

Minutes of the Littlemore Parish Council Meeting on Tuesday 11th October 2022 at Littlemore Village Hall

The meeting began at 7.08pm.

Present: Councillors Maggie Willis (Chair), Susie Aldridge, Pete Carter, Michael Evans, Dorian Hancock, Sadiea Mustafa-Awan, Jan Pullen, Sue Stewart. Anne Stares.

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

Public Forum Pete Carter spoke as a member of the public to inform the Council of vulnerable residents who were without drinking water when their supply was turned off during the recent burst water main crisis. The need for a Littlemore Emergency Plan was identified. This will be followed up by the Community Engagement Working Group.

FC 67/22 Chair's Welcome

Cllr Willis welcomed everyone to the meeting, particularly the recently co-opted Councillors: Cllr Pete Carter, Cllr Dorian Hancock and Cllr Anne Stares.

FC 68/22 Apologies for Absence

Cllrs Paule and Cllr Corais. The Council **agreed** to accept the reasons for absence given.

FC 69/22 Declarations of Interest

No declarations of interest were made by Councillors present.

FC 70/22 Minutes of the last Parish Council meeting

The minutes of the Parish Council meeting held on 27th September 2022 were **agreed** and signed.

FC 71/22 Minutes of Council Committees

Minutes from the Planning Committee held on Thursday 29th September 2022 were noted.

FC 72/22 Finance Update

i) No report was received from the Chairman of the Finance & General Purposes Committee.

The Responsible Financial Officer (RFO) reminded Councillors of the OALC Internal Financial Controls training and recommended that some, if not all Cllrs attend.

The Unity Bank has yet to deal with the mandate change previously requested. The RFO cannot be paid until this change takes place. A second letter has been sent to the Bank.

ii) The Parish Council **approved** the recommendation from the Finance and General Purposes Committee to amend Financial Regulations 6.15 and 6.17 by inserting "or Chairman" after the words "Parish Clerk" to enable a second charge card to be used while the Council had no Parish Clerk in post. The Council may wish to reverse these amendments once a Parish Clerk is appointed (see report).

iii) The Council **approved** the recommendation from the Finance & General Purposes Committee to make five virements (see report) designed to maintain the shape of the budget considering an underspend in staffing created by having a vacant Clerk post and increased costs of electricity and fuel for vehicles.

- iv) The RFO provided an explanation of revised proposal and recent changes to the Council's reserves (see report). Work on the Neighbourhood Plan and the route to development will require a reserve for this. He advised an application to Locality for a grant to assist with the cost of developing this plan.
The new Neighbourhood Plan Working Group Parish have had an initial conversation with a consultant who could provide specialist advice for writing the Plan. It was **agreed** that the amount of funding that could be available from Locality needs to be established.
- v) The RFO provided a rationale relating to the Finance and General Purposes Committee's recommendations for amendment to the Investment Strategy (see report). Council **approved** the proposed deployment of investments. This will allow funds to be put to work, whilst maintaining a reserve to allow for immediate needs. The total amount in the Unity Trust Bank will be brought well within the £85,000 limit of the Financial Services Compensation Scheme.
- vi) The Finance Committee Chairman reminded members and Working Groups of the timetable already circulated requesting proposals for the 2023-24 budget. These should be submitted by Wednesday 19th October 2022 for preparation of a first draft budget by the RFO and review by the Finance and General Purposes Committee. A final Draft Budget will then be prepared for Full Council in December 2022. **Agreed.**
- vii) The Council **approved** the payment of £21,625.00 to Oxfordshire County Council for supply and installation of RTI bus shelter displays.
The Council **approved** the purchase of a Lewis Folding Tower, £861.30 + vat, recommended by Cllr Evans for use by the Maintenance staff.

FC 73/22 Chair's Update

New Councillors need a Parish Council email address. Action: Cllr Railton will facilitate this.

The new Code of Conduct has triggered an updated version of the Members Register of Interests form. **Action:** All Councillors are requested to complete and submit to the Assistant Clerk by Sunday 16th October. Forms can be signed electronically.

Councillors were reminded of three training opportunities. Details already circulated.

Code of Conduct - Tuesday October 18th, 2pm - 4pm on Zoom (Oxford City Council)

Finance - Internal Financial Controls - Tuesday 20th October morning (OALC)

Finance - Budgeting - Tuesday 20th October afternoon (OALC)

Additional copies of Parish Council documents have been handed to the Chair by the family of the late Anne Mogridge.

