

# LITTLEMORE PARISH COUNCIL

## Minutes of the Ordinary Parish Meeting Tuesday 10<sup>th</sup> April 2018

1900hrs

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

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

<b>Attendees</b>	Cllr Lynda Comber (Chair) Richard Wilkins (Clerk) Cllr Macer Wicker Cllr Tina Hill Cllr Gill Sanders	Cllr Maggie Willis Cllr Kim Wicker Cllr Matthew Hutton Cllr Michael Evans Cllr David Henwood
	Dr. Judith Godsland (Editor), Val Churchill (Locality Support Officer, Oxford City Council)	

Ref	Item	Notes	Action
	<b>Public Forum</b>	1 member of public present.	
114/18	<b>Welcome</b>	Cllr Comber welcomed everyone to The Oxford Academy, Cllr Comber feels the move was correct decision and will help the Council build a closer link with both The Oxford Academy and John Henry Newman School.	<b>For Info</b>
115/18	<b>Apologies</b>	Cllr Sorcha Lanham, Cllr Dorian Hancock, Cllr John Tanner, Cllr Mashhuda Glencross, Cllr Anita Fisher, Cllr Vija Karunaratne, Cllr Sue Stewart	<b>For Info</b>
116/18	<b>Declarations</b>	No declarations.	<b>For Info</b>
117/18	<b>Acceptance Minutes of last meeting</b>	Minutes were accepted as a true record to meeting held on Tuesday 13th March 2018 with amendment made to ref 85/18	<b>For Info</b>
118/18	<b>Correspondence</b>	Parish Clerk notified Council that a letter had been received from business owners close to Littlemore Parish Green regarding the installation of bollards.  A response letter previously sent to all Councillors was discussed and it was suggested to add phone numbers for City and County Council's.  Cllr Comber felt due to the content of the response it is necessary to ask Council to vote, a vote was taken and recorded.  For – 8 Votes Against – 1 Vote  It was noted that Cllr Karunaratne was not in attendance at the meeting when this was discussed.	<b>For Info</b>
119/18	<b>Chairs Update</b>	Cllr Comber gave update on following <ul style="list-style-type: none"> <li>Parish Council Forum took place on Monday 19<sup>th</sup> March 2018, unfortunately Cllr Anita Fisher was unable to attend. LPC submitted two agenda items to be discussed and these were on</li> </ul>	<b>For Info</b>

		<p><b><u>New GDPR</u></b></p> <p>A City Council office was in attendance and provided a full update of what was happening with GDPR and advised even at City Council level it is difficult to keep up to date due to the weekly updates.</p> <p>It was still concerning that their was no firm answer on Data Protection Officer role but if Councils have appointed externally then this is best till confirmed.</p> <p><b><u>CIL Money Expenditure</u></b></p> <p>This was placed on the Agenda as the 85% that is held by Oxford City Council is never spent in Littlemore, a detailed breakdown was provided to where nearly £8 million had been spent. The Leader of City Council Cllr Susan Brown advised that each City Councillor has the opportunity to submit a bid for this money, Cllr Comber expressed concern that this has never been raised as LPC meetings despite the urgent need of funding for repairs to Pavilions.</p> <p>The amenities group will now be tasked with putting together a plan of options open to the Council.</p>	
120/18	<b>Clerk Update</b>	<p>Richard Wilkins (Clerk) gave following update:</p> <p><u>Staff Pay Rises</u></p> <p>The 2% increase agreed by Council has now been implemented, the Staffing Committee would need to meet to discuss payment details for Editor.</p> <p><u>Vice Chair</u></p> <p>Cllr Dorian Hancock has notified the Clerk he is standing down from both Planning and Finance Committees, the Clerk has advised Council that he will be discussing this with the Chair further as it is agreed that the elected Vice Chair to Parish Council becomes the Chair of Finance Committee.</p> <p><u>ROI</u></p> <p>Two Councillors have still failed to respond to request to complete and return Registration of Members Interest, the matter has now been passed to Monitoring Office for Oxford City Council to investigate.</p> <p><u>Council Policies</u></p> <p>Due to changes in Data Protection Regulations the Standing Orders for Council will need to be amended this would be sent out to all Councillors once completed, no amendments would be able to be made as the update will bring us in line with changes to GDPR.</p>	<p><b>For Info Clerk AP</b></p> <p><b>For Info Clerk AP</b></p> <p><b>For Info Clerk AP</b></p> <p><b>For Info Clerk AP</b></p>
121/18	<b>General Data Protection Regulation Update</b>	<p>Parish Clerk informed Council that three points raised on Impact Assessment have been completed and signed off. After the Annual meeting in May the Clerk will update grant form, privacy notice policy and other documents needed to comply with GDPR</p>	<b>For Info Clerk AP</b>
122/18	<b>Finance Committee Report</b>	<p>Minutes of Finance Committee held on Thursday 22<sup>nd</sup> February 2018 were noted.</p>	<b>Clerk For info.</b>

