

LITTLEMORE PARISH COUNCIL

Minutes of the Ordinary Parish Meeting Tuesday 13th March 2018

1900hrs

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

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

Attendees	Cllr Lynda Comber (LC – Chair) Richard Wilkins (Clerk) Cllr Macer Wicker (MDW) Cllr Anita Fisher (AT) Cllr Mashhuda Glencross (MG)	Cllr Sue Stewart (SS) Cllr Kim Wicker (KW) Cllr Matthew Hutton (MH) Cllr Michael Evans (ME)
	Cllr Maggie Willis (MW) Arrived at 1922hrs Cllr Vija Karunaratne (VK) Arrived at 1930hrs	
	Dr. Judith Godsland (Editor)	

Ref	Item	Notes	Action								
	Public Forum	2 members of public present and Sgt Kate Parker-Towle in attendance.									
75/18	Welcome	Cllr Comber welcomed all Councillors to the meeting, Councillors were introduced to Sgt Kate Parker-Towle and the chair requested that after ref 77/18 declarations that we hear an update from Thames Valley Police – this was agreed.	For Info								
76/18	Apologies	Cllr Sorcha Lanham, Cllr Tina Hill, Cllr David Henwood, Cllr Dorian Hancock, Cllr John Tanner, Cllr Gill Sanders.	For Info								
77/18	Declarations	No declarations.	For Info								
	Thame Valley Police Update	Sgt Katie Parker-Towle introduced herself to the Council and apologised for the lack of attendance from Thames Valley Police Neighbourhood Team but wished to emphasise that they are wanting to work with the Parish Council. Sgt Parker Towle covered of following <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Priorities for team at present</td> <td style="width: 50%;">Volunteers to assist</td> </tr> <tr> <td>Operating Model</td> <td>Child Abuse Reporting</td> </tr> <tr> <td>Vulnerable People</td> <td>Anti-Social Behaviour</td> </tr> <tr> <td>Police Cadet Scheme</td> <td></td> </tr> </table> The police forum was also discussed, and the date of next meeting will be sent out in due course.	Priorities for team at present	Volunteers to assist	Operating Model	Child Abuse Reporting	Vulnerable People	Anti-Social Behaviour	Police Cadet Scheme		For Info Clerk AP
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Operating Model	Child Abuse Reporting										
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78/18	Appointment of Parish Clerk	Cllr Comber advised Council that the Staffing Committee was chaired by Cllr Gill Sanders for the duration of process but due to her absence she will provide update. Cllr Comber confirmed the appointment of Richard Wilkins as Parish Clerk to the Council and informed the Council that his interview was very good, and the vision Richard has for Littlemore Parish Council was very impressive to all who sat on Committee.	For Info								

		<p>Cllr Comber would like to record her thanks to Richard for the outstanding work he has done for the past 12 months with no remuneration and at times in difficult circumstances and that she is looking forward to working with Richard going forward.</p> <p>The Parish Council unanimously supported the appointment and look forward to working with Richard.</p>	
79/18	Tender Hall Hire Cost & Venue Selection	<p>The Chair requested that members of staff and public leave the minute while this tender was discussed.</p> <p>The Clerk handed out to each Councillor present details of the tender which included the dates, timings and requirements to which were tendered out.</p> <p>Three tenders were submitted:</p> <p>The Village Hall, Littlemore Littlemore Community Centre, Littlemore The Oxford Academy, Littlemore</p> <p>It was noted that the Village Hall would install Broadband if tender successful and the Littlemore Community Centre bid included one year's affiliation (normal cost £50).</p> <p>The Clerk reminded the Council that the budget for Hall Hire for meetings etc was £500.00 for 2018/19. A recommendation only had been made by the Finance Committee to enable endorsement and questions by the Council.</p> <p>Cllr Stewart asked if Edith Kempson House had been able to submit a tender, Cllr Comber advised that due to being unable to make donations and the venue unwilling to give invoices for payments this has meant we cannot have meetings at this venue, but it is hoped this will be resolved before next Finance/Planning meetings otherwise these may too move to new venue.</p> <p>Cllr Matthew Hutton who chaired the section of Finance Committee confirmed the recommendation was to accept The Oxford Academy tender which totalled £470.00 for full financial year.</p> <p>Proposed by: Cllr Matthew Hutton Seconded by: Cllr Kim Wicker</p> <p>Unanimously agreed by Full Council.</p>	For Info Clerk AP
80/18	Acceptance Minutes of last meeting	<p>Minutes were accepted as a true record to meeting held on Tuesday 13th February 2018.</p>	For Info
81/18	Correspondence	<p>The Clerk notified Council that a letter had been received from the Solicitor representing Donnington Health Trust. Due to a rent review clause in agreement the trustees have increased the rent for Oxford Road Recreation Ground by £500 per annum.</p> <p>Oxfordshire Green Belt Network have asked if we which to affiliate for £15 per year, this was discussed and agreed that Council would not affiliate.</p>	For Info
82/18	Chairs Update	<p>Cllr Comber gave update on following</p>	For Info

