

LITTLEMORE PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 09/02/2021, VIA ZOOM VIDEO LINK

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

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

Staff: Dr. Judith Godslan (Littlemore Local Editor)

In attendance

Val Churchill and Michael Woods – Locality Support Officers (Oxford City Council)
Jordan Higgins - Community Response Officer (Oxford City Council)

Meeting opened – 19:00

FC.23/21 Chairman's Welcome

Cllr Lynda Comber welcomed everyone to meeting.

Cllr Comber reminded everyone of the Code of Conduct and Council Standing Orders and requested everyone to respect others in meeting.

FC.24/21 Apologies for absence

Cllr Anita Fisher

Cllr Dorian Hancock

Cllr Margret Wareing

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

FC.25/21 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.

No declarations were made.

FC.26/21 Minutes of Parish Council

Tuesday 12th January 2021

Full Parish Council Meeting

Cllr Sanders noted an amendment for accuracy required on page 3, this was noted by Clerk for amendment to be made on minutes.

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

Cllr Michael Evans entered meeting at 19:04pm

FC.27/21 Minutes of Council Committees Meetings

Personnel Committee	Tuesday 29th September 2020
Finance Committee	Thursday 26th November 2020
Extraordinary Finance Committee	Monday 7th December 2020
Planning Committee	Thursday 19th November 2020
Planning Committee	Thursday 26th November 2020

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

Cllr Tiago Corais entered meeting at 19:07pm

FC.28/21 Clerk Update

Parish Clerk Richard Wilkins provided following verbal report:

Cowley Low Traffic Neighbourhood Scheme

Oxfordshire County Council have confirmed this scheme has been accepted, work to be install scheme will be between end of February and start of March 2021. This is scheme is to be closely monitored by Oxfordshire County Council.

Parish Council will be notified of when the consultation on the scheme is held, this should be completed 18 months after installation to determine if scheme remains in place.

Cllr John Tanner recommended that the monitoring of this scheme be completed by Transport Working Group, this was agreed.

Oxford Road – Traffic Calming Measures

Oxfordshire County Council have confirmed this scheme has been accepted. Installation of traffic calming measures will be from April 2021 as per plans discussed by Parish Council.

Further details will be sought regarding the Speed Indicator Device to replace the battery-operated device. Cllr Gill Sanders notified meeting that she spoke on this matter and was advised that it would cost £50,000 to install a permanent device and Parish Council would need to request section 106 money from future developments to fund any future signs.

Action Point: Clerk to contact Oxfordshire County Council.

Cllr Kim Wicker and Cllr Macer Wicker entered meeting at 19:15pm

Parish Council Elections

Oxford City Council as local authority will be managing the elections for 2021.

Elections will be held on Thursday 6th May 2021. Once these forms and guidance have been received this will be sent out to all Councillors.

Littlemore Parish Council will be formed by three wards:

Littlemore Ward – 13 members

Bodley Road Ward – 2 members

Sandy Lane West Ward – 1 member

Boundary map detailing wards will be sent out soon.

Forms can be requested directly from City Council or from Parish Clerk. Nomination papers need to be handed in by person to electoral office at Town Hall.

Action Point: Clerk to send out all details on elections once received.

Food Bank Donation

A request has been received from Cllr Kim Wicker to contribute a second donation of £500 to local Food bank.

Cllr Maggie Willis had emailed the Clerk to seek clarification on whether we can make this donation to the project run by Church, the Council have authority to donate to the project with funds going to Church.

Cllr Maggie Wills gave a brief update which advised that the fund would be used to support the Littlemore Larder providing fresh fruit/vegetables to residents requiring help.

Cllr Maggie Willis stated a non-pecuniary interest and would not take part in voting.

Proposed by: Cllr Kim Wicker

Seconded by: Cllr John Tanner

Unanimously agreed.

Resolved: Council to donate £500 to local food bank.

Michael Woods offered to meet with the group to assist in any way he can.

FC.29/21 Chair Update

Cllr Lynda Comber had nothing to report to Council.

FC.30/21 Correspondence

Planning application

Local resident has sent in an email concerning the development at Littlemore Science Park and this will be forwarded to Cllr Stewart.

Alice Smith Square – Builder fly tipping

Further complaints received regarding building rubble and porta loo in Alice Smith Square. Following this being chased up by Cllr John Tanner, OCC issued a notice to the builder and all materials have been cleared.

FC 31/21 Littlemore Update

Judith Godsland provided the following verbal report.

Articles have been very quiet. Edition will cover April and May.

Action point – Clerk to supply details of the election dates to Judith Godsland

FC.32/21 Locality Support Officer & Community Response Team -OCC – Update from Val.

Val Churchill – Locality Support Officer provided the following verbal report

Joint meeting with two Councillors and Clerk has been held, points discussed:

Bus Users Forum

Communication to bus user's forum to engage with them to improve bus service in Littlemore. Cllr Sue Stewart has asked if Councillors could let her know of any issues surrounding bus service in Littlemore and advised she was willing to assist Cllr Hancock due his absence from Council.

