

# Littlemore Parish Council

## MINUTES OF THE MEETING OF LITTLEMORE PARISH COUNCIL HELD ON TUESDAY 8<sup>th</sup> SEPTEMBER 2020 BY VIDEO LINK VIA ZOOM AT 7.00PM.

Present: Councillor: Lynda Comber (Chairman)  
Councillor's: John Tanner, Margaret Wareing, Maggie Willis.

Cllr Kim Wicker joined 19.15hrs  
Cllr Michael Evans joined 19.34hrs

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

Staff: Dr. Judith Godslan (Littlemore Local Editor)

Meeting opened at 1900hrs

### **FC.105/20 Chairman's Welcome**

Cllr Lynda Comber welcomed everyone to meeting

### **FC.106/20 Apologies for Absence**

Cllr Gill Sanders	Cllr Macer Wicker	Cllr Dorian Hancock
Cllr Anita Fisher	Cllr Sue Stewart	Cllr Tiago Corais

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

### **FC.107/20 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.108/20 Logo Competition**

The Parish Clerk advised Council that a total of 238 votes were recorded. The results of each design were as follows

1 <sup>st</sup> – Jenna Hare	58%
2 <sup>nd</sup> – Steve Smith	24.8%
3 <sup>rd</sup> – Dr Judith Godslan	17.2%

Cllr Comber congratulated Jenna on behalf of the Council and thanked everyone who took part in the competition.

The winning design will now be sent to a professional designer to make any alterations required.

**FC.109/20 Acceptance of Minutes Previous Meeting**

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

Tuesday 14<sup>th</sup> July 2020 Full Parish Council Meeting

Cllr Kim Wicker joined meeting at 19.15hrs

**FC.110/20 Clerks Report**

Clerk Richard Wilkins provided following verbal report

- Face to Face meetings

To enable meetings to take place face-face the Council are required to complete a Risk Assessment produced by NALC. At this stage the Council is unable to meet safely and will need to continue meeting virtually.

Council Noted this updated

- COVID 19 Update

No cases have been reported by our staff, further PPE equipment has been purchased to meet requirements of updated Risk Assessment.

- Date of next meetings

Finance	Wednesday 30 <sup>th</sup> September @ 1900
Planning	Wednesday 30 <sup>th</sup> September @ 1945
Personnel	Tuesday 29 <sup>th</sup> September @ 1900
Full Council	Tuesday 13 <sup>th</sup> October @ 1900

- Use of Herschel Crescent for Unauthorised Football activities

Complaints have been received by residents regarding large group of men using area. Following recent use by this group the maintenance team found unpleasant remains of animal in bag. Contacted departments at OCC but no responses.

Cllr John Tanner agreed to address issue with City Council officers.

- Mobile speed devices

The devices have now been put back up are now up, maintenance team to monitor these and will replace batteries when required.

- Criminal Damage to Council Property

Notice board and Mobile Speed Device on Sandy Lane West have both been graffitied on, currently resourcing cleaning material to removal all markings in Parish.

- Co-Option for Councillor Vacancy

No elections were requested, the vacancy will be added to current list which currently stands at 4 vacancies. Co-option can take place up to six months before May election.

Councillors agreed that Co-option will take place on 13<sup>th</sup> October 2020 and this is the last opportunity electors will have to stand before May 2021.

Tender Requests

Requests for quotes to complete the work listed below have been sent out and once received will report back

Legionella Water Check  
PAT Testing  
CCTV

Fire Risk Assessment, Alarm and Extinguisher Check  
New Security Alarm & Surveillance System Oxford Road

Oxford Living Wage

Council now formally recognised as a Oxford Living Wage employer.

- Virtual SLCC Conference

The SLCC Conference this year is taking place virtually with the Council paying £25 for whole week and as budgeted will cover any overtime hours completed to attend sessions.

**FC.111/20 Chairman's Update**

Cllr Lynda Comber provided following verbal report

- No.45 Bus

A new bus service is running from Cowley to Abingdon, stopping every two hours in Littlemore and running Monday – Friday. Funding awarded to County Council to run.

**FC.112/20 Correspondence**

No correspondence received.

**FC.113/20 Littlemore Local Update**

Judith Godsland provided following verbal report

- Copy deadline extended due to slow responses
- Attendance charts for meetings currently missing, Clerk advised with current restrictions will be difficult to put together but will attempt for next edition.

**FC.114/20 Locality Support Officer & Community Response Team – OCC**

No report received from either organisation.

**FC.115/20 Thames Valley Police Report**

No report received.

Cllr Michael Evans joined meeting at 19.34hrs

**FC.116/20 Council Committees**

Finance Committee	25 <sup>th</sup> June 2020
Planning Committee	25 <sup>th</sup> June 2020

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

**FC.117/20 Recommendation from Committees**

Parish Clerk provided Council with update to recommendations made at Finance committee meeting on 30<sup>th</sup> July 2020

Recommendation A

Council asked to agree amended Financial Regulations (July 2020)

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

For: 5	Against: 1	Abstain:
Carried		

## Recommendation B

Council asked to agree Littlemore Local Advertiser fees listed in Finance Committee draft minutes for 30<sup>th</sup> July 2020.

