

Littlemore Parish Council

MINUTES OF THE MEETING OF LITTLEMORE PARISH COUNCIL HELD ON TUESDAY 11th JUNE 2019 AT THE OXFORD ACADEMY, SANDY LANE WEST, LITTLEMORE AT 7.00PM.

Present: Councillor: Lynda Comber (Council Chairman)
Councillor's: Dorian Hancock, Gill Sanders, Sue Stewart, Margaret Wareing, Maggie Willis.

Late Arrivals: Councillor Michael Evans – 1919hrs
Councillor Tiago Corais – 2005hrs

Officers: Richard Wilkins (Clerk to Parish and R.F.O)

Staff: Dr. Judith Godsland (Littlemore Local Editor)

Meeting opened 1900hrs

Public Forum

No members of public were present.

221/19 Chairman's Welcome

Cllr L Comber welcomed everyone to meeting. Chair reminded Cllrs that meeting is being recorded.

222/19 Apologies for Absence

Cllr Lucian Dunlop	(Holiday)	Cllr John Tanner	(Holiday)
Cllr Tina Hill	(Unwell)	Cllr Kim Wicker	(Work Commitment)
Cllr Macer Wicker	(Holiday)		

RESOLVED: To receive and note the above apologies for non-attendance at the meeting.

223/19 Declarations of Interest

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting

No declarations received.

224/19 Acceptance of Minutes Previous Meeting

The minutes of the meeting held on Tuesday 14th May 2019 were accepted as a true and correct record.

RESOLVED: To agree and sign as a correct record the minutes of the Parish Council meeting on the Tuesday 14th May 2019.

225/19 Correspondence

Clerk notified Council of following correspondence

Castle Water

Issues have arisen again with Castle Water and the billing arrangements, Clerk is talking/writing to Castle Water to resolve.

Tree in Park – Elm Tree Close

Resident has requested to meeting with officer from Oxford Direct Services Tree Team once appointment has been confirmed.

Memorial Bench

Communication had been received from a person who had no authority to speak on behalf of the Family, Clerk is now in communication with family. After speaking with manufacture a new clamp device has been designed to fit onto new bench, family have confirmed they would be very happy for new plaque to be attached by clamp device.

Cost of device and plaque will be £95 plus VAT, this was unanimously agreed by Council.

226/19 Chairman's Update

Chairman Cllr L Comber provided following report

National Body of Association for retained housing

Chairman advised Council that she has been appointed to this body on behalf of Oxford City Council.

227/19 Clerks Report

Clerk Richard Wilkins provided following report

OALC Executive Committee

Clerk advised meeting that Cllr L Comber has been re-elected on to OALC Executive Committee as representative for Parish Councils in Oxford City Council areas.

Mobile SID – installation costings

Installation of devices will take place on Oxford Road and Sandy Lane West, to fit both devices cost will be £330 plus VAT. CIL monies ear marked in reserves will be used as previously agreed by full Council. Once installation date confirmed this will be sent out.

Cllr L Comber recommended this be formally proposed.

Proposed by: Cllr M Wareing

Seconded by: Cllr M Evans

Unanimously agreed

228/19 Thames Valley Police Report

No member of Neighbourhood Policing team in attendance.

Following communication from Sgt Why to Chairman it has been recommended that the Council put forward two Councillors to act as liaison between Council and TVP.

Council discussed options to appoint liaison person and following debate a proposal and vote was taken.

Proposed by: Cllr L Comber

Second by: Cllr D Hancock

Unanimously agreed

Chairman requested if any member of Council present would be interested in standing

Cllr D Hancock and Cllr M Evans expressed a wish to be appointed

Proposed by: Cllr L Comber

Seconded by: Cllr D Hancock

Unanimously agreed.

Clerk notified Council to several incidents that have taken place across Parish areas including damage to benches, fires in parks etc.

Council agreed to purchase a PAYGO phone to enable maintenance team to communicate with residents and TVP as recommended by Clerk.

229/19 Locality Support and Community Response Team

No report.

