

Littlemore Parish Council

MINUTES OF THE MEETING OF LITTLEMORE PARISH COUNCIL
HELD ON TUESDAY 13th OCTOBER 2020 BY VIDEO LINK VIA ZOOM AT 7.00PM.

Present: Councillor: Lynda Comber (Chairman)
Councillor's: Gill Sanders, Sue Stewart, John Tanner, Kim Wicker, Margaret Wareing, Maggie Willis.

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

Staff: Dr. Judith Godslan (Littlemore Local Editor)

One member of public was present and spoke in relation to letter received from Littlemore Rugby Club.

Meeting opened at 1905hrs

FC.131/20 Chairman's Welcome

Cllr Lynda Comber welcomed everyone to meeting

FC.132.20 Co-Option of New Councillor/s and signing of acceptance of office

Cllr Lynda Comber welcomed to the meeting two electors wishing to be co-opted to Littlemore Parish Council. Cllr Comber notified members that a third individual withdrew from process before meeting.

Cllr Comber asked the Parish Clerk to go through process, this was completed, and members of Council heard statements from following electors

Janice Pullen and Susan Aldridge

Cllr Comber proceeded to the next stage and requested proposer and seconder for both candidates

Janice Pullen Proposed by: Cllr John Tanner Secoded by: Cllr Sue Stewart

Susan Aldridge Proposed by: Cllr John Tanner Secoded by: Cllr Maggie Willis

Unanimously agreed for both to be co-opted on to Littlemore Parish Council.

FC.133/20 Apologies for Absence

Cllr Macer Wicker

Cllr Dorian Hancock

Cllr Anita Fisher

Cllr Tiago Corais

Cllr Michael Evans

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

FC.134/20 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.135/20 Acceptance of Minutes Previous Meeting

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

Tuesday 8th September 2020 Full Parish Council Meeting

FC.136/20 Clerks Report

Parish Clerk Richard Wilkins provided following verbal report

- Council Logo

Competition winning logo has been sent to Studio Irvine to produce final version of logo. This will incorporate the winning design.

- COVID 19 Update

No cases have been reported by our staff, PPE equipment is stocked up and Risk Assessment updated. Need to review wearing of masks indoors.

- Date of next meetings

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|----------------|--|
| Finance | Wednesday 29 th October @ 1900 |
| Planning | Wednesday 29 th October @ 1945 |
| Full Council | Tuesday 10 th November @ 1900 |
| Budget Meeting | Wednesday 18 th November @ 1900 |

All meetings are via zoom, meeting dates/times are subject to change.

- Use of Herschel Crescent for Unauthorised Football activities

Police were contacted following group attending area again. The police (not local team) visited area and explained current restrictions, it was also relayed to police that the Parish Council had not given permission for group to play as 'organised sport'. No more groups have gathered since this police visit.

- Graffiti Removal

Removal of all graffiti has now been completed, due to extent on pavilion doors this was repainted.

- SSE Contract

Contract acceptance forms and bank mandate have now been returned, awaiting confirmation and copy of new agreement from SSE.

FC.137/20 Chairman's Update

Cllr Lynda Comber provided following verbal report

Remembrance Sunday

No official contact to Parish Clerk has been made for representative to attend service, Cllr Maggie Willis has notified Chairman that a service was going ahead. It was agreed that under current COVID-19 restrictions and following advice in letter from Oxfordshire County Council, no representative will be attending service if it goes ahead. Anyone wishing to attend will do so in personal capacity.

Parish Council has donated £50.00 to poppy appeal from Chairman's allowance.

FC.138/20 Correspondence

Parish Clerk Richard Wilkins notified members of following correspondence

- Littlemore Rugby Club

Requesting a meeting with representative from Littlemore Parish Council, this was agreed with Cllr Lynda Comber and Cllr John Tanner agreeing to attend.

- Email for footpath between South Littlemore and Oxford Science Park.

Cllr Sue Stewart gave a brief outline to the email and the issues surrounding the proposed footpath, following discussions it was agreed for a letter to be sent to Head of Planning (City Council), Cabinet member for Planning (OCC) asking for a meeting to discuss issue.

FC.139/20 Littlemore Local Update

Judith Godsland provided following verbal report

- Currently working on next issue, deadline date Thursday 12th November 2020.

FC.140/20 Locality Support Officer & Community Response Team – OCC

Val Churchill provided an update on last Littlemore Community Partnership meeting.