Pavilion

Assistance has been provided to Clerk in removing the red tape for planning on new pavilion.

Parish council Assets mapping.

Being part of a assets mapping and provide a map to residents in Littlemore which will include soft and hard assets.

Jordan Higgins – Community Response Team provided the following verbal report:

- 9 open ASBO cases current under review
- Phone number no longer in use and issues need to be sent to saferoxford.atoxford.gov.uk, this email address to be used to contact regarding any complaints.

Parish Clerk asked if there is any chance of team setting up a covert CCTV to catch person doing graffiti. Jordan notified meeting he would pass this to a colleague to follow up and will liaise with the Parish Clerk to discuss this further.

FC.32/21 Thames Valley Police report

No report received.

FC.33/21 Adaption of council Policies

Annex A – LPC Lone Working Policy

Annex B – LPC Learning and Development Policy
Annex C – LPC Absence Policy
Annex D – LPC Youth Council Constitution

Recommendation

Full Council to adopt above policies with review date set for May 2023.

Policies A to C are recommended by Personnel Committee.
Policy D is recommended by Youth Council Working Group.

Cllr Maggie Willis and Cllr Susan Aldridge raised concern that the policies were not sent out in good time and should be deferred.

Chairman Cllr Lynda Comber asked the advice of the Parish Clerk before proceeding. The Parish Clerk confirmed that the Council were still legally covered to continue with the recommendations and voting.

Cllr Gill Sanders advised members of Council that policies A-C have been fully discussed at Personnel Committee and feels that there is no requirement to defer them to when a new Council is elected when they can protect our staff.

Cllr Maggie Willis suggested that it is not right that only three Councillors are able to put together these documents.

Cllr John Tanner suggested that if Councillors wished to send the policies back to Personnel Committee then they can. However, in this instance three excellent policies have been produced by the Clerk who is employed to do just that job and if there was a crisis and you are the Chairman or Clerk the first thing you do is look up the policies. Cllr Tanner had only one concern and that was the term chairman. Cllr Tanner further proposed that these policies be accepted.

Cllr Michael Evans stated that he had not received documents and requested to know when they were sent. Cllr Lynda Comber advised that the policies were sent on 4th February and are in the agenda. He further requested that additional time be allowed to review the documents and take a vote online.

Cllr Kim Wicker advised that the Parish Council agreed on Personnel Committee to do a job, so now to be challenging us at this point undermines that. The same power is given to the Planning Committee and feels it should be able to continue doing the job as requested.

Cllr Lynda Comber asked the Parish Clerk if a vote can be held online, the Parish Clerk advised members of Council that a vote cannot be held online.

The Parish Clerk advised that the documents are recommendations from a Committee, all Committees have delegated powers and Paragraph 8 under the '*Personnel Committee Terms of Reference*' agreed by Council in May 2019 states:

'To draft, implement, review, monitor and revise policies relating to staff and conditions of employment'

The Parish Clerk advised members of council that a vote can be legally held.

Chairman Cllr Lynda Comber moved to the vote,

Annex A – LPC Lone Working Policy

Annex B – LPC Learning and Development Policy

Annex C – LPC Absence Policy

Proposed by: Cllr John Tanner

Second by: Cllr Kim Wicker

Vote

For 7

Against 1

Abstentions 3

Annex D – LPC Youth Council Constitution

Parish Clerk presented the document to members of Council and gave the background to the setting of the policy. All contents of the policy were discussed by the Youth Council Working Group and other Youth Council set ups were investigated which came to the document being recommended today.

No questions were asked by Councillors.

Proposed by: Cllr Lynda Comber

Seconded by: Cllr Gill Sanders

For 8

Against 1

Abstentions 2

Resolved: Council agreed to adopt all policies listed from Annex A – Annex D.

FC.35/21 Receive Working Group

Cllr Tiago Corais reported that transport working group were arranging to meet and discuss proposals for Controlled Parking Zones and Cowley Low Traffic Neighborhood Scheme.

No reports from Digital

FC.36/21 Receive Pavilion & Workshop Project Update

Parish Clerk provided the following verbal report:

A formal meeting has now been held with Oxford City Council following a few months of attempting to set up and thank you to Michael Woods in assisting with getting this done.

The meeting was held with:

Michael Kemp (Principal Planning Officer, Oxford City Council),
Deb Wyatt (Affordable Housing programme officer, Oxford City Council)
Paul Blackman (Sports Development Officer, Oxford City Council)

The new pavilion and workshop plans were discussed in detail, it was agreed that if the Parish Council submitted a pre-planning application in then a licence would be granted on condition that the full planning application was accepted by Oxford City Council.