		<p>Parish Clerk also provided an update on finances of Council with estimated end of year balances.</p> <p>First half of precept has been received from Oxford City Council, a full breakdown of expenditure will be agreed at next Finance Committee meeting</p>	
123/18	<b>Planning Committee Report</b>	Minutes of Planning Committee held on Thursday 22 <sup>nd</sup> February 2018 were noted. (Minutes attached to hard copy of these minutes)	<b>For Info Clerk AP</b>
124/18	<b>Amenities Update</b>	<p>Parish Clerk gave following report</p> <p>Due to the state of building in Orchard Way the buiding will be logged on the asset register but any potential claims may not be paid out by insurance, it was agreed that Cllr Henwood, Cllr Wicker, Cllr Evans and Clerk will meet to visit both building and come up with action plan going forward.</p> <p>Fencing in small park has now been completed.</p>	<b>For Info Clerk AP</b>
125/18	<b>Working Group Reports</b>	<p><b>Transport Group</b> – works from meeting with Council have started to take place. David Tole report is still outstanding and awaiting this to arrive.</p> <p><b>Neighbourhood Plan</b> - No Report.</p> <p><b>Littlemore Art Project</b> – Pre-build has now started and should be installed in August.</p>	<b>Clerk For Info</b>
126/18	<b>Oxfordshire County Council Update</b>	Cllr Gill Sanders reported that the Abbey Homes Development has been rejected by departments at County Council and read out an article from Oxford Mail which gave a full report on other findings for development.	<b>For Info</b>
127/18	<b>Oxford City Council Update</b>	Cllr Gill Sanders reported the City Council had finalised its Budget for 2018/19, Cllr Sanders also gave a brief update on the Council Flat repair bill that has now been resolved.	<b>For Info</b>
128/18	<b>Littlemore Local</b>	The Editor reminded Council that cut off for next edition will be 10 <sup>th</sup> May 2018 and that the new email address <a href="mailto:editor@littlemoreparishcouncil.gov.uk">editor@littlemoreparishcouncil.gov.uk</a> is set up.	<b>For info</b>
129/18	<b>Agree Agenda for Next Meeting</b>	Next meeting will be Annual Meeting of Council.	<b>For info</b>
130/18	<b>Urgent items</b>	<p>Cllr Lynda Comber advised Council that an urgent matter has been notified to her by the Clerk regarding the All Star Heroes grant application and the next session will need to be for Councillors only. (public left meeting)</p> <p>Parish Clerk provided Council full details of the issue, due to Data Protection Regulations this cannot be publicised.</p> <p>Following a lengthy discussion, a proposal was put forward to withdraw the previously agreed £900 grant.</p> <p>Proposed by Cllr David Henwood and Seconded by Cllr Matthew Hutton</p> <p>For – 8 Votes                  Against – 0 Votes                  Abstain – 1 Vote</p>	

<b>131/18</b>	<b>Date Next Meeting</b>	Tuesday 1 <sup>st</sup> May 2018, 1900 hrs at <b>The Oxford Academy.</b>	<b>For info.</b>
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Signed as a true and accurate record

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Cllr Lynda Comber  
Chair, Littlemore Parish Council  
Tuesday 1<sup>st</sup> May 2018