

Littlemore Parish Council

MINUTES OF THE MEETING OF LITTLEMORE PARISH COUNCIL
HELD ON TUESDAY 14th JULY 2020 (7pm) BY VIDEO LINK VIA ZOOM AT 7.00PM.

Present: Councillor: Lynda Comber (Chairman)
Councillor's: Macer Wicker (Vice Chairman), Michael Evans, Dorian Hancock, Gill Sanders, Sue Stewart, John Tanner, Maggie Willis.

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

Staff: Dr. Judith Godslan (Littlemore Local Editor)

Meeting opened at 1900hrs

FC.85/20 Chairman's Welcome

Cllr Lynda Comber welcomed everyone to meeting

FC.86/20 Apologies for Absence

Cllr Margaret Wareing	Personal Commitment
Cllr Kim Wicker	Family Commitment

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

FC.87/20 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

Members were reminded that declaration can be made at any point during meeting.

FC.88/20 Acceptance of Minutes Previous Meeting

RESOLVED: To agree and sign as a correct record the minutes of the Parish Council meeting held on

Tuesday Thursday 21st May 2020 Full Parish Council Meeting

FC.89/20 Procedural Matters – Six Month Rule

Under Section 85(1) Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of the Authority within a six-month consecutive period, to avoid being disqualified as a Councillor.

It was **Recommended** that Council resolves to accept Apologies for Absence from all Parish Councillors in accordance with the Local Government Act 1972 s85 (1) for long term absence due to the restrictions from Coronavirus preventing face to face Council Meetings taking place, up to the end of the 2021 Annual Council Meeting.

Proposed by: Cllr Lynda Comber
Seconded by: Cllr John Tanner

Unanimously agreed.

FC.90/20 COVID 19

a) It was **Recommended** that Council agreed to suspend the current timetable for ALL full Council and Committee meetings and to continue holding these meetings via virtual platform using Zoom until 7th May 2021, or until Government advice is updated and Council Risk Assessment allow Face – Face meetings safely

Proposed by: Cllr Lynda Comber
Seconded by: Cllr John Tanner

Unanimously agreed.

b) Council noted the Delegated Decision report for decisions made from 20th March 2020 to 21st May 2020 under Emergency Measures agreed on 19th March 2020.

c) Council noted the Current expenditure relating to COVID-19 is £764 to 14th July 2020.

Cllr Tanner asked Council to express they're thanks to the Clerk, Chairman and Vice Chairman for all hard work and making the difficult decisions needed for benefit of the Parish Council. Sentiments shared by all Councillors.

Cllr Comber asked Council to express they're thanks to the Maintenance team, over the past few months they have gone above and beyond normal duties. Sentiments shared by all Councillors.

FC.91/20 Clerks Report

Clerk Richard Wilkins provided following verbal report

- Risk Assessments

During COVID-19 several new Risk Assessments were required, and these are currently being updated due to Government changes.

- Herschel Crescent, Unauthorised use

Over the past few Saturday's large gatherings are taking place at Herschel Crescent recreational grounds. Discussion have been had with Neighbourhood Policing team and the advice provided has been followed up. Council requested that Cllr Tanner follows this up and report back to Parish.

- Logo Competition

The process was opened for entries on 22nd June and closes on 31st July. The 3 finalists will be selected on 10th August and public will then have until 31st August to select the winner.

The artwork will be checked over by a professional to ensure no breaches are made and to give advice on best colour schemes etc.

- Littlemore Local Review

A review of the advertising prices is required as set out in our internal audit report, a report will be presented to Finance Committee and recommendation will be made to full Council in September 2020.

- Mobile Speed Devices

The speed signs for Oxford Road and Sandy Lane West will be put up once new ladders arrive.

- Councillor Resignation

Lucian Dunlop has regrettably had to step down, this was due to family commitments. Lucian expressed his thanks to all Councillors for making him feel welcome and wished the Council well going forward.

The Council expressed their appreciation to Lucian and wishes him all the best for the future.

FC.92/20 Chairman's Update

Cllr Lynda Comber provided following verbal report

- Parish Forum meeting

Regeneration for future of Oxford City, Littlemore PC raised concern that other areas including Templar Square shopping centre was needed. Cllr Susan Brown (City Council leader) agreed that this must form part of the review.

CIL policy will be changing in line with government changes, this policy is yet to be discussed due to COVID-19 delays.

Oxfordshire County Council provided updates on public transport into the City, not much affected the Parish area.

FC.93/20 Correspondence

Parish Clerk displayed correspondence sent from the Art Project working group, this surrounded the title to be used for the information booklets. Council asked the Clerk to find out the actual needs of the group and report back in September 2020.

FC.94/20 Littlemore Local Update

Judith Godsland provided following verbal report

- Final preparation of online edition and currently sits at 32 pages
- Council agreed to leave out article on Art Project until confirmation is received.

The Council thanked Judith for her hard work over the last two editions.

