

## **Minutes of the Littlemore Parish Council Meeting held on Tuesday 12<sup>th</sup> July 2022 at Littlemore Village Hall**

The meeting began at 7.05pm.

Present: Councillors Maggie Willis (Chair), Susie Aldridge, Tiago Corais, Michele Paule, Anna Railton, and Jan Pullen, Cllr Mustafa-Awan arrived later.

In attendance: Daniela Harrison (Assistant Clerk), Judith Godsland (Editor, Littlemore Local).

### **FC 35/22 Chair's Welcome**

Cllr Willis welcomed everyone to the meeting.

### **FC 36/22 Apologies for Absence**

Cllr Evans, Cllr Stewart, and Cllr Henwood. The Council agreed to accept the reasons for absence given.

### **FC 37/22 Declarations of Interest**

No further declarations were made.

### **FC 38/22 Minutes of the last Parish Council meeting**

The minutes of the Parish Council meeting held on 14<sup>th</sup> June were amended, **agreed** and signed.

### **FC 39/22 Minutes of Council Committees**

Minutes from the Finance Committee, Thursday May 26<sup>th</sup> were noted.

Minutes from the Planning Committee Thursday May 26<sup>th</sup> were noted.

### **FC 40/22 Chair's Update**

Herschel Crescent Recreation Field - Cllr Willis has been working with the City Council Anti-Social Behaviour Team regarding large gatherings close to the Barns Road entrance on Saturday afternoons and evenings. Residents complain about the use of BBQs, loud music and people urinating in the perimeter shrubbery. Parking tickets are to be issued for illegal parking on nearby roads and in front of garages. The Community Response Team will also visit. A meeting will be set up with the Barns Road residents' group.

Herschel Crescent Recreation Field development proposal – Oxford City Housing Group is now named Ox Place. Littlemore Parish Council has recently sent them a list of questions. We await their response.

Minutes from Parish Meetings - Draft minutes will be circulated with a draft watermark. This will be removed once the minutes have been agreed.

Terms of Reference – Working Groups are asked to review/create terms of reference to be circulated to all Councillors for consideration by Full Council in September.

Cllr Sadiea Mustafa-Awan arrived at 19:24hrs.

## **FC 41/22 Assistant Clerk update**

The Assistant Clerk informed Councillors of Oxford City Council's new Code of Conduct. This will be circulated to all Councillors. On-line training will be available on September 13<sup>th</sup> 3pm to 5pm. The document will be considered for adoption at the next Full Council.

## **FC 42/22 Correspondence**

Concerns have been raised regarding mature trees close to houses in Dudgeon Drive and Kempson Crescent. **Action:** Cllr Willis will undertake home visits and action work following advice from tree surveys commissioned for the Oxford Road Recreation Field, **agreed.**

## **FC 43/22 Finance Update**

The Chair of Finance was absent, so no report was available. Following recommendations from the Responsible Finance Officer (RFO) the following actions were agreed:

- i. The Council **agreed** to open a deposit account with the Unity Trust Bank.
- ii. The Council **agreed** to reduce the Lloyds Treasurer's Account balance to £500.
- iii. The Council **agreed** to close the Lloyds Instant Access deposit account and transfer the balance to the new CCLA account.
- iv. The Council **agreed** to amend Financial Regulation 5.4b to enable the Clerk/RFO to make transfers up to £20,000 between LPC accounts, following approval by the Finance & General Purposes Committee.

## **FC 44/22 Personnel**

(i) The Council **approved** a proposal to appoint Proper Officers to serve until the appointment of a new Clerk. The following Proper Officers were appointed:

- Finance To seek suggestion from the RFO, **agreed.**
- Planning Cllr Pullen, **agreed.**
- Personnel Cllr Willis, **agreed.**
- Estates and Maintenance Cllr Willis, Cllr Evans will do Risk Assessments, **agreed.**
- Activities on Parish Council land Cllr Willis **agreed.**
- IT Cllr Railton, **agreed.**
- Data Protection Officer To follow up with Cllr Henwood, **agreed.**

(ii) The Council **agreed** to draft an advertisement for a Clerk, to be placed in Oxford Daily Information in September.