Proposed by: Cllr Lynda Comber

Seconded by: Cllr John Tanner

For: 5                      Against:                      Abstain: 1

Carried

### **FC.118/20 Finance Report**

Parish Clerk presented Council with a brief report on Finance Committee agenda item FIN 34/20 which can be found in draft minutes for Committee meeting held on 30<sup>th</sup> July 2020.

Council Chairman Cllr Lynda Comber confirmed that the information provided has been ratified by the OALC.

### **FC.119/20 National Pay Awarded**

Council noted the National Joint Council for Local Government Services 2020-21 pay scales which will be back dated to 1<sup>st</sup> April 2020.

### **FC.120/20 Planning Consultation Papers**

Cllr Lynda Comber notified Council that two documents had been shared with Council by OALC

- a) Changes to current planning system – consultation closes on 1<sup>st</sup> October 2020
- b) Planning for Future, White Paper – consultation closes on 29<sup>th</sup> October 2020

Parish Clerk provided details of the papers; paper A will leave Councils with less CiL levy payments amongst other areas. Paper B is completely tearing up the planning system and starting over again which gives more power to developers rather than Councils..

It was agreed to defer both papers to planning and ask Cllr Sue Stewart to produce a response and present to planning. It was noted that a response to paper A may be very tight but update will be given at next meeting.

### **FC.121.20 New OALC CiLCA Online Mentoring Sessions**

Council noted that the Clerk has registered for the above course and the fee of £275 will come out of budget code 4110 Training.

## **FC.122.20 Receive and Accept Working Group Reports**

No reports received.

## **FC.123/20 Pavilion Project Update**

Parish Clerk provided following verbal report

In February 2020 talks took place with Arcadis, Oxford City Council and Parish Council on initial requirements ie pitches, pavilion, and workshop. Arcadis presented a draft image of what area would look like but this would be dependent on Oxford City Council – next steps were discussed.

Oxford City Council have now got a Project lead on the Sandy Lane West Development, this has involved discussions with other organisations including Arcadis and Sports England, the latter would be funding new pitches

A further meeting will be arranged in coming months.

### Future points for project team to work on

- Seek final permission from Oxford City Council to re-build on area as we lease land and under current lease agreement this is required. Attempted to secure an answer now on fifth person who is seeking authority for Council to build.
- Once permission is granted, a formal tender will be put together for the Government Tender Portal. This is to secure one company who specializes in this field and will manage the whole project.

### Current Reserves

The reserves by end of October 2020 when remaining CiL received will sit at approximately £234,000 and the overall project will cost £280,000-£310,000. The idea is to build the workshop first to allow additional time for funds to be raised for Pavilion.

### Lease Agreement

It was mentioned that the City Council may renew the lease agreement as previous is dated 1958, this will not progress without full discussion by Full Council.

Cllr John Tanner wished to thanked the Clerk for all his hard work on this project and praised the Council for securing the funds to date

## **FC.124/20 Receive Update from Oxfordshire County Council**

Parish Clerk updated Council on current situation for Devolution, all Councillors have been provided a copy of document from OALC. If this is carried it will have huge implications on Parish Councils as services would be passed down to Parishes to carry out with no funding to do that work.

**FC.125/20 Receive Update from Oxford City Council**

Cllr John Tanner provided following verbal report

- Additional housing has been purchased from development behind Sainsbury's on Reading Road which will be used for social housing.
- Two sites currently owned by County Council (Northfield Close/Lanham Way) are being purchased by Oxford City Council for housing developments.

**FC.126/20 Press Statements**

Press release for Parish Council becoming an Oxford Living Wage employer required, Parish Clerk to liaise with Cllr Rush early October 2020 to discuss.

**FC.127/20 Urgent Items**

Nothing to report.

**FC.128/20 Agenda Items for Next Meeting**

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

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

**FC.129/20 SSE Contract**

Parish Clerk notified Council that a request was asked to investigate the contract for provider of Electricity at Oxford Road Workshop.

Quotes were requested from two companies; one was unable to quote due to being unable to locate premises on business map and the second provided two quotes. The quotes were discussed by Councillors and the followings was agreed

24 Month Contract on fixed prices (excluding VAT) Protect, Cost of contract £1,286.37

Proposed by: Cllr Lynda Comber  
Seconded by: Cllr Kim Wicker

For: 5                      Against: 1                      Abstain: 0

**FC.130/20 Date of Next meeting**

Tuesday 13<sup>th</sup> October 2020 – Virtual meeting via Zoom.

Meeting closed 2015hrs.

Signed as a true and accurate record

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Cllr Lynda Comber  
Chairman  
Littlemore Parish Council  
Tuesday 13<sup>th</sup> October 2020