The Clerk reminded Council that the LL will not be delivered to every household, a review of this will be made at start of September, anyone requiring a printed copy can request one be sent to them. Printed Copies can also be found at Sainsbury's, Littlemore PO, Co-Op and Convenience Store in Littlemore.

FC.95/20 Locality Support Officer & Community Response Team – OCC

No report received from either organisation.

FC.96/20 Council Committees

Finance Committee 27th February 2020

Planning Committee 27th February 2020

RESOLVED: The Committee minutes listed above were received and noted.

FC.97/20 Finance Report – Annual Internal Audit Report

Council received the Annual Internal Audit Report carried out on 2nd July 2020, Council noted the report and accept the explanations.

Cllr L Comber thanked the Clerk on behalf of the Council for his hard work over the past 12 months on the finances of the Parish Council which are reflected in this Audit Report, all Councillors agreed with this statement.

The Clerk confirmed to following question by Cllr Hancock that he is currently completing CiLCA.

FC.98/20 Audit 2019/2020

a) Annual Governance Statement

To agree the Annual Governance Statement 2019/2020 (Section 1 of the Annual Governance and Accountability Return (AGAR)).

The Parish Council **RESOLVED** to agree the Annual Governance Statement 2018/19. (Section 1 of the Annual Governance and Accountability Return (AGAR)).

b) Annual Governance Statement

To agree the Annual Governance Statement 2019/2020 be signed by the Chairman and Clerk.

The Parish Council **RESOLVED** to agree that the Annual Governance Statement be signed by the Chairman and the Clerk.

c) Accounting Statements

To agree the Accounting Statements 2019/2020 (Section 2 of the AGAR).

The members considered the Accounting Statements.

The Parish Council **RESOLVED** to agree the Accounting Statements 2019/20. (Section 2 of the AGAR).

d) Accounting Statements

To agree the Accounting Statements 2019/2020 be signed by the Chairman.

The Parish Council **RESOLVED** to agree that the Accounting Statements 2019/20 be signed by the Chairman. They had already been signed by the Responsible Financial Officer (RFO).

e) Public Inspection Period

To adopt the public inspection period for 2019/2020 accounts, commencing 20th July 2020 to 28th August 2020.

The Parish Council **RESOLVED** to adopt the public inspection period for the 2019/20 accounts of 20th July 2020 to 28th August 2020.

FC.99/20 Receive Update from Oxfordshire County Council

Cllr Gill Sanders provided following verbal report

- A proposal had been submitted by leader of County Council to ask that the elections be moved from May 2021 to May 2022. Following amendment to proposal, elections will take place in May 2021.
- Low Traffic Neighbourhood measures were agreed for Cowley (covering part of Littlemore Parish). An 18-month consultation period will open once the concept is installed on temporary basis.

FC.100/20 Receive Update from Oxford City Council

Cllr John Tanner provided following verbal report

- The two housing schemes for Littlemore have now started and the first house on new builds behind Sainsbury's is now occupied. Oxford City Council will be allocated 50% of housing on this estate and the City Council have also funded the purchase of further housing on this area.
- The Rhodes statue in Oxford is now under review with the college, a planning application to remove it is outstanding to date.

FC.101/20 Press Statements

No press statements.

FC.102/20 Agenda Items for Next Meeting

No items requested; reminder that motions to be submitted 7 working days before meeting.

FC.103/20 Staffing Matters – Clerks Appraisal, Clerks Annual Leave and Current SCP Range.

Cllr Lynda Comber proposed to pass a resolution to exclude the public and press in accordance with section 1(2) of the public bodies (admission to meetings) act 1960. Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information.

Seconded by Cllr John Tanner

- To receive update from Cllr Gill Sanders (Chairman, Personnel Committee) on Clerks appraisal held on Tuesday 23rd June 2020.

Cllr Gill Sanders notified Council that the Clerks appraisal was carried out on Tuesday 23rd June 2020 by herself and Cllr Lynda Comber. Cllr Sanders advised Council that the work done by Clerk (Richard Wilkins) over the past couple of years is exceptional and thanked

him for his outstanding work and looks forward to working with him going forward. The Clerk as mentioned earlier has re-enrolled on to CiLCA and the Council will re-commit to the learning agreement.

- b) Agree for Clerk to carry over additional 5 days of annual leave, due to COVID outbreak Clerk unable to take annual leave booked.

Proposed by: Cllr Lynda Comber
Seconded by: Cllr Gill Sanders

Council authorise the Clerk to carry over 5 days annual leave from entitlement for 2019/20 in addition to that on his contract.

Unanimously Agreed

- c) It is RECOMMENDED to move Clerks salary range from LC2 (18-23 SCP below substantive range) to LC2 (24-28 substantive benchmark range).

Following debate, it was agreed to defer this matter to the Finance Committee to discuss and ensure that the finances agreed on budget would not be exceeded.

FC.104/20 Date of Next meeting

Tuesday 8th September 2020 – Virtual meeting via Zoom.

Meeting closed 2034hrs.

Signed as a true and accurate record

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Cllr Lynda Comber
Chairman
Littlemore Parish Council
Tuesday 8th September 2020