

Littlemore Parish Council

MINUTES OF THE MEETING OF LITTLEMORE PARISH COUNCIL HELD ON TUESDAY 8th DECEMBER 2020 BY VIDEO LINK VIA ZOOM AT 7. OOPM.

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

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

Staff: Dr. Judith Godsland (Littlemore Local Editor)

In Attendance

Val Churchill and Michael Wood from Locality Supports Officers from Oxford City Council.

Meeting opened at 1903hrs.

FC.175/20 Chairman's Welcome

Cllr Lynda Comber welcomed everyone to meeting

FC.176/20 Apologies for Absence

Cllr Dorian Hancock

Cllr Anita Fisher

Cllr Michael Evans

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

FC.177/20 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

Cllr Lynda Comber reminded members that declaration can be made at any point during meeting.

Cllr Jan Pullen entered meeting.

FC. 178/20 Acceptance of Minutes Previous Meeting

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

Tuesday 10th November 2020 Full Parish Council Meeting.

FC.179/20 Council Committees

Finance Committee 2nd November 2020
Planning Committee 2nd November 2020

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

Cllr Lynda Comber suspended standing orders to allow urgent update on planning matter by Cllr Sue Stewart

Housing Development behind 5 Sandford Road (The George Pub) has submitted a third application, some work had been taking place and after checking with Oxford City Council this was archaeological investigation work and not start of build.

SAE Institute Oxford, Littlemore Park, Armstrong Road consultation has been attended by Parish Council following the application being submitted comment has been submitted on this by Council.

Application in pipeline for up to 80 houses at bottom of railway lane.

Cllr Lynda Comber advised Council that meeting is now back under Standing Orders.

FC.180/20 Clerks Report

Parish Clerk Richard Wilkins provided following verbal report.

- COVID Risk Assessment
Risk Assessment covering staff at Pavilion has now been updated, staff are now required to always wear face mask in building and when traveling as a pair in John Deere XUV. Documents will be reviewed on an ongoing basis and updated, as necessary.
- Youth Council
Communication has been made with PA to principle regarding setting up of Youth Council. It has been confirmed that they are still keen to be on board with us and to let them know once set up so they can promote.
- Pavilion Project Update
Oxford City Council have now responded to request for us to build on area we lease at Herschel Crescent. We are still no further forward with full permission but have been advised it is likely planning permission will be granted so local as building controls etc are met. Documents will now be drawn up to submit on to Government Contractor Finder website and further updates will be provided to Council.

Cllr John Tanner requested an update on Mobile Speed Indication devices as they seem not to be working again. Parish Clerk reported that the batteries in the devices aren't lasting as long as when first installed due to increase in traffic, but staff are trying best to keep working.

Cllr Gill Sanders asked if the County Council were still installing a Speed Device on Oxford Road as part of upgrade in area. Parish Clerk was requested by Council to follow this up.

FC.181/20 Chairman's Update

Cllr Lynda Comber advised Council that a good representation was put forward at Parish Forum and was pleased with how meeting went.

Thanks, was given to Council Staff for the outstanding work during 2020, but with the exceptional workload since COVID with regulations constantly changing and staff needing to adapt to way of working and doing so without and fuss is truly appreciated. Staff gifts will be purchased from Chairman's Allowance to show appreciation.

FC.182/20 Correspondence

Parish Clerk Richard Wilkins notified members of following correspondence.

- Kennington Parish Council

Email received from Kennington Parish Council to confirm they are happy with suggestion of working with our Parish and Oxford City Council to improve Graffiti in areas. Meeting will be set up for start of 2021.

FC.183/20 Littlemore Local Update

Judith Godsland advised that December is a quite month due to COVID but reminded Council of date for January.

Cllr Lynda Comber brought forward the Littlemore Local Working Group report

Cllr Sue Stewart was happy to provide report, the meeting was attended by Cllr Pullen, Parish Clerk and Editor. It was agreed that the Littlemore Local provides a benefit to the Community and the past 9 months has demonstrated how isolated people are feeling by not knowing what is going on since the deliveries stopped in March.

Discussion took place on following.

- To return to deliveries as soon as particularly possible but this relies on volunteers, Joseph Barrett has said a group called Street Champions who he works with could help but issues around the insurance was highlighted by Parish Clerk this needs to be investigated further.

- To remain with 4-page printed edition, but to reduce the online edition and move the repeated content on to website to ensure new items were more visible.
- Cllr Pullen has agreed to liaise/work with Judith on Littlemore Local.
- Advertising in LL will cease, it causes a lot of additional work to install and does not bring in much to the council and with the precept covering cost of printing no losses would be made.

Cllr Aldridge has asked if consideration has been given to pay to have LL delivered, Parish Clerk advised that there is no budget for this.

