

Littlemore Parish Council

Sandford Lodge, 24 Lawn Upton Close, Littlemore, OXFORD, OX4 4QF

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Members of Parish Council: Cllrs Maggie Willis (Chair), Susie Aldridge, Tiago Corais, Michael Evans, David Henwood, Sadiea Mustafa-Awan, Michele Paule, Janice Pullen, Anna Railton, Sue Stewart.

You are hereby summoned to attend a Full Parish Council Meeting to be held at Littlemore Village Hall, Railway Lane, Littlemore OX4 4QB on Tuesday 27th September 2022 at 7pm for the purpose of transacting the following business. Members of the public and press are invited to attend.

Maggie Willis, Chair, Littlemore Parish Council

Agenda

Public Forum – the first ten minutes are available for the public to speak or ask a question on relevant Parish Council matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

FC 51/22 Chair's Welcome

FC 52/22 Apologies for absence

Apologies received by the Assistant Clerk will be recorded and it will be for Full Council to decide whether to approve a member's reason for absence.

FC 53/22 Declarations of Interest

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) 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 first been requested (in writing) and granted by the Council (see Dispensation procedure).

FC 54/22 Minutes of the last Full Council Meeting

To receive and approve as correct record the minutes of the Parish Council meeting held on Tuesday 12th July.

FC 55/22 Minutes of Council Committee Meetings

To receive and note the minutes of the following Committee meetings:

Finance Committee Thursday June 30th and July 28th.

Planning Committee Thursday June 30th and July 28th.

FC 56/22 Chair's Update

Report from the Chairman on any items of note.

FC 57/22 Assistant Clerk's Update

Report from the Assistant Clerk on any items of note.

FC 58/22 Correspondence

To decide on any response to correspondence received.

FC 59/22 Finance

- (i) To receive a report from the Chairman of the Finance Committee.
- (ii) To consider the Internal Audit Report 2021-22.
- (iii) To confirm Geoffrey Ferres, Responsible Finance Officer as Proper Officer for Finance.

FC 60/22 Small Grants

- (i) To receive recommendations from the Small Grants Working Group regarding applications received before August 30th.
- (ii) To receive recommendations in respect of timescale for Round 2 applications.

FC 61/22 Code of Conduct

To consider adoption of the new version of the Code of Conduct recommended by the City Council.

FC 62/22 Terms of Reference

To consider adoption of the Terms of Reference recommended by the Community Engagement & Climate and Biodiversity (CE&C&B), the Estates & Maintenance (E&M) and Transport and Connectivity (T&C) Working Groups.

FC 63/22 Herschel Crescent Recreation Field development proposal

To receive answers to questions put to the developers Ox Place in July.
To consider a recommendation to continue to negotiate with Ox Place.
To consider change in LPC representatives to further these negotiations

FC 64/22 Working Group Reports

To receive reports from the Lead Councillor of the following Working Groups:

- (i) **Community Engagement & Climate & Biodiversity**
To receive reports and note CE&C&B Working Group meeting notes from July 18th and September 20th and update on any subsequent matters.
- (ii) **Estates and Maintenance**
To receive and note E&M Working Group meeting notes from 5th September and update on any subsequent matters.

FC 65/22 Closed Session – Exclusion of the Public & Press

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 of the business to be transacted.

- (i) To consider request from the Assistant Clerk to reduce her hours to 5 hrs/week.
- (ii) To consider increase of hours for Clerk/RFO when advertising this position.

- (iii) To consider timetable for advertisement, closing date and interviews for this post
- (iv) . To consider three applications for Co-option as Parish Councillors.

FC 66/22 Agenda Items

To confirm the dates of the next Full Council meeting. Motions to be submitted to the Assistant Clerk at least seven working days before next meeting.