

**Littlemore Parish Council
Oxford Academy, Sandy Lane West
Oxford OX4 4PW
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Members of Parish Council: Councillors Sue Stewart (Chairman), Susie Aldridge, Tiago Corais, Michael Evans, David Henwood, Kevin McGlynn, Michele Paule, Janice Pullen, Anna Railton, Maggie Willis,

Dear Councillor

You are hereby summoned to attend the **Full Parish Council Meeting of Littlemore Parish Council** to be held at **The Oxford Academy (Leadership Centre, 1st Floor), Sandy Lane West, Littlemore, Oxford, OX4 6JZ** on **Tuesday 14th September 2021** commencing at **7.00pm** for purpose of transacting the following business. Members of public and press are invited to attend.

S Stewart

**Cllr Sue Stewart
Council Chairman**

COVID 19 AWARENESS

If you have had any of the main three symptoms of Coronavirus in the previous 14 days please DO NOT attend this meeting – high temperature, a new continuous cough or a loss or change to your sense of smell or taste.

Wear a mask on entrance – until you are seated.

Sanitise your hands before entering meeting room

Maintain distance at all times.

Use the QR code at OX4 main entrance, Clerk will also record attendance for track and trace purposes.

Due to limited space the meeting will only be able to accept 4 members of the public/press. Once this number has been reached no further persons will be admitted.

Date: 8th September 2021

AGENDA

In Accordance with Standing Order 3 e-k members of the public may make representations, ask questions, and give evidence in respect of any item of business included in the agenda only.

Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.

The Public are welcome to stay and observe the rest of the meeting but will be unable to express views or ask questions.

FC.150/21 **Chairman's Welcome**

FC.151/21 **Apologies for Absence**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting.

Only absences received by Deputy Clerk will be recorded, reason for member's absence MUST be accepted by Council.

FC.152/21 **Declarations of Interest**

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

Under the Localism Act 2011 (sections 26-37 and schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interest which are not currently entered in the Member's Register of Interest or if he/she has not notified the Monitoring Officer of it.

Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has been requested (in writing to Clerk) and granted by the Clerk on behalf of Council.

FC.153/21 Minutes of Parish Council Meeting

To receive and approve as correct record the minutes of the Full Parish Council meetings held on

Full Parish Council Tuesday 13th July 2021

Extraordinary Full Council Monday 16th August 2021

Resolution: To approve a correction to the minutes of the Annual Parish Meeting held on 24 May 2021. Delete Cllr Susie Aldridge from the Planning Committee and substitute Cllr Sue Stewart.

FC.154/21 Minutes of Council Committees Meetings

To receive and note the minutes of following Committee meetings.

Personnel Committee Tuesday 26th January 2021

Finance Committee Thursday 24th June 2021

Planning Committee Thursday 29th April 2021

To elect a replacement on the Planning Committee for Cllr Nadine Bely-Summers following her resignation.

FC.155/21 Deputy Clerk Update

Verbal report from Deputy Clerk (Daniela Harrison) to inform the Council of any items of note including progress on previously agreed actions.

FC.156/21 Chair Update

Chairman to inform the Council of any items of note. No decisions will be taken.

FC.157/21 Correspondence

To decide on the response (if required) to correspondence received at the Parish Council.

FC.158/21 Littlemore Local Update

To receive verbal update from Parish Council Editor for Littlemore Local.

FC.159/21 Locality Support Officer & Community Response Team – OCC

Members from Locality Support and Community Response Team are invited to provide a verbal or written report on work currently being undertaken in Littlemore.

FC.160/21 Finance Update

Receive verbal update from Chairman or member of Finance Committee on any financial matters outside of Committee authorisation.

FC.161/21 Working Group Updates

To receive written report from Lead member of working parties

Youth Council

Grants

Climate & Biodiversity

Transport & Connectivity

Resolution: that Council approve the printing of a questionnaire on the Low Traffic Neighbourhoods @ £196 plus VAT (recoverable)

Community Engagement

Resolution: that Judith Godsland, Editor of the Littlemore Local, be invited to join the Community Engagement working party as a permanent member.

Resolution: that an additional IT working party be set up.

FC.162/21 Receive Update from Oxfordshire County Council

Receive verbal report from Cllr Michele Paule on activities at Oxfordshire County Council that affects Littlemore Parish Ward.

FC.163/21 Receive Update from Oxford City Council

Receive verbal report from Cllr Tiago Corais or Cllr Nadine Bely-Summers on activities at Oxford City Council that affects Littlemore Parish Ward.

FC.164.21 Amendment to Council email policy:

Resolved: To amend the Council's email policy as follows:

Under Terms and Conditions, delete paragraphs l and m.
Under Restriction of Email Service, delete paragraph x."

FC.165/21 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.

To move: 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.166/21 Appointment of External 'Internal Auditor'

To receive report and recommendation from Deputy Clerk on tenders for External 'Internal Auditor'

Council to formally appoint External 'Internal Auditor'

FC.167/21 Clerk Recruitment Update

Report on appointment of temporary Responsible Financial Officer

Report on clerk's job evaluation

Approval of job descriptions, person specification and application form

Approval of wording of job advertisement and costs

Agree on timetable for adverts, interview dates and Councillors to conduct interviews.
Agree to delegate to chair and chair of Personnel the response to enquiries from potential applicants

Report from chair on issues arising from resignation of clerk

FC.167/21 Date of Next Meeting

Tuesday 12th October 2021 – The Oxford Academy