

# Littlemore Parish Council

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**Members of Parish Council:** Cllrs Maggie Willis (Chair), Susie Aldridge, Tiago Corais, Michael Evans, Dorian Hancock, David Henwood, Sadiea Mustafa-Awan, Michele Paule, Janice Pullen, Anna Railton, Anne Stares, 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 13th December 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 97/22 Chair's Welcome**

### **FC 98/22 Apologies for absence**

Apologies received by the Assistant Clerk will be recorded. It will be for full Council to decide whether or not to approve a member's reason for absence.

### **FC 99/22 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 100/22 Minutes of the last Full Council Meeting**

To receive and approve as correct record the minutes of the Parish Council meeting held on Tuesday 8<sup>th</sup> November 2022.

### **FC 101/22 Minutes of Council Committee Meetings**

To receive and note the draft minutes of the following Committee meetings:  
Finance and General Purposes Committee Thursday 24<sup>th</sup> November.  
Planning Committee Thursday 24<sup>th</sup> November.

### **FC 102/22 Finance**

To receive a report from the Chairman of the Finance & General Purposes Committee.

**FC 102/22 Draft Budget 2023-24**

To receive and approve the Draft Budget for 2023-24 presented by the Responsible Finance Officer (RFO).

**FC 103/22 Chair's Update**

To receive a report from the Chairman on any items of note.

**FC 104/22 Correspondence**

To consider the Council's response to any correspondence received.

**FC 105/22 Personnel**

To note the resignations of Daniela Harrison, Assistant Clerk, and Cllr Peter Carter.  
To receive an update on the recruitment of a new Clerk/Responsible Finance Officer.

**FC 106/22 Civility and Respect**

To receive information on the Civility and Respect Pledge.  
To consider adopting a Dignity at Work Policy.  
To note training opportunities relating to the Code of Conduct and Respectful Social Media.

**FC 107/22 Working Groups**

To consider the route for ideas and information through the Working Groups to Full Council.  
To consider regular calendar for Working Group meetings held in advance of Full Council.  
To agree to named Councillors joining selected Working Groups.

**FC 108/22 Neighbourhood Plan**

To agree the steering group membership for preparation of the Neighbourhood Plan.  
To receive information regarding the proposed structure of the plan and how Councillors and members of the public can become involved.

**FC 109/22 Community Engagement and Biodiversity**

To receive an update on any matters following on from the CE&B WG draft minutes of the meeting held on Monday 21<sup>st</sup> November.

**FC 110/22 Small Grants Award Guidance**

To consider a recommendation to amend the wording of the Grant Award Guidance 2022-23 (Page 1) 'Only one application can be accepted from a single organisation within this financial year'. The motion is to prefix the original wording with the word eg. '**Normally**, only one application.....' and add a following sentence: '**A second application for increased funds would only be considered in exceptional circumstances**'.

**FC 111/22 Littlemore Local**

To receive an update from the Editor.

**FC 112/22 Next Meeting**

The next Full Council will take place on Tuesday 10<sup>th</sup> January at 7.00pm at the Village Hall.

Motions for Full Council to be submitted to the Chair at least seven working days before the next meeting.

**Closed session - members of the public will be asked to depart before the next item.**

To consider an application from Joyce Milligan to become a Parish Councillor.