Jordon from Community Response advised that team have been very busy with normal day tasks as well as COVID-19 tasks to assist in delivering services.

FC.141/20 Thames Valley Police Report

No report received.

Val Churchill advised Council that the NPT are unable to attend Zoom meetings due to security issues.

FC.142/20 Council Committees

| | |
|---------------------|---------------------------------|
| Personnel Committee | 30 th September 2019 |
| Finance Committee | 30 th July 2020 |
| Planning Committee | 30 th July 2020 |

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

FC.143/20 Recommendation from Committees

Parish Clerk provided Council with update to recommendations made at Finance committee meeting on 30th September 2020

COVID-19 Grant Application

Request for a grant of £1,000 from the John Henry Newman Academy, Cllr Tanner provided details of discussion

Proposed by: Cllr John Tanner
Seconded by: Cllr Gill Sanders

Unanimously Agreed

FC.144/20 Report from Planning Committee on following Consultations

Changes to current planning system
Planning for Future, White Paper

Cllr Sue Stewart provided a verbal update and presented the responses agreed at Planning Committee. Parish Clerk confirmed that these responses have now been submitted.

FC.145.20 Receive and Accept Working Group Reports

No reports received. Parish Clerk advised that as there have been no reports for several months this agenda item will be removed.

FC.146/20 Pavilion Project Update

Parish Clerk provided following verbal report

- Awaiting permission from Oxford City Council to re-build on area, this will be chased up and reported back.
- Request for funds from Central CIL fund have been rebuffed. OCC are now asking that an application with a full plan be submitted, this will be reviewed to see if required.

FC.147/20 Youth Council Update

Parish Clerk advised Council that correspondence has been sent to The Oxford Academy, no response has been received.

FC.148/20 Receive Update from Oxfordshire County Council

Cllr Gill Sanders provided following verbal report

- Budget for 2021/22 has now been passed, this will see cuts at every level of Council with over £15 million pounds in cuts
- County Council tax will increase by 1.99%

FC.149/20 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) have now been purchased by City Council.
- COVID-19 rule of 6 being enforced around City areas.

A debate took place regarding the footpath near to Sainsbury's leading round to new housing estate and near to traffic lights for crossing towards Rosehill. It was agreed that Cllr Sue Stewart would formulate a letter and this would be sent to Sainsbury's, County Council Highways and Oxford City Council.

FC.150/20 National Savings and Investment – Resolution Appointing Signatories

Parish Clerk reported that correspondence from NS&I Account was requesting a copy of resolution made to amend signatories on account.

Resolution

For Littlemore Parish Council to request that all current signatories on account be removed with immediate effect and for three new signatories to be added to complete closure of account and remove all funds.

Proposed by: Cllr Lynda Comber

Seconded by: Cllr Maggie Willis

Unanimously Agreed.

FC.151/20 Press Statements

Following press releases would be completed by Cllr John Tanner as per policy

- Mobile Speed Indication Devices in Oxford Road and Sandy Lane West need for drivers to slow down.
- Sainsburys foot path

FC.152/20 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.153/20 Recommendations from Personnel Committee

Pension Scheme for Parish Clerk

Cllr Gill Sanders informed Council that at present the Parish Clerk is not in a pension scheme, under his contractual rights he is eligible to join the Oxfordshire Local Government Pension Scheme

Resolution

For Littlemore Parish Council to join as a member of Oxfordshire Local Government Pension Scheme and undertake to contribute the employer's contribution rate for all Parish and Town Councils of 21.7% and to pay any administration costs.

Proposed by: Cllr Lynda Comber
Seconded by: Cllr Gill Sanders
Unanimously Agreed.

Recruitment of Assistant Secretary

Cllr Gill Sanders informed Council it was agreed by Personnel Committee to amend title from Minutes Secretary to Assistant Clerk and for recruitment process to be re-activated.

Resolution

For Littlemore Parish Council to recruit a 'Assistant Clerk' on a temporary contract for six months, working 10 hours per week. This will be funded from Minutes Secretary budget and transfer of remainder from reserves. This position will be reviewed in January 2021 by personnel committee.

Proposed by: Cllr Gill Sanders
Seconded by: Cllr Lynda Comber
Unanimously Agreed.

FC.154/20 Date of Next Meeting

Tuesday 10th November 2020

Meeting Closed 20.35hrs

Signed as a true and accurate record

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Cllr Lynda Comber
Chairman
Littlemore Parish Council
Tuesday 10th November 2020