

## **Minutes of the Littlemore Parish Council Meeting on Tuesday 13<sup>th</sup> December 2022 at Littlemore Village Hall**

The meeting began at 7.06 pm.

**Present:** Councillors Maggie Willis (Chair), Tiago Corais, Michael Evans, Dorian Hancock, Sadiea Mustafa-Awan, Michele Paule, Jan Pullen, Anna Railton, Anne Stares, Sue Stewart.

**In attendance:** Judith Godsland (Editor, Littlemore Local).

**Members of the Public:** Pete Carter, Damian Drum, Harriet Evans, Linda Evans, Anita James, Joyce Milligan, Pete White.

### **Public Forum**

There were no questions, comments, or representations from the public.

#### **FC 97/22 Chair's Welcome**

Cllr Willis welcomed everyone to the meeting.

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

Cllr Susie Aldridge (ill). The Council **agreed** to accept the reason for absence given.

#### **FC 99/22 Declarations of Interest**

No declarations of interest were made by Councillors present.

#### **FC 100/22 Minutes of the last Parish Council meeting**

The Council **amended** the attendance list on the first page of the minutes of the Parish Council meeting held on 8<sup>th</sup> November 2022 to delete the repetition of the name "Jeanne Gardner" and to correct the name "Harriot Evans" to "Harriet Evans". The Chair initialled both corrections.

The Chair then initialled the first, third, fourth and fifth pages of the minutes but a query was raised regarding the content of the Finance section on the second page of the minutes.

**Action:** The Chair agreed to check the content with the Responsible Financial Officer and re-submit at the next Full Council meeting.

The Chair signed the minutes on the final page.

#### **FC 101/22 Minutes of Council Committees**

Draft minutes from both the Finance and General Purposes Committee and Planning Committee meetings held on Thursday 24<sup>th</sup> November 2022 were noted.

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

Cllr Stewart informed the meeting that a solicitor would need to be employed to create an easement to document permission to be given to SSE to lay a cable across a section of Oxford Road Recreation Field. Legal fees will be recovered.

**Action:** Cllr Mustafa-Awan will research lawyers and expected costs.

The Draft Budget for 2023-24 was not available for the meeting. It is available on the LPC website. It will be presented to Full Council for approval in January.

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

The Maintenance Team has cut back vegetation encroaching a property in Oxford Road.

The Chair has discussed the request to place kissing gates at entrances to both Oxford Road and Herschel Crescent Recreation Fields with Chris Bell, Oxford City Council Green & Blue Spaces Manager. He reported that kissing gates can also prevent access for larger wheelchairs and buggies as well as motorcycles. Signage could be a starting point.

**Action:** Research on both suitable gates and signage is needed to find a solution.

Concerns have been raised regarding the use of e-scooters.

**Action:** This will be taken forward by the Transport & Connectivity Working Group (T&CWG) and suitable signage for possible use in LPC parks investigated by the Estates & Maintenance Working Group (E&MWG).

Thames Valley Police has suggested that lighting be installed along the footpath across Oxford Road Recreation Field to reduce crime.

**Action:** This will also be investigated by the E&MWG

### **FC 104/22 Correspondence**

No correspondence was received.

### **FC 105/22 Personnel**

The resignation of Daniela Harrison, Assistant Clerk, was noted. This has enabled a re-structure of the Clerk/RFO role.

**Action:** The Chair will update the Job Description and advert and post on three public platforms. Closing date: 5<sup>th</sup> January, interviews proposed for w/b 16<sup>th</sup> January.

The resignation of Cllr Carter was noted following the verbal abuse and harassment he received from a member of the public outside his home. Councillors recognised the positive contribution Cllr Carter had made to both this Council and his community, unanimously expressing regret regarding this decision.

Cllr Stares read a full statement supported by Cllr Mustafa-Awan reminding Councillors of the need to uphold the highest standards of conduct and to improve the public reputation of the Council.

### **FC 106/22 Civility and Respect**

All Councillors **agreed** to adopt the Civility and Respect Pledge, the Dignity at Work Policy and to undertake Social Media Training as a matter of urgency.

**Action:** The Chair will provide a timetable of training opportunities available in 2023.

### **FC 107/22 Working Groups**

Councillors **agreed** to bear in mind the need to hold regular Working Group meetings in time to forward new information and ideas to Full Council. Some flexibility is required in consideration of Councillors' other commitments.

Councillors **welcomed** the opportunity to engage members of the public in Working Groups. Working Groups can invite new participants from existing Councillors and non-Councillors. The names of individuals who wish to make a regular contribution to the group must be agreed by Full Council.

**Action:** Cllr Corais will take this forward within the Transport & Connectivity Group.

**Action:** Cllr Railton will post these opportunities on social media.

Council **agreed** that Cllr Hancock would join the Finance and General Purposes Committee, and the Estates & Maintenance and Transport and Connectivity Working Groups.

Council **agreed** that Cllr Stares would join the Estates and Maintenance Working Group.

### **FC 108/22 Neighbourhood Plan**

Council **agreed** membership of the Neighbourhood Plan Working Group Steering Group: Cllr Pullen (Chair), Cllr Railton, Tony Eaude, Frank Gargent, Ruth McNamara + one other to be recruited.

Cllr Pullen explained the intention to establish groups that focus on: the Character and Identity of Littlemore, Green Space and Amenities, The Built Environment, Health and Wellbeing and Transport and Connectivity, as well as a Forum of at least 100 members of the public to comment and vote on their work.

**Action:** Cllrs Pullen and Paule will liaise regarding the recruitment of stakeholders and interested parties to these groups.

### **FC 109/22 Community Engagement and Climate & Biodiversity**

A new hedge has been planted in Little Park with the help of local children and our Maintenance Team.

The Council noted that Thames Valley Police hold a list of people who may need help in an emergency. It was **agreed** that Cllr Stares would lead the development of links with other local support organisations serving this Parish.

**Action:** Cllr Stares will be assisted by Cllr Hancock and Pete Carter in gaining information relevant to a future Parish Council Emergency Plan.

The Council **agreed** the following list of recommendations to be forwarded to Ox Place to identify areas other than Herschel Crescent Recreation Field where possible additional contributions from the developers might be explored to benefit other areas of Littlemore:

Trees and other planting, benches for seating and other general improvements at the Oxford Road Recreation Field, project management/advice for improvements at the Village Hall, advice on how design/funding can assist the prevention of anti-social behaviour in all open leisure areas.

**Action:** Cllrs Willis and Stewart will communicate this to the Ox Place team for consideration.

### **FC 110/22 Small Grants**

The Council **agreed** to amend the wording of the Grants Award Guidance 2022-23 to:

‘Normally, only one application can be accepted from a single organisation within this financial year. A second application may be considered in exceptional circumstances.’

### **FC 111/22 Littlemore Local**

Reminders requesting copy will go out on 1<sup>st</sup> January. Copy deadline is 12<sup>th</sup> January.

**FC 112/22 Next Meeting**

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

The meeting ended at 9.00 pm.

Signed as a true record:

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Cllr Maggie Willis  
Chair, Littlemore Parish Council  
Tuesday 17<sup>th</sup> January 2023