

Minutes of the Littlemore Parish Council Meeting held on Tuesday 14th June 2022 at Littlemore Village Hall

The meeting began at 7.10pm.

Present: Councillors Maggie Willis (Chair), Susie Aldridge, Tiago Corais, David Henwood, Sadiea Mustafa-Awan, Michele Paule, Jan Pullen, Anna Railton and Sue Stewart.

In attendance: Daniela Harrison (Assistant Clerk), Geoffrey Ferres (Responsible Financial Officer), Judith Godslan (Editor, Littlemore Local).

FC 19/22 Chair's Welcome

Cllr Willis welcomed everyone to the meeting.

FC 20/22 Apologies for Absence

Cllr Henwood and Cllr Corais.

The Council agreed to accept the reasons for absence given by Cllr Henwood and Cllr Corais.

FC 21/22 Declarations of Interest

No further declarations were made.

FC 22/22 Minutes of the last Parish Council meeting

The minutes of the Parish Council meeting held on 10th May were **agreed** and signed.

FC 23/22 Standing Orders

The Council **agreed unanimously** that standing orders should use gender neutral pronouns. **Action: Cllr Willis** to check this with OALC.

FC 24/22 Minutes of Committees

The Council **received and noted** the minutes from the following meetings

Finance & General Purposes: Thursday 31st Match and Thursday 28th April

Planning Committee: Thursday 31st Match and Thursday 28th April

The Council **agreed** that a draft, watermarked version of the minutes of these Committees should be circulated to all Councillors as soon as possible after each meeting. The signed copy will be circulated once the Committee has met and agreed each document. These will also be circulated with papers for Full Council.

FC 25/22 Chair's Update

Cllr Willis informed members that a list of Proper Officers was required to formally identify roles and responsibilities, in the absence of a Parish Clerk. **Action: Cllr Willis** to circulate a list of Proper Officers roles in preparation for the next meeting.

A new Code of Conduct has been prepared for adoption by all Oxfordshire Councils. This is available on the Vale of the White Horse Council website. **Action: Assistant Clerk** to ask the City Council Monitoring Officer if this is available through the City Council and whether training opportunities will follow.

Cllr Willis reported on a Picnic/Music event held on Saturday June 4th on Herschel Crescent Recreation Field. Permission had not been requested by the organisers who had obtained a Music Licence for the event from the City Council. The organisers signed a LPC disclaimer document and provided their own insurance. Assurance was given to commit to work closely with the Parish Council for any future events. Complaints were received from Cowley residents regarding illegal parking, excessive noise, and litter. **Action: Cllr Willis** to follow up with the City Anti-Social Behaviour Investigation Team and Culture and Communities Team managers.

FC 26/22 Assistant Clerk update

A Community Action group is to be formed regarding the sale of The George Inn. The public can communicate with this group by email george.inn.campaign@gmail.com. Any legal matters should be addressed to Cllr Mustafa-Awan and Cllr Pullen, with full information shared with all members.

FC 27/22 Correspondence

No items to note.

FC 28/22 Finance Update

The Public Sector Deposit Fund is now in place. Cllr Stewart proposed that £150,000 should be transferred from the CIL reserve to this fund. **Agreed unanimously.**

Two quotes were received for a structural survey of the Oxford Road workshop. Council **approved** the work to be undertaken by David Muir, Chartered Building Surveyor.

Three quotes were received for quarterly play equipment inspections. Cllr Willis proposed a one-year contract to be awarded to Kompan. **Agreed unanimously.**

Three quotes were received for Fire Protection services at the Oxford Road workshop. Cllr Willis proposed a one-year contract be awarded to Codrus. **Agreed unanimously.**

Red diesel can no longer be used by Councils, due to recent changes in legislation. The Council must now purchase white diesel with a significant increase in both cost and VAT. Three quotes were received to deliver 500 litres of diesel to the workshop. Cllr Willis proposed continuing to use our previous supplier, Nolan Fuel Oils, who are very reliable and safety aware. **Agreed unanimously.**

FC 29/22 Littlemore Local

No matters to report.

More deliverers are needed. This will be included in the next edition.

FC 30/22 Working Group Updates

Community Engagement & Climate and Biodiversity (CE&C&B)

A proof of the community map has been circulated to all members. Final recommendations for amendments to be submitted to Cllr Railton by the end of the week commencing 20th June. A final copy will be circulated to all members of the Transport and Connectivity working group for final scrutiny. Cllr Railton proposed that the decision to approve the content of the map be delegated to the CE&C&B working group. **Agreed unanimously.**

Estates and Maintenance (E&M)

Cllr Willis proposed that Cllr Evans and Cllr Henwood join this group. **Agreed. unanimously.**

Cllr Stewart proposed to extend the meeting. Meeting extended at 9.00pm

Transport and Connectivity (T&C)

A report was received from Cllr Corais.

Cllr Railton proposed that Council approve the quote for Real Time Information boards for three bus stops. **Agreed.**

Active Oxfordshire have requested use of Herschel Crescent Recreation Field for BMX cycle training in the summer holidays. **Agreed in principle, subject to further information**, including risk assessments and insurance from the activity providers.

Action: Cllr Railton to liaise with Active Oxfordshire and circulate additional information to all Councillors. Full documentation to be presented at the next Full Council meeting for a final decision.

Information Technology (IT)

The solar powered Speed Indication Devices are ready to be installed on Sandy Lane West. Cllr Evans proposed that this should take place as soon as the manufacturers were able to visit Oxford to demonstrate use to our Maintenance Team employees.

Agreed unanimously.

Cllr Railton proposed that the amended Cloudy IT contract (previously circulated) should be adopted. **Agreed.**

Cllr Mustafa-Awan proposed that the Council no longer supported any meeting held on Zoom, with future meetings to be held using Teams. **Agreed.**

Cllr Mustafa-Awan suggested that members consider using SharePoint to circulate draft minutes.

Cllr Stewart left the meeting at 21.20 pm.

FC 31/22 Report from Oxfordshire County Council

Cllr Paule reported poverty and food costs are ongoing issues. A further allocation of funds has been provided to help address this need.

The Oxfordshire Association of the Blind have concerns regarding E-scooters.

Action: Cllr Corais to get the T & C working group to liaise with this organisation to develop an information plan.

The County Council does not consider the recent planning application for building on the Dominion Oil site, Railway Lane, is adequate. **Action: Cllr Paule** to respond with comments on the Planning Portal. **All Councillors** are also encouraged to respond.

Andrew Gant is now responsible for Highways. **Action: Cllr Paule** to arrange a meeting with between AG and up to five community leaders to consider improvements to current LTN arrangements and hazardous road junctions.

FC32/22 Report from Oxford City Council

No report available.

FC 33/22 Operation London Bridge

Not discussed. This will be added to the next Full Council agenda.

FC 34/22 Agenda items for the next meeting

Action: All Councillors Agenda items for the meeting on July 12th to be submitted to the Assistant Clerk seven days prior to the next meeting.

The meeting closed at 9.30 pm.

Signed as a true record:

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Cllr Maggie Willis
Chair, Littlemore Parish Council
Tuesday 12th July 2022