The Parish Council Forum will take place on Monday 21st November, 5pm via Zoom. Three places are available for Littlemore Parish Council. Councillors are asked to inform the Chair by Friday 14th October if they wish to attend.

The Chair reminded Councillors of the pre-planning presentation taking place at the Ellison Institute, Littlemore House, Armstrong Road, on Wednesday 12th at 7pm.

The Chair requested that all formal communications with outside agencies must come via the Chair and the Chair copied into any correspondence.

FC 74/22 Correspondence

The Oxfordshire Pedestrian Association is offering free benches. This will run on a first come first serve basis. It was **agreed** that Long Lane and the small grass area in Sandy Lane West were possible locations for benches.

FC 75/22 Herschel Crescent Recreation Field development proposal

i) Cllr Stewart presented a report on the meeting with Ox Place representatives and Paul Blackman, Active Communities, Oxford City Council held on 6th October, regarding LPC's agreement, in principle, to the relocation of two football pitches from Sandy Lane West to this Recreation Field together with the construction of a pavilion with changing rooms and additional facilities, providing that LPC does not incur additional costs for management or maintenance. LPC wishes to retain the BMX course on site and the children's play area at the Littlemore end of this park.

Cllr Railton voiced disappointment that LPC will not proceed with the suggestion of combining a new workshop with the proposed pavilion on Herschel Crescent Recreation Field. It was **agreed** that this matter should be discussed further within the Community Engagement and Estates and Maintenance Working Groups and be returned to Full Council. The Ox Place developers would like to meet with Parish Council representatives once a firm list of requests for facilities on this field have been compiled.

ii) It was **agreed** that Cllr Stewart will continue to participate in these negotiations.

It was **agreed** to extend the meeting at 8.59 pm.

FC 76/22 Oxford Local Plan 2040

Cllr Pullen explained that this plan is critical for our city. The results of the current OLP 2040 Preferred Options consultation will be used to draft the policies in the Plan. Links to both the short and extended version of the consultation document have been sent to all Councillors, who are asked to encourage residents to complete a response, and to do this themselves. Paper copies of the short version survey are being distributed to all residencies. The closing date for responses is 14th November 2022.

Cllr Pullen is working thought the plan and looking into areas that effect Littlemore.

FC 77/22 Littlemore Neighbourhood Plan Working Group

A new team has re-started work on the Littlemore Neighbourhood Plan led by Cllr Pullen. Approximately 30% of the work was completed prior to the Covid pandemic. The Working Group is currently working on the vision and objectives and will be speaking to a consultant to obtain costs for reviewing this work. All stages of this plan will be shared with Full Council.

FC 78/22 Climate and Biodiversity Working Group

i) Cllr Railton reported that the deadline to participate in ordering a free tree through the Queen's Green Canopy scheme has now expired.

ii) Ninety hedging plants for Little Park have been ordered and are expected to arrive shortly. These will be planted on the southern edge of the park and in front of some fencing areas. Cllr Railton will seek volunteers to assist with planting.

FC 79/22 Transport and Connectivity Working Group

- i) Council noted a report of the meeting held on Friday 30th September, previously circulated by Cllr Corais.
- ii) The Chair asked Council if they wished to comment on the Central Oxfordshire Travel Plan before the deadline on Thursday 13th October. Councillors had received a draft response but considered that it was not possible within the timescale. Councillors were asked to complete a response individually if they had not already done this. Link: [Central Oxfordshire Travel Plan | Let's Talk Oxfordshire](#) link for the Oxfordshire County Council – Local Transport and Connectivity Plan 2022-2050 - [Local Transport and Connectivity Plan \(oxfordshire.gov.uk\)](#)
- iii) A proposal from Cllr Railton to have No Parking notices by the bus stop bay in Oxford Road was not considered due to lack of time. This will be added to the agenda for the next Full Council meeting.

FC 80 /22 Next meeting

The next meeting will be held on Tuesday 8th November 2022 at Littlemore Village Hall at 7.00pm.

The meeting closed at 9.25 pm.

Signed as a true record:

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Cllr Maggie Willis
Chair, Littlemore Parish Council
Tuesday 8th November 2022