Parish Clerk will liaise with Cllr Macer Wicker to complete that process, tenders will be sought to find a suitable project management to complete the design, planning application and consultation process which has already been agreed previously by Council.

The target is to have in place a project management team by July 2021. This will then give the Council a clear picture on costings from CIL money ear marked.

FC.37/21 Receive Finance report on internal checks.

Cllr Kim Wicker reported to Council that all accounts are in good order and up to date with invoicing and statement sign offs.

FC.38/21 Receive Update from Oxford County Council

Cllr Gill Sanders provided the following verbal report:

Budget for Financial year 2021/22, a Labour recommendation was accepted that will allow an increase in funds to offer support to young person's mental health and funds for apprenticeships in the care sector. A joint budget between Conservative and Labour Councillors was accepted but opposed by Lib Dems.

FC.39/21 Receive update from Oxford City Council

Cllr John Tanner provided the following verbal report:

Resident Parking

City and County Council are trying to discourage people from traveling in from outside Oxford and clogging up the streets. Policy was agreed and an informal consultation on the county council website, County Council officers would work on the scheme with City Council funding. Two new resident parking zones would be developed and covers every street in Littlemore ward.

Cllr Tanner urged everyone to review the consultation as it will have a big impact for Littlemore.

A discussion took place, and it was agreed to submit to the Transport Working Group, the consultation closes 5th March 2021.

The Parish Clerk notified members that the consultation papers have not been sent to any of Parishes in Oxford by City Council or County Council and only way we received documents was via a City Councillor sending them to us.

The Parish Clerk recommended that the document be sent out to all members of council to review and to discuss at transport working group with all members being able to speak at that meeting, and for the working group to put together a recommendation in support or objection and bring back to next meeting. Further to these actions that the members direct the Clerk to write to Oxfordshire County Council to enquire to why we were not consulted.

Council agreed to the recommendation by Parish Clerk.

Cllr Michael Evans has stated that he feels there is a height of incompetency from City and County Councillors over the lack of transport plans.

Cllr Maggie Willis asked if the scheme is introduced what happens with parking for users of the Churches, Village Hall, Community Centre etc in Littlemore ward. Cllr John Tanner advised that in parking zones the facilities mentioned will be allocated spaces for just that facility.

Action – Clerk to write to County Council to enquire to why Parish Councils have not been consulted.

Action – Clerk to forward Consultation documentation to all Councillors.

FC.40/21 Press statements

COVID application to the Littlemore Larder

FC.41/21 Agenda Items for the 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 1st March 2021.**

Cllr Lynda Comber moved

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.

Seconded by Cllr Gill Sanders

Meeting moved to exclusion of press and public, the Chairman thanked those in attendance for coming to the meeting and looks forward to seeing them all again.

FC.42/21 Pest Control Tender

Parish Clerk advised members that sightings have been reported of rats in three open spaces maintained by Council and that in these same areas large number of mole hills are causing hazards in these areas that can lead to trips or falls and the Council has an obligation under Health and Safety to address both these issues.

The Assistant Clerk sought tenders from three Pest Controllers to provide services to resolve issues highlighted. Only two tenders were received, these were

Tender 1: Oxford Direct Services

Tender 2: Pro Pest Oxford Ltd

Councillors debated the requirement and both tenders received.

It was proposed that a more humane alternative to overcome the mole issue be discussed with pest control and to award tender 2 the contract to commence a 12-month pest control management program for Oxford Road Rec, Herschel Crescent Rec and Eastern-by-Pass commences ASAP.

Proposed by: Cllr Lynda Comber

Seconded by: Cllr John Tanner

Vote

For 10

Against 0

Abstain 1

RESOLVED: Council agreed to proceed with tender 2 for provision of Rat Pest Control only

FC.43/21 Personnel Committee Recommendation

Assistant Clerk was placed into the Zoom waiting room for this agenda item.

Cllr Gill Sanders as Chairman of Personnel Committee presented to members of Council a report on the position of Assistant Clerk to Council Daniela Harrison.

Following this report, the Personnel Committee Recommendation was presented:

Recommendation

An Appraisal be conducted by Cllr Kim Wicker (Vice Chairman, Personnel Committee) and Richard Wilkins (Parish Clerk, Line Manager to Assistant Clerk). Upon a successful appraisal that the position of Assistant Clerk held by Daniella Harrison be made a permanent post.

The cost has already been agreed by Council in the budget setting for 2021/22 and if the recommendation is carried by Full Council then a permanent contract and entry to pension scheme will progress in March 2021 on completion of appraisal.

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

Vote

For	9
Against	0
Abstain	2

Resolved: Council to amend Assistant Clerks Contract from Temporary to permanent on completion of appraisal.

FC.44/21 Date of Next Meeting

Tuesday 09th March 2021

Meeting Closed 20.45hrs

Signed as a true and accurate record.

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Cllr Lynda Comber
Chairman Littlemore Parish Council
Tuesday 9th February 2021