

Littlemore Parish Council

MINUTES OF THE MEETING OF LITTLEMORE PARISH COUNCIL
HELD ON TUESDAY 10th NOVEMBER 2020 BY VIDEO LINK VIA ZOOM AT 7.00PM.

Present: Councillor: Lynda Comber (Chairman)
Councillor's: Macer Wicker (Vice Chairman), Jan Pullen, Sue Stewart, John Tanner,
Kim Wicker, Margaret Wareing, Maggie Willis.

Cllr Sue Aldridge joined meeting at 1945hrs due to technical issues accessing meeting.

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

Staff: Dr. Judith Godsland (Littlemore Local Editor)

Meeting opened at 1904hrs

FC.155/20 Chairman's Welcome

Cllr Lynda Comber welcomed everyone to meeting

FC.156.20 Act of Remembrance

Cllr Lynda Comber read our prayer and Councillors remained seated to hold two minutes silence.

FC.157/20 Apologies for Absence

Cllr Dorian Hancock

Cllr Anita Fisher

Cllr Tiago Corais

Cllr Michael Evans

Cllr Gill Sanders

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

FC.158/20 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.159/20 Appointment of Assistant Clerk

Cllr Kim Wicker (Vice Chairman, Personnel Committee) reported to full Council that close to 400 applicants had applied for the role and that the Parish Clerk managed to draw up final four applicants for interview.

Interviews took place on afternoon of Monday 9th November, the interview panel were Cllr Gill Sanders (Chairman, Personnel Ctte), Cllr Kim Wicker (Vice Chairman, Personnel Ctte) and Richard Wilkins (Parish Clerk).

Following all interviews, a final candidate was agreed unanimously and accepted the position.

Cllr Wicker introduced Daniela Harrison to members of Council. Cllr Lynda Comber welcomed Daniela to the role and looks forward to working with her going forward.

The Council placed on record its thanks to the Parish Clerk for his tireless and time consuming work to draw up the list of final candidates and preparing all documents for interview.

FC. 160/20 Acceptance of Minutes Previous Meeting

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

Tuesday 13th October 2020 Full Parish Council Meeting

FC.161/20 Clerks Report

Parish Clerk Richard Wilkins provided following verbal report

- Co-option of Councillors Completed – forms sent to OCC
All documents for Councillors Jan Pullen and Sue Aldridge has now been completed and sent to Oxford City Council.

- Council Logo now completed and in use
New Parish logo fully completed and in use, prize sent to winning. Article will be done for next edition. Parish Clerk advised he is currently looking at costing to get logo put on benches and bins etc.

Cllr Tanner supported this idea as it will promote to the community just how much the Parish Council maintains in the area.

- Pavilion Project Update
Discussions with Oxford City Council have been very slow moving forward, a decision will be made in time for December meeting and is hoped that Tender Request will be able to go on to Government Portal start of new year.

- Youth Council
It was agreed that the Council would move forward in its preparations for setting up the Youth Council and invite schools once all set up.

- Policies

Council was notified that changes have been made to the model Standing Orders and these will be brought to Full Council in December if time allows with budget prep.

The Following Policies will also be presented to Council in January 2021

Business/Charge Card
Equal Opportunities

Bullying/Harassment

Graffiti

- Littlemore Local Review

Parish Clerk recommends that a working group be set up to discuss Littlemore Local and would be great to have editor join in too

Council agreed to set up meeting with following - Cllr John Tanner, Cllr Jan Pullen, Cllr Sue Stewart, Judith Godslan and Parish Clerk.

- Meetings

Informal Budget Review – 25th November (may change pending information received)

Extraordinary Planning – 19th November 2020, 1900 hrs

Finance Committee – 26th November, 1900hrs

Planning Committee – 26th November, 1945hrs

- COVID 19 Update

No cases have been reported by our staff, PPE equipment is stocked up and Risk Assessment updated. Review to wearing masks to be carried out.

FC.162/20 Chairman's Update

Cllr Lynda Comber had no updates to report.

FC.163/20 Correspondence

Parish Clerk Richard Wilkins notified members of following correspondence

- Kennington Parish Council

Parish Clerk from Kennington has email Council to enquire about setting up a meeting to discuss the Graffiti being sprayed everywhere. This was agreed by Council. Vivienne Glynn recommended contacting Polly Smart of ODS to help.

FC.164/20 Littlemore Local Update

Judith Godsland provided following verbal report

- Deadline for issue is Thursday 12th November 2020.
- Clerk asked to send Editor message of thanks on behalf of Council
- Clerk agreed to compile a article on the Precept and what it means.

FC.165/20 Locality Support Officer & Community Response Team – OCC

Val Churchill (Locality Support Officer) advised Council that due to roles changing she may be moved to cover a different area. This was being done so teamwork from six locality hubs with closest for Littlemore being in Rose Hill.

Vivienne Glynn (Community Response Team) several cases are being investigated, these include fly tipping and domestic waste. The team are keen for residents to report any issues ASAP. Clerk advised details are in Littlemore Local

FC.166/20 Thames Valley Police Report

No report received.

FC.167/20 Council Committees

Finance Committee	30 th September 2020
Planning Committee	30 th September 2020

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

FC.168/20 Community Asset Application – Oxford Road Recreation Ground

Parish Clerk and Cllr Sue Stewart provided Council with reasons to why the Council needed to protect this area as a Community Asset. Following discussion, it was unanimously agreed for Council to apply for status of Community Asset on Oxford Road Recreation Ground.

FC.169/20 Parish Council Forum

Parish Clerk and Cllr Lynda Comber provided an update to role of the Parish Council Forum and advised Council that four agenda items had been submitted and accepted from Littlemore Parish Council.

Council agreed that Cllr Sue Stewart and Cllr Maggie Willis to attend along with the Chairman and Parish Clerk

FC.170/20 Receive Update from Oxfordshire County Council

No report, Cllr Gill Sanders absent from meeting.

FC.171/20 Receive Update from Oxford City Council

Cllr John Tanner provided following verbal report

- Financial situation at Oxford City Council has taken a big hit due to loss of income from COVID restrictions, budget meeting was being set up to discuss where money can be cut and not affect services offered.

FC.172/20 Press Statements

No press statement required.

FC.173/20 Agenda Items for Next Meeting

No items requested; reminder that motions to be submitted 7 working days before meeting. Cut off Monday 30th November 2020.

FC.174/20 Date of Next Meeting

Tuesday 8th December 2020

Meeting Closed 20.35hrs

Signed as a true and accurate record

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