

**Littlemore Parish Council
Oxford Academy, Sandy Lane West
Oxford OX4 4PW
Tel 07377 682216**

Email: clerk@littlemoreparishcouncil.gov.uk

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, first floor), Sandy Lane West, Littlemore, Oxford, OX4 6JZ** on **Tuesday 9 November 2021** at **7.00 pm**. Members of the public and press are invited to attend.

Sue 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 the meeting room

Due to limited space the meeting will only be able to accept 4 members of the public/press.

Date: 5 November 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. The public are welcome to stay and observe the rest of the meeting but will be unable to express views or ask questions.

FC 187/21 Chairman's Welcome

FC 188/21 Apologies for Absence

Apologies received by the Assistant Clerk will be recorded. The reason for absence must be accepted by the Council.

FC 189/21 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 is not currently entered in the Member's Register of Interests 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 the Clerk and granted by the Clerk on behalf of Council.

FC 190/21 Minutes of Parish Council Meeting

To receive and approve as a correct record the minutes of the Full Parish Council meeting held on Tuesday 12 October 2021 (see separate attachment)

FC 191/21 Minutes of Council Committee Meetings

To receive and note the minutes of following Committee meetings.

Personnel Committee	Tuesday 5 October 2021
Finance Committee	Thursday 30 September 2021
Planning Committee	Thursday 30 September 2021

FC 192/21 Assistant Clerk's Update

Report from Assistant Clerk (Daniela Harrison) on any items of note.

FC 193/21 Chairman's Update

Report from Chairman on any items of note.

FC 194/21 Correspondence

To decide on any response to correspondence received.

FC 195/21 Littlemore Local

To receive an update from the editor of the Littlemore Local.

FC 196/21 Locality Support Officer & Community Response Team – OCC

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

FC 197/21 Finance Update

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

Resolved: To appoint a Parish Councillor as internal auditor.

Resolved: To amend Financial Regulation 6.6 to read: “If thought appropriate by the Finance Committee, payment for utility supplies (energy, telephone and water), **commercial waste** and any National Non-Domestic Rates may be made by variable direct debit ...”

FC 198/21 Working Group Updates

To receive reports from lead member of working parties:

Youth Council

Grants

Climate & Biodiversity

Transport & Connectivity

Information Technology

Community Engagement

Grants

Pavilion

FC 199/21 Report from Oxfordshire County Council

Receive report from Cllr Michele Paule on activities at Oxfordshire County Council that affect Littlemore.

FC 200/21 Receive Update from Oxford City Council

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

FC 201/21 Office and meeting room arrangements

To consider the venue and date of Council meetings.

FC 202/21 Agenda items for next meeting

Motions to be submitted to Assistant Clerk 7 clear days before the next Parish Council meeting.

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 203/21 Temporary Responsible Financial Officer update

FC 204/21 Clerk Recruitment Update

Update from chair of Personnel on appointment of new clerk
Update from chairman on issues arising from resignation of clerk

FC 205/21 Date of Next Meeting

Thursday 11 December 2021 - to be confirmed