to the claim on Orchard Way. Following a short discussion it was agreed for the Clerk to withdraw the claim.</p> <p><u>Littlemore Local – Additional Cost</u></p> <p>The additional cost to produce 8-page special addition of Littlemore Local will be £86.</p> <p><u>Planning Department Email</u></p> <p>Cllr David Henwood had emailed the Clerk to enquire if planning permission was required for works due to take place. The Clerk has now had confirmation from Oxford City Council planning department that no permissions is required.</p> <p><u>Oxford City Council – Technical Officer (Finance)</u></p> <p>Following submission of budget to Oxford City Council on 5th December 2017 confirmation has been received that the £87,901 requested was approved. Further details to be sent regarding band tax values mid-January. The technical officer thanked the Parish Council for the swift submission of this budget, Cllr Lynda Comber wished to thank the Clerk for his work on ensuring this was completed.</p> <p><u>Fire Safety Awareness Training</u></p> <p>Both groundsmen are required to attend the above course, the course is run by OCVA and will cost £50 per person (total £100). The Council agreed to send staff on this course.</p> <p>Cllr Dorian Hancock informed Council that he has a non-pecuniary interest in the next item due to being on board of trustees for Littlemore Community Association.</p> <p><u>Hands on Social Ground – Grant Application</u></p> <p>In July 2017 the Parish Council approved £300 in grant money to hands on social group. The Clerk updated council that an invoice had been</p>	<p>For Info Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info</p> <p>For Info</p> <p>For Info</p> <p>For Info Clerk AP</p> <p>For Info</p>
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		received from Littlemore Community Association requesting payment of this amount, since the application was made the group has moved out of Littlemore and no agreement was signed. The Clerk advised council that as the Group no longer meets the criteria set out and has not signed legal contract then no payment has been made and would recommend that Council reject this payment. Following short discussion, it was agreed not to pay funds and to write to Littlemore Community Association with a full explanation.	Clerk AP																																								
09/18	Finance Committee Report	<p>Cllr Hill provided following report</p> <p>All accounts for January 2018 have been reconciled and all correct procedures followed</p> <p>Bank balance as at Thursday 4th January 2018</p> <table> <tr> <td>Treasurers Account</td> <td>£71,231.08</td> </tr> <tr> <td>National Savings Bank</td> <td>£564.21</td> </tr> <tr> <td>Unity Trust</td> <td>£62,141.02</td> </tr> <tr> <td>Petty Cash</td> <td>£371.49</td> </tr> <tr> <td>Total All Accounts.</td> <td>£134,307.80</td> </tr> <tr> <td>Spring Lane CIL</td> <td>£12,540.00</td> </tr> <tr> <td>Community Grants</td> <td>£17,500.00</td> </tr> <tr> <td>Oxford Road</td> <td>£10,000.00</td> </tr> <tr> <td>OCC CIL</td> <td>£27,584.12</td> </tr> <tr> <td>Total Protected</td> <td>£67,624.12</td> </tr> </table> <p>QuickBook is now cancelled</p> <p>CIL Money Pavilion electrical work accepted by OCC £1,750</p> <p>VAT reclaim got sent back as form changed on day clerk sent to tax office</p> <p>9 months arrears for Castle Water have been received, bills were still going to previous Clerks address.</p> <p><u>Treasurers Account</u></p> <table> <thead> <tr> <th>Invoices, Wages, other (paid or to be paid)</th> <th>£ Incl VAT</th> </tr> </thead> <tbody> <tr> <td>Wages (27 Nov - 8 Dec)</td> <td>£336.80</td> </tr> <tr> <td>Wages (27 Nov - 8 Dec)</td> <td>£227.20</td> </tr> <tr> <td>Council Mobile</td> <td>£64.25</td> </tr> <tr> <td>Xmas Food & Drink</td> <td>£26.97</td> </tr> <tr> <td>Wages (11 Dec - 22 Dec)</td> <td>£336.60</td> </tr> <tr> <td>Wages (11 Dec - 22 Dec)</td> <td>£227.20</td> </tr> <tr> <td>Microsoft Office - December</td> <td>£11.28</td> </tr> <tr> <td>Stamps & Envelopes</td> <td>£38.56</td> </tr> <tr> <td>TOTAL</td> <td>£1,268.86</td> </tr> </tbody> </table> <p>Income :-</p> <p>No transactions</p>	Treasurers Account	£71,231.08	National Savings Bank	£564.21	Unity Trust	£62,141.02	Petty Cash	£371.49	Total All Accounts.	£134,307.80	Spring Lane CIL	£12,540.00	Community Grants	£17,500.00	Oxford Road	£10,000.00	OCC CIL	£27,584.12	Total Protected	£67,624.12	Invoices, Wages, other (paid or to be paid)	£ Incl VAT	Wages (27 Nov - 8 Dec)	£336.80	Wages (27 Nov - 8 Dec)	£227.20	Council Mobile	£64.25	Xmas Food & Drink	£26.97	Wages (11 Dec - 22 Dec)	£336.60	Wages (11 Dec - 22 Dec)	£227.20	Microsoft Office - December	£11.28	Stamps & Envelopes	£38.56	TOTAL	£1,268.86	TH Clerk For info.
