

**LITTLEMORE PARISH COUNCIL  
MINUTES OF A MEETING OF THE PARISH COUNCIL  
HELD ON MONDAY 14<sup>th</sup> September 2021, THE OXFORD ACADEMY**

Present: Councillor Sue Stewart (Chairman)  
Councillors – Maggie Willis, Susie Aldridge, Anna Railton, Jan Pullen,  
Michael Evans, David Henwood and Tiago Corais.

Officers:  
Daniela Harrison (Assistant Clerk to the Parish)

Two members of the public attended.

Meeting opened – 19:00

Open session: County councillor for St Clements and Cowley addressed the meeting.

Currently there is an independent school that teaches Arabic to 120 people. This school has been renting a space in the Oxford Academy for 10 years. They have been given notice that they must leave the premises. There are now 120 students that have nowhere to meet. The speaker requested Parish Council support.

Cllr Henwood offered to take this up with the bookings manager at Oxford Academy. this was accepted with thanks.

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

Cllr Sue Stewart welcomed everyone to the meeting.

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

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

No apologies received

**FC.152/21 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 Sue Stewart reminded members that declaration can be made at any point during meeting.

**FC.153/21 Minutes of Parish Council Meeting**

Monday 16 August 2021

Minutes were not available and these will be brought back to council to be ratified and signed.

### **FC.154/21 Minutes of Council Committees Meetings**

Personnel Committee Tuesday 26<sup>th</sup> January 2021

Finance Committee Thursday 24<sup>th</sup> June 2021

Planning Committee Thursday 29<sup>th</sup> April 2021

Minutes were not available, and these will be brought back to council to ratify and for noting.

### **FC.155/21 Deputy Clerk Update**

Nothing to report.

### **FC.156/21 Chair Update**

Parish forum meeting July – report on city council green measures.

Issue with dead or dying tree are being addressed. Parish to look into how we can replace any trees that require cutting down.

Residents' forum – Friday 17 September for representatives of Residents' Associations and Parish Councils to meet with city council planning officers. Cllr Susie Aldridge offered to attend with the chairman. Planning committee – Cllr Susie Aldridge was elected to replace Cllr Nadine Bely-Summers on the Planning Committee.

### **FC.157/21 Correspondence**

No correspondence received

### **FC.158/21 Littlemore Local Update**

Copy deadline 12am Thursday 16 September. Councillors were asked to confirm their preferred contact details. The Low Traffic Neighbourhood questionnaire will be delivered with the Littlemore Locals.re.

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

No representative was present.

### **FC.160/21 Finance Update**

Cllr Henwood updated the Parish

A meeting has taken place to meet and assist with handover to the RFO, who will be with us to the end of this year.

October – The draft budget for the following financial year will be discussed at the next meeting – please look at the budgets required for plans and schemes that require funding in the next financial year.

Notice boards are to be discussed and looked into costing of these.

### **FC.161/21 Working Group Updates**

Youth council –Agreed to postpone because of pressure of other projects.

Grants- The approved application form and guidance is now on the website. The deadline for applications has been extended by one day to 1 October.

Climate and Biodiversity – Cllr Jan Pullen proposed Cllr Anna Railton to become the chair of this group, seconded Cllr Sue Stewart and approved. We would like to run a climate survey to request residents to put forward climate issues and concerns.

Transport and Connectivity – There will be a public meeting to recruit members of the public to help with distribution of the questionnaire. There is funding in the Neighbourhood plan for projects like this.

Resolution – Council to agree to print the low traffic questionnaire at the cost of £196 + VAT. Proposed – Cllr Sue Stewart – seconded – agreed

Community engagement – Minutes from this have been circulated.

Resolution – Judith Godsland to be co-opted as a permanent member – Agreed

Proposed – additional IT working party to be set up.

Proposed - Agreed

### **FC.162/21 Receive Update from Oxfordshire County Council**

No representation available

### **FC.163/21 Receive Update from Oxford City Council**

Residents raised concerns about the new development in Littlemore.

### **FC.164.21 Amendment to Council email policy:**

Proposed amendment to the email policy, due to the introduction of new devices and issues with connectivity.

Policy was reviewed and proposed changes –

Proposer -Cllr Sue Stewart

Seconded -Cllr David Henwood

Agreed

Remove – Para L – Account holders must only send or receive communications on parish council devices.

Delete Para M – account holders must not use personal devices to store

Delete Para X – Any members misusing the system, this includes using personal devices

### **FC.165/21 Agenda items for Next meeting**

To be submitted to Chair 7 days prior to the next meeting date.

### **FC.166/21 Appointment of External 'Internal Auditor'**

Moved to closed meeting-  
Tenders were reviewed  
Proposed tender – Approved

### **FC.167/21 Clerk Recruitment Update**

The Assistant Clerk left the meeting.

#### **Recruitment of clerk**

Council agreed to advertise the post of clerk at 18 hours per week. This could be split between a clerk @ 15 hours per week and Responsible Financial Officer @ 3 hours per week. The grade and pay range was approved. The Personnel Committee was given authority to approve advertising costs. The deadline for applications will be 15 October and interviews will take place on 29 October. (Note - the deadline has been pushed back to 22 October.)

#### **Handover from previous clerk**

Payment was agreed for additional hours worked by the former clerk after his contract ended.

### **FC.167/21 Date of Next Meeting**

Tuesday 12<sup>th</sup> October 2021 – The Oxford Academy

Signed as a true and accurate record.

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Chairman  
Littlemore Parish Council  
Tuesday 12 October 2021