(iii) The Council **approved** a proposal for Park, Play Area, and Equipment Training for the Chair, (£110 +VAT) and Emergency First Aid Training (£100) for the Maintenance Supervisor.

## **FC 45/22 Working Group Updates**

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

Notice Boards Five sites have been agreed for the new notice boards. A list will be collated. Boards can be placed in the bus shelters outside Cardinal House and on Sandford Road. We await further information regarding installation and costs for these from County Highways department. The existing notice board would remain on the Village Green.

The Littlemore Community Map is ready for distribution. The Chair thanked Cllr Railton for co-ordinating the locality information and working with the artist and printer.

Trees It was proposed that the Parish Council should plant additional trees and hedges, including a Jubilee Beech Tree. It was **agreed** that the tree surveys should be completed before the location of the Jubilee Tree is finalised. **Action:** The availability of external funds will be researched.

The sale of The George Inn is now in the hands of the community. Next meeting will be at 6pm Monday 18<sup>th</sup> July.

BMX Event for Children & Young People All the necessary paperwork has been supplied by Active Oxfordshire. Council **agreed** that this event can be advertised and proceed.

### **Estates and Maintenance (E&M)**

Notes from the meeting on Monday 27<sup>th</sup> June are attached.

Terms of Reference have been drafted for consideration at the next Full Council.

It is anticipated that the Oxford City Council will be responsible for altering or replacing the spiked railings at Herschel Crescent Recreation Field to provide a safe boundary.

**Action:** Cllr Mustafa-Awan will update the Council on the railings at the next meeting.

### **Transport and Connectivity (T&C)**

Terms of reference have been drafted for consideration at the next Full Council.

The issues surrounding corridor traffic are to be investigated and workshops organised with residents to discuss this further. A decision is expected after July.

The City and the County Cabinets are to be asked to approve new combined parking and bus ticket for all Park & Ride sites in and around Oxford.

### **Information Technology (IT)**

Issues regarding the IT support contract continue. The RFO has been unable to access emails, so the new proposed quote cannot be actioned. Documentation or contracts must be agreed with the Chair prior to signing.

### **Grants**

The Council approved the Small Grant application form and Guidance documents. These will be placed on the website. The deadline for applications is 30<sup>th</sup> August.

### **FC 46/22 Littlemore Local**

The submissions deadline for the August-September edition is within 48hrs. No reports have been submitted to date. It was **agreed** that Councillors would be submit copy to the Editor on a regular basis.

### **FC 47/22 Report from Oxfordshire County Council**

Thanks were extended to Andrew Gant for visiting Littlemore to view the impact of LTNs. Funding to alleviate food poverty has been granted to Mutual Aid.

The Oxford Rugby Club is offering the opportunity to encourage more sport in this area.

A pre-planning exhibition is to be held on Tuesday 19<sup>th</sup> July, at the Village Hall, to present an overview of proposed buildings and use of green space on the Oxford Science Park.

**FC 48/22 Report from Oxford City Council**

An event is to be held to launch an additional 42 high speed electric charging points at Redbridge Park and Ride.

**FC 49/22 Operation London Bridge**

Discussion took place regarding the arrangements to be made in the event of the death of HM Queen Elizabeth II, including whether a formal Proclamation would be held in Littlemore. No decision was reached. **Action:** This will matter will be considered again at the next Community Engagement Working Group meeting.

**Action:** Cllr Willis will meet with Rev Margreet Armistead to consider a joint approach to other matters which will be introduced during the period of national mourning.

**FC 50/22 Agenda items for the next meeting**

**Action:** Agenda items for the next Full Council meeting on Tuesday September 13<sup>th</sup> are to be submitted to the Assistant Clerk seven days prior to the next meeting.

The meeting closed at 9.10 pm.

Signed as a true record:

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Cllr Maggie Willis  
Chair, Littlemore Parish Council  
Tuesday 27<sup>th</sup> September 2022