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		<p><u>Unity Trust Account</u></p> <p>John Henry Newman (Community Grant) £2,500.00 Littlemore Village Hall (Community Grant) £5,000.00 Unity Trust Service Charge £18.00 Castle Water Statement 2 £46.72 Castle Water Statement 3 £81.35 Castle Water Statement 4 £49.85 SSE Quarter 3 £159.98 Executive Fire Service Charge £109.43</p> <p>TOTAL £7,965.33</p> <p><u>Petty Cash Log</u></p> <p>Invoices, Wages, other (paid or to be paid) £ Incl VAT</p> <p>A5 Paper £4.99 PC Keyboard/Mouse Set £19.99</p> <p>TOTAL £24.98</p>	
10/18	Planning Committee Repot	Minutes of Planning Committee held on Tuesday 30 th November 2017 were accepted.	For Info Clerk AP
11/18	Staffing Committee	<p>Cllr Comber started by informing the meeting that the Clerk had offered to leave meeting for this item on agenda but as it was only to confirm staffing committee he would be allowed to remain.</p> <p>Cllr Comber advised the Council she is proposing that Cllr Sanders is voted on to the committee and if voted on Cllr Sanders would chair the committee due to the vast experience she holds in HR.</p> <p>The Staffing Committee would then consist of</p> <p>Cllr Sanders, Cllr Comber, Cllr Hancock, Cllr Stewart</p> <p>Proposed: Cllr Comber Seconded: Cllr Hancock</p> <p>Unanimously agreed</p>	For Info Chair GS, LC, SS, DH
12/18	Amenities Update	<p>Richard Wilkins (Clerk) gave following report</p> <p>Oxford City Council have visited the three sites that work is due to be carried out on, they have advised that the Orchard way fencing along front can be replaced by sections that run alongside the Hershel crescent side and that 1.6m mess panels be installed alongside this section, this would stop balls etc going into gardens. Cllr Sanders said this would be accepted by the residents as they have raised concerns previously.</p> <p>Clerk will report back at next meeting on update.</p>	For Info Clerk AP
13/18	Working Group Reports	<p><u>Transport Group</u></p> <p>Cllr Comber Informed Council that we are now in process of arranging a meeting with Oxford County Council.</p>	Clerk For Info

		<p>Cllr Tanner proposed that the Transport steering group meet to discuss all outstanding issues in Littlemore and to then use the steering groups findings/recommendations when meeting with Oxford County Council.</p> <p>This was agreed by Council.</p> <p><u>Neighbourhood Plan</u></p> <p>Cllr Henwood submitted a written report covering the neighbourhood plan, a letter of thanks was requested to be sent on behalf of Council to drop off points (Post office, Village hall and Community Centre) – Clerk will get this completed.</p> <p>First Formal Application was submitted to Oxford City Council, since this was completed it has been agreed by both Parish and Oxford City Council's to use the Parish Boundary and not ward boundary as this approach is more inclusive.</p> <p>The steering group will meet with City Council representatives in January 2018 to review progress on policy areas.</p> <p><u>Littlemore Art Project</u></p> <p>Cllr Henwood submitted a written report covering the art project, The steels for main frame are now in production after being approved by a structural engineer.</p> <p>The Artist is due to completed master's degree in April 2018, the wood elements of this will take a few months to complete.</p> <p>A pre-installation check will be conducted in June/July 2018 off-site before being installed fully at green location.</p> <p>The planning application has been reconfirmed with Oxford City Council to confirm that the structure is in correct place, this has been confirmed.</p> <p><u>Spring Lane</u></p> <p>The Clerk advised that the large tree trunk and brick structure will require professionals to complete work and this will be tendered out in later this month (January).</p> <p>The grounds team have been down to the site and tidy it up, a new bin will be ordered for end of the lane and will be covered by CIL money.</p> <p><u>Social Media</u></p> <p>Clerk confirmed that the website is close to completion and will go live W/C 15th January 2018 if all tests go well, an email will be sent out to all councillors once completed.</p> <p><u>Grants</u></p> <p>Cllr Willis raised concerns that in the last round of funding the criteria of each application did not meet that set out by Council. The steering group who sat on the last round explained that each application was looked at in detail and full Council voted on these.</p>	<p>Chair</p> <p>For Info Clerk AP</p> <p>Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info Clerk AP</p>
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14/18	Oxfordshire County Council Update	No Report.	
15/18	Oxfordshire City Council Update	Cllr Tanner confirmed that the OX Clean event will take place on Saturday 3 rd March, starting at Littlemore Community Centre and finishing at Littlemore Village Hall.	For info
16/18	Littlemore Local	The editor of Littlemore Local reminded councillors of closing date, the Clerk also confirmed the articles on Office move, Grants Scheme, Improvement works, and Council Grounds team would be in this edition.	For info
17/18	Agree Agenda for Next Meeting	The Clerk advised that the Boundary Commission would be on next agenda, the Parish Council is allowed to submit a response to this. All links will be sent out before discussion to be held.	For info
18/18	Urgent items	No items to discuss	
19/18	2018 Meetings	<p>The Clerk presented a list of dates for Council and Committee meetings in 2018, there will need to be adjustment to May 2018 date as Clerk is on leave and will be required due to elections.</p> <p>It was also confirmed that tenders were being requested for meeting room hire costs, this will be discussed at and agreed by Finance committee at February 2018 meeting</p> <p>Date next meeting: Tuesday 13th February 2018</p> <p>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 13th February 2018