Cllr Pullen and Cllr Aldridge feel that we need to do more to ensure it reaches every household in Littlemore, Parish Clerk advised that Sainsbury's, Co-Op, Post Office have these for people to collect and if anyone wanted a copy, they could contact him to send out a copy to home address.

Val Churchill offered to join the Working Party going forward due to her links with other community newspapers and they used Community Payback to deliver.

A joint working group meeting will be set up in January.

FC.184/20 Locality Support Officer & Community Response Team – OCC

Val Churchill (Locality Support Officer) updated Council with details of the Littlemore Partnership meeting, a lot of fly tipping issues are taking place in Littlemore. Disappointing to note that no presence from Thames Valley Police due to meeting on zoom but promised a written report but nothing arrived, so the team share frustrations of Council. No report from Health & Well Being which was disappointing as Isolation and Loneliness is one of major issues at moment this was concerning as this is a priority of group.

Joseph Barrett is now the hub Co-Ordinator and he looks forward to working with the Parish Council and Michael Woods is also on the team.

Val would like to see more members of the public at these meetings going forward to involve the community much more.

Michael Woods introduced himself to the Council, joining the team only two weeks ago and attending meeting to gather as much information on the issues facing the Parish Council and looking to working together much more going forward.

Cllr Sue Stewart advised that after attending the meeting via zoom on Monday was encouraged to hear more about the model that the Hub will be putting together and looks forward to receiving it.

Cllr Macer Wicker and Cllr Kim Wicker joined meeting at 1932.

FC.185/20 Review Revised Standing Orders

Parish Clerk advised Council that he has been through the Standing Orders and can't find any differences, he has sent an email to fellow Clerks to see if they found any differences and will report back to Council.

Cllr Tiago Corais joined meeting at 19:36

FC.186/20 Set Annual Budget for Financial Year 2021/22

Cllr John Tanner informed meeting that an informal budget meeting in which all Councillors were able to attend and a Finance Committee meeting have looked at the budget for 2021/22 which comes in at £116,076.00, which relates to an increase of £12,520.18. The Parish Clerk has done a lot of work in putting together the budget to cover cost of Council policies for think such as tablets for Cllrs etc.

Parish Clerk presented the Cllrs with the budget which each councillors received in advance of meeting, a breakdown of each heading was as follows.

Payroll	£65,207.00
Admin& Expenses	£18,414.00
Affiliation Fees	£1,300.00
Community Grants	-
Miscellaneous	£3,890.00
Amenities	£27,265.00
Total	£116,076.00

Cllr Sue Aldridge requested how much general reserves need to be held by Council. Parish Clerk advised that for Council of our size the reserve needs to be between 9-12 months of our overall budget, for 2021/22 this works out at £79,557 - £106,076.

No other questions.

Cllr John Tanner proposed to Council budget as presented £116,076, Seconded by Cllr Macer Wicker.

Vote:

10 For
1 Against

RESOLVED: Council agreed to set budget at £116,076.00 for 2021/22 Financial year.

FC.187/20 Set Precept for Financial Year 2021/22

Cllr John Tanner gave details of the Finance Committee and asked the Parish Clerk to present the figures to Council.

Budget Amount:	116,076.00
General Reserve Allocation	10,000.00
Total Precept Request	106,076.00
Yearly increase in difference	2,520.18
Tax Base:	1827.1
Household yearly increase	1.38
Household weekly increase	0.026

No questions were asked on precept.

Cllr John Tanner proposed to Council a precept of £106,076, Seconded by Cllr Gill Sanders.

Vote:

11 For

0 Against

RESOLVED: Council agreed to set budget at £106,076.00 for 2021/22 Financial year.

Cllr John Tanner would like to thank the Parish Clerk for all his hard work in presenting this budget to Council.

Cllr Tanner left meeting.

FC.188/20 Annual External Audit

Parish Clerk presented the External Audit Report for 2019/20, each section was examined by the Council. The points raised in the External Report were noted by Council,

Point 1 – Period for Public Rights

The Council noted this requirement of a clear 24 hour turnaround to approve accounts and date the public rights.

Point 2 – Publication on Councils Website

A period of 5 years accounts are required to be published on the website. Unfortunately, when Parish Clerk took over in February 2017 the accounts were in total mess. The Parish Council noted that only accounts for 2016/17, 2017/18, 2018/19, 2019/20 are available. On inspection of website there were many links broken but data was still on online files so a check will be done

with website provider to determine what has happened, and hope to correct for first week on January 2021 pending on workload required.

Section 2 – Accounting Statements

A zero figure was missing from box 5 and Box 10 but this was rectified, and resubmitted, External auditors were drawing attention to Council as all members authorise this document.

Cllr Lynda Comber wished to express the Councils appreciation to the Clerk for this audit and Councillors who have been on board for a while will know this has taken a lot of hard work to achieve 2nd signed of audit.