		<ul style="list-style-type: none"> Parish Council Forum will be taking place on Monday 19th March 2018 and asked if anyone else wished to attend, it was agreed for Cllr Anita Fisher to attend. <p>The Clerk advised that a request has been made for the City Council to produce the CIL figures for last five years and demonstrate that the 85% is evenly spread around all areas covered by Oxford City Council.</p>	
83/18	Clerk Update	<p>Richard Wilkins (Clerk) gave following update:</p> <p><u>Register of Members Interest (ROI)</u></p> <p>In last month's meeting Councillors were informed they must complete a ROI form upon being elected a Councillor. This form must be posted on Oxford City Council by law under LGA 1972, any councillor who refuses to complete form will need to write to the Clerk explaining reasons to why they refuse having details published, it will be the decision of the monitoring officer for Oxford City Council if this is acceptable. This is a final reminder to those outstanding this document.</p> <p><u>Boundary Review Commission – Submission of Statement</u></p> <p>A response to be submitted by Littlemore Parish Council was circulated to Councillors, it was agreed for this to be submitted and the Clerk thanked Cllr Sue Stewart for putting this together.</p> <p><u>Meeting with David Tole (Transition Manager, Oxfordshire County Council</u></p> <p>Meeting was held on Monday 26th February 2018 and the notes from that meeting are attached to these minutes.</p> <p><u>Council Email Addresses</u></p> <p>A transfer of Council emails has now been completed and Vision ICT are now managing these, due to the amount of emails the Clerk has on file it was agreed to pay £25 for Vision ICT to transfer all data.</p> <p>Every Councillor except City and County Councillors now have a parish email address.</p>	<p>For Info Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info Clerk AP</p> <p>For Info Clerk AP</p>
84/18	General Data Protection Regulation Update	<p>Parish Clerk advised that the Data Protection Impact Assessment has now been completed.</p> <p>This review covered every aspect to which the Council handles data held and to ensure that it was meeting standards set by ICO. The Data Protection Officer was happy with the level of security in place which he advised was mainly done over past twelve months.</p> <p>There is a list of six risks identified which are all easily answerable and will be dealt with over next four weeks. It has further been confirmed that the Council are not required to purchase a device per Councillor, but any Councillor or Employee of Council must demonstrate that they have security installed on PC and all documents would be being sent via encrypted files on email.</p>	For Info Clerk AP

		The Parish Clerk confirmed that there is still conflicting points being released by NALC, SLCC and OALC. A request has been made for this to be addressed at the Parish Council Forum.	
85/18	Youth Council Proposal	<p>Cllr Lynda Comber confirmed that during the interview process the Parish Clerk had recommended this and the Staffing Committee was impressed by the vision.</p> <p>The Parish Clerk gave a verbal explanation into what the Youth Council would do and the benefits it would bring, the following points were raised</p> <ul style="list-style-type: none"> • Set up to represent youth in Littlemore • Being a direct link with young people • Elect its own chair person • Elect its own Secretary (who would shadow the work of Clerk from time to time) • Allocate a small budget to • Provide a report to Full Parish Meetings • Design a crest for LPC • Set Up – local people aged 12-18 from schools, youth groups such as cadet units and youth ambition. <p>The Parish Clerk requested that the Council give permission to investigate the possibilities of this and to establish if it would be in the interest of the Council and if it was that a steering group be set up to implement.</p> <p>Cllr Maggie Willis raised concerns over safeguarding issues, Cllr Comber advised these are the things the Clerk will investigate and present to Council at future date and that a full report will be sent out in advance of any meeting.</p> <p>Cllr Maggie Willis expressed concern at the amount of workload currently on the Clerk, the Chair advised that this was a simple vote to see if the Council accept the concept and this will be completed by Clerk when work load reduces and a working party will be set up once ready.</p> <p>Proposed by: Cllr Lynda Comber Seconded by: Cllr Macer Wicker</p> <p>Vote: 9 For 1 Abstain</p> <p>Carried</p>	For Info Clerk AP
86/18	Finance Committee Report	Minutes of Finance Committee held on Thursday 25 th January 2018 were noted. (Minutes attached to hard copy of these minutes)	Clerk For info.
87/18	Planning Committee Repot	Minutes of Planning Committee held on Thursday 25 th January 2018 were noted. (Minutes attached to hard copy of these minutes)	For Info Clerk AP
88/18	Amenities Update	<p>Richard Wilkins (Clerk) gave following report</p> <p>Bollards up at Littlemore Green will be installed at start of March all residents in the affected will receive a letter.</p> <p>Benches have all been delivered and now in process of tendering out for installation.</p>	For Info Clerk AP

89/18	Working Group Reports	<p><u>Transport Group</u> – David Tole meeting</p> <p><u>Neighbourhood Plan</u> - No Report.</p> <p><u>Littlemore Art Project</u> – No Report</p> <p><u>Spring Lane</u></p> <p>The Groundsman will check this area on regular basis it has also been confirmed that any new bin would need to be emptied by LPC, Parish Clerk to raise issue of land being owned by City Council with Littlemore Ward Councillors.</p> <p><u>Social Media</u> – Group now disbanded.</p>	Clerk For Info
90/18	Oxfordshire County Council Update	No Report.	
91/18	Oxford City Council Update	No Report	
92/18	Littlemore Local	The Editor reminded Council that cut off for next edition will be 15 th March 2018. Currently more than adequate size for print copy.	For info
93/18	Agree Agenda for Next Meeting	GDPR Update.	For info
94/18	Urgent items	None	
95/18	Date Next Meeting	Tuesday 10 th April 2018, 1900 hrs New Venue The Oxford Academy.	For info.

Signed as a true and accurate record

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 Cllr Lynda Comber
 Chair, Littlemore Parish Council
 Tuesday 10th April 2018