230/19 Littlemore 'Work of Art Project'

Clerk notified Council that Oxford Direct Services have now sent invoices and awaiting invoice for stand. Payment will be made by Council and refunded back via S106 funds.

Additional bollards will be placed on village green to protect both feature and village green, Clerk will try best to get this refunded through S106 funding.

231/19 Council Committees

Finance Committee – 3rd April 2019

Planning Committee – 28th January 2019

RESOLVED: The Committee minutes listed above be received.

232/19 Receive and accept Amenities Report

Playground Repairs

All repairs will be completed by 15th July 2019 and first inspection will take place at this time. Zipwire chain and seat have been ordered to be fitted.

233/19 Receive and accept Working Group Reports

Digital

Finance Committee agreed to renew contract for Council mobile on SIM only deal which would be capped at £17 plus VAT each month on 12-month contract.

Small Grants

Meeting to be held to discuss bids submitted ready for next meeting.

Council agreed for Clerk to send Val Churchill a letter of thanks for assistance provided on working group.

Transport

No report, meeting to be arranged to discuss Oxford Road update received from County Council to Cllr M Wareing.

Neighbourhood Plan

- Report dated 5th June 2019 read through and points noted.

- Draft Questionnaire was not ready for distribution but will be sent out before next full Council for agreement.
- Next meeting to be held on 26th June 2019.
- Email address for Working Group was agreed, Clerk needs to know what they wish it to be, cost was agreed by full Council.
- Cllr Comber wished to thank the Cllr on the NHP for number of co-opted members on group.

234/19 Review and Approve Policies

Clerk notified Council of minor amendments to policies listed below and recommended that Council adopt each.

- LPC Standing Orders
- LPC Financial Risk Assessments
- LPC Financial Regulations

Proposed by: Cllr L Comber
 Seconded by: Cllr G Sanders

Unanimously agreed.

Council agreed to abolish LPC Conduct Code and adopt Oxford City Council Code of Conduct which can be located at

https://www.oxford.gov.uk/downloads/file/892/code_of_members_conduct

Clerk notified Council on remaining policies that NALC and SLCC are currently reviewing these and once this has been completed and published that Policy Committee complete process.

235/19 Receive update from Oxfordshire County Council Representative

Cllr G Sanders asked for an update on Oxford Road progress, this was provided by Cllr M Wareing.

Cllr L Comber advised Council that a Stuart Cole had wrote to Parish Council asking if we were interested in taking place in a 'Greenspace mapping project'. Brief details were provided by Clerk who recommend against taking part due to number of projects being done by LPC. This was agreed by Council.

Cllr M Evans asked Cllr G Sanders for an update on the transportation plan for Littlemore regarding new developments that was requested around two years ago. Cllr Sanders was unaware of any plans, Cllr Willis advised there is a plan that has gone to commissioner's office for review.

236/19 Receive update from Oxford City Council Representative

No report.

237/19 Littlemore Local Update

The Editor wished to raised concern about Cllr J Tanner submitting articles to Oxford Mail, it was determined that this was in fact a personal view of Cllr J Tanner to letter section and not one of Littlemore Parish Council.

Cllr L Comber suggested that Neighbourhood Plan Working Group discuss with Cllr J Tanner and Cllr M Wicker a press statement for future reference. Cllr M Willis noted this to be raised at next meeting.

238/19 Press Statements

Nothing to report.

239/19 Agenda Items for Next Meeting

Nothing to report.

240/19 Urgent Items

Nothing to report.

241/19 Exclusion of Press and Public

Council Chairman moved under Section 1, Paragraph 2 of The Public Bodies Act 1960.

Due to part of discussion relating to an employment matter these notes will not be published but will remain on file.

242/19 Date of Next meeting

Tuesday 9th July 2019 – The Oxford Academy.

Meeting closed 2100hrs.

Signed as a true and accurate record

LM Comber
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Cllr Lynda Comber
Chairman
Littlemore Parish Council
Tuesday 9th July 2019