FC.189/20 Receive Working Group Reports

Report for Littlemore Local was covered under Littlemore Local update.

Parish Clerk suggested that a Transport Working Group meeting be set up as quickly as possible, the group will look at doing this.

FC.190/20 Parish Council Forum

Cllr Sue Stewart gave an overview of the Parish Forum and covered of items noted in the minutes attached to agenda.

Report Covered

Census 2021

this year will be competition online, hubs will be set up in East Oxford Community Centre and Rose Hill Community Centre, but OCC are aware there will still be issues around this and working hard to resolve.

Elections 2021

Elections will be taking place this year for all 48 seats on Oxford City Council, Littlemore PC and Risinghurst PC. Further details of this will be presented by Parish Clerk once received.

Council response to report on indices of relative deprivation

Caroline Green, Assistant Chief Executive for OCC presented a report on the Councils actions and in particular Littlemore following a drop. Special measures were taking place in Cowley and Blackbird Leys, but our concerns were looked on as a grievance by some on City Council but is pleased that Joseph Barrett agrees more needs to be done in Littlemore.

A meeting was offered by Caroline Green to the Parish Council at start of New Year to develop a plan on what can be done to help.

Graffiti

Parish Clerk gave a brief update on graffiti in area and reported that OCC now have a dedicated team whose job is to remove this from all areas in Oxford.

Working Group

It was agreed to set up a working group to work on this, Cllr Sue Stewart will lead and Cllr Sue Aldridge, Cllr Jan Pullen and Cllr Maggie Willis agreed to join the group.

FC.191/20 Cowley Low Traffic Neighbourhood 2020

Cllr Lynda Comber suggested that if willing Cllr Sue Stewart puts together a reply to this proposal and sends out to all Councillors for their views, this is due to the short time scales left to respond. This was agreed.

It was noted yet again that Oxford County Council has failed to include Littlemore PC on distribution list for this consultation.

Cllr Gill Sanders advised that the County Council are setting up a meeting of Officers and locals to discuss the proposals and will send details to Cllr Sue Stewart.

FC.192/20 Receive Update from Oxfordshire County Council

Cllr Gill Sanders reported that a motion was passed to introduce several 20mph speed limits across the County. Pedestrian crossing and other concerns were discussed and passed to improve certain areas around County.

FC.193/20 Receive Update from Oxford City Council

Cllr Tiago Corais advised nothing to report.

FC.194/20 Press Statements

A press statement will be drawn up regarding the Budget and Precept for Parish Council once all details are received back from OCC.

FC.195/20 Parish Council Office Christmas Closedown

Council members noted that Council Office will be closed from Friday 18th December 2020 and will reopen on Monday 4th January 2021. Parish Clerk reminded Councillors that emails will not be checked over this period.

Council members noted officers will be on leave during this period and Maintenance team will be at work except for Bank Holiday's and Weekends.

FC.196/20 Agenda Items for Next Meeting

Motions to be submitted to Parish Clerk 7 working days before Parish Council Meeting, the Clerk has final say if to be submitted to next agenda. **Deadline for next meeting Monday 4th January 2020.**

Moved by Cllr Lynda Comber Seconded by Cllr Gill Sanders

that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

FC.197/20 Provisions of IT Services

Parish Clerk provided members update on Council Policy to implement a more manageable way of producing documents but reducing carbon footprint on production of documents. Three quotations were presented to Council.

	Tender 1	Tender 2	Tender 3
<u>One Time Cost</u>			
Devices, training, set up emails, Transfer data, support services, SharePoint Setup, service review, Set up devices.	5,797.84	10,243.28	6,005.84
<u>Monthly Costs (tender 1 & 2)</u>			
Microsoft 365, internet security, Cloud data safe, SharePoint, Device Management, 365 remote support	3,479.40	3479.40	
Monthly Costs (tender 3)			
Microsoft Office 365, internet Security			1,198.52
Grand Totals	9,277.24	13,722.68	7,204.36

All prices were excluding VAT as this is reclaimed at end of year.

A debate took place between Councillors and questions were answered by the Clerk. Council asked the Clerk if he had a recommendation, following the Clerks view on each quote a recommendation on Tender 1 was made.

Proposed by Cllr Lynda Comber Seconded by Cllr Macer Wicker

To proceed with Tender 1, which will award the tender to Cloudy IT.

Vote was put to Council.

For: 7 Against: 1 Abstain: 2

RESOLVED: Council agreed to proceed with Tender 1 for provision of IT Services.

FC.198/20 Date of Next Meeting

Tuesday 12th January 2021

Meeting Closed 20.35hrs

Signed as a true and accurate record

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Cllr Lynda Comber
Chairman
Littlemore Parish Council
Tuesday 12th January 2021