

LITTLEMORE PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday April 12th 2022 at Littlemore Village Hall 19:00hrs

Present: Councillors Sue Stewart (Chairman), Jan Pullen, Maggie Willis, Anna Railton, Michael Evans, Sadia Mustafa-Awan.

Officers: Daniela Harrison (Assistant Clerk), Judith Godsland (Editor, Littlemore Local)

The meeting opened at 19:00hrs.

FC 56/22 Chairman's Welcome

Cllr Stewart asked members to formally approve Sadiea Mustafa-Awan, as a newly co-opted member. Agreed.

FC 57/22 Apologies for absence

Apologies were received and accepted from, Cllr Michele Paule, Cllr David Henwood, Cllr Tiago Corais, Cllr Susie Aldridge.

FC 58/22 Declarations of interest

Members were asked to declare any pecuniary or non-pecuniary interest and the nature of that interest, in any of the items under consideration at this meeting. Cllr Stewart reminded members that a declaration can be made at any point during the meeting. No declarations were made.

FC 59/22 Minutes of last Parish Council meeting

Minutes of the Parish Council meeting held on Tuesday 08th March were signed as a true record.

FC 60/22 Minutes of Council Committee Meetings

The minutes of following Committee meetings were noted:

Finance Committee	Thursday 24 th February 2022
Planning Committee	Thursday 24 th February 2022

FC 61/22 Assistant Clerk Update

A final yearly report was requested from ProPest, this has not been received. No further action is required.

FC 62/22 Chairman's Update

The City Council has withdrawn its permission to allow a street name in the new development on Armstrong Road to be named Perm, after Oxford's twin town in Russia. The Chair has forwarded the previous suggestion of Walters. Charlie Walters played cricket for the Littlemore Hospital, Oxfordshire, and football for Tottenham Hotspur.

Update from The Oxford Parish Council's Online Forum: A plan for a Workplace Parking Levy on employers with more than 10 employees will be extended to the whole of Oxford inside the ring road.

FC 63/22 Correspondence

John Sanders has written to thank the Council for the letter of condolence on the death of his wife Gill.

FC 64/22 Littlemore Local

The Editor had nothing to report.

FC 65/22 Oxford City Council Locality Support Officer & Community Response Team

There has been no report or contact made from the Locality Support & Response Team.

Action – Cllr Stewart will contact the Team to determine what ongoing support can be made available.

FC 66/22 Finance Update

Resolved: To accept the Finance and General Purposes Committee's recommendation to agree to an Investment Strategy

- a) That Full Council approves the draft Investment Strategy – Agreed unanimously.
- b) The Council instructs the RFO to transfer £150,000 immediately from Unity Trust to CCLA's Public Sector Deposit Fund – Agreed. Vote: For- 5, Against 0, Abstain – 1
- c) The Council instructs the RFO to arrange the closure of the Council's Lloyds Bank Business Instant Account and its National Savings Investment Account – Agreed unanimously.
- d) That F&GPC undertake a review of the need for the Lloyds Bank Business Cards and the Lloyds Bank Treasurers Account. Agreed.

FC 67/22 Working Group Updates

Small Grants Fund:

The Grant for £500 was agreed for the Littlemore Rugby Club. All three applicants from the second funding round received funds on March 31st 2022.

Climate and Biodiversity:

There is a project currently looking at the possibility of creating a small forest in the local Newman Park, replicating the forest on the site of the Littlemore Hospital.

Transport and Connectivity:

Cllr Railton presented on behalf of Cllr Corais.

A quote has been received for three electronic bus information boards. The Finance Committee has recommended that a decision regarding these will be made following completion of the Community Survey. Funding relating to the cost of the new bus shelter on Sandford Road needs to be reviewed.

Action – Cllr Willis will investigate the original arrangements for the funding of this shelter.

It was agreed that the Community Engagement Working Party will analyse the survey returns, as a matter of urgency.

Information Technology:

There is currently no current contract with Cloudy IT. Cllr Railton to meet with a representative from Cloudy IT to organise signing a contract. Tablets already returned have been donated to the John Henry Newman School. Two further devices require collection from Cllrs.

The Littlemore Parish Council Website has now been replaced. Cllr Railton presented a tour. Uploading of documentation is in process. There have been two comments submitted via the website. User interaction function is working well.

Action- Cllr Railton to send the Community Infrastructure Levy report received from Cllr Henwood to Cllr Stewart for review, prior to adding to the website.

Cllr Evans proposed a training session on how Google Sheets might be used for the completion of the minutes

Action – Cllr Evans will provide a proposal for consideration.

Community Engagement:

A walkaround to decide on potential sites for the Community Notice Boards is still to be completed. It was suggested that Cllr's or members of the public might assist with updating the boards. This will be decided once locations are determined. Judith Godsland, Editor, was thanked for her help in producing ballot boxes for the Community Survey.

Possible building improvements to the Community Centre were suggested within the returns from the Community questionnaires. It was noted that recent reports from the Community Centre are not yet available.

Action – Cllr Stewart to contact City Council to request support with this issue.

The Littlemore Neighbourhood Plan process is one third completed.

Amenities:

An Estates and Management Working Party requires formation. Resolved - The title of this working party will be Estates and Maintenance Working Party – Agreed.

The members will be, Cllr Mustafa-Awan, Cllr Willis, and Cllrs Evans.

Cllr Willis proposed the following resolution – To decide any changes in the structure of the Working Parties before appointing members at the Annual General Meeting in May. The Neighbourhood Plan and The Climate and Biodiversity will become part of the Community Engagement Working Party. The Youth Council is on hold

FC 68/22 Report from Oxfordshire County Council

No report received. Councillor Michele Paule may be able to attend meetings from May onwards.

FC 69/22 Receive Update from Oxford City Council

Council accepted Cllr Corais' written report.

It was agreed to extend the meeting – 21.00 pm

FC 70/22 Annual Parish Meeting

With the AGM and local elections upcoming, it was felt that the Annual Parish Meeting should be delayed until the second week in June. Cllr Willis reminded Cllr's that legislation requires the Annual Parish Meeting must be held between 1st March and 1st June, and that the meeting should not commence before 6pm.

It was agreed that the meeting will be held on 9th June 2022.

A named vote was requested:

Vote: For – Cllr’s Stewart, Pullen, Railton, and Evans, Against – Cllr Willis, Abstain - Cllr’s Mustafa-Awan.

FC 71/22 Queen’s Platinum Jubilee

Cllr Mustafa-Awan suggested a Summer Fair. There is a local team that can organise and oversee this event.

Action - Cllr Mustafa-Awan will find out more information, including costs.

FC 72/22 Agenda items for Next meeting

To be submitted by 29th April 2022

FC 73/22 Date of Next Meeting: Tuesday May 10th, 2022.

The meeting closed 21:13

Signed as a true and accurate record.

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Cllr Sue Stewart
Chairman
Littlemore Parish Council

Post Meeting note

After the meeting, it was found that a report had been received from Councillor Michele Paule prior to the meeting. In error, this was not made available at the meeting. The report has subsequently been circulated to all Councillors. Sincere apologies have been sent to Cllr Paule.