

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, Dorian Hancock, Joyce Milligan, Sadiea Mustafa-Awan, 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 14th February 2023 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. Please inform the Chair of your wish to speak ahead of the meeting. The public are welcome to stay and observe the remainder of the meeting.

FC 142/22 Chair's Welcome

FC 143/22 Apologies for absence

Apologies received will be recorded. It will be for Full Council to decide whether to approve a member's reason for absence.

FC 144/22 Declarations of Interest

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

FC 145/22 Minutes of the last Full Council Meeting (Attached)

To receive and approve as correct record the minutes of the Parish Council meeting held on Tuesday 14th February 2023.

FC 146/22 Minutes of Council Committee Meetings (Attached)

To receive and note the draft minutes of the following Committee meetings:
Finance & General Purposes on Thursday 26th January 2023 and Thursday 30th February
Planning Committee on Thursday 30th February 2023.

FC 147/22 Chair's Update and Correspondence

To receive a report from the Chairman on any items of note and the Council's response to any correspondence received.

FC 148/22 Personnel

To approve appointment of the new Clerk/RFO.

FC 149/22 Finance

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

FC 150/22 Asset Register (Annex A)

To approve an up-to-date register of the Council's assets.

FC 151/22 Financial Risk Assessment (Annex B)

To review an update the Council's Financial Risk Assessment

FC 152/22 Review of Systems of Internal Control (Annex C)

To receive Cllr Aldridge's report of the review of the Council's systems of internal control for 2021-22.

FC 153/22 Internal Audit Work Programme (Annex D)

To receive an update on the programme of work to address the Internal Auditor's recommendations from the last Internal Audit.

FC 154/22 Appointment of Internal Auditor for 2022-23

To appoint the Internal Auditor for the current financial year.

FC 155/22 Earmarked Reserves 2023-23 (Annex E)

To consider proposals from F&GPC for earmarked reserves for 2023-24.

FC 156/22 Bank Mandate

To approve F&GPC's recommendation to add Cllr Hancock to the signatories on the Council's bank accounts.

FC 157/22 Virements (Annex F)

To approve virements recommended by F&GPC.

FC 158/22 Co-option of New Councillor

To consider an application from Chris Smowton to be a Parish Councillor.

FC 159/22 Co-option Policy & Procedures

To consider a proposal to adopt a Parish Council policy for the Co-option process.

FC 160/22 Small Grants

To consider recommendations from the Small Grants Working Group regarding applications for £500 to be awarded to

- Littlemore Rugby Club,
- Thomson Terrace Allotments Association and
- Littlemore Village Hall.

FC 161/22 Neighbourhood Plan (Annex G)

To receive a report from the Neighbourhood Plan Working Group.

FC 162/22 Transport & Connectivity

To receive an update regarding the Oxford Road Bus Stop Clearway.

FC 163/22 Estates & Maintenance (Annex H)

To receive a report from the Estates & Maintenance Working Group.

To consider a recommendation to replace the flowering cherry tree that died on The Green.

FC 164/22 Community Engagement Climate & Biodiversity (Annex I)

To receive a report from the CEC&B Working Group.

FC 165/22 IT Update

To receive an update regarding Parish Council IT.

FC 166/22 Coronation Events.

To consider any public events during the Coronation weekend, May 6th-8th 2023.

FC 167/22 Littlemore Local

To receive an update from the Littlemore Local Editor.

FC 168/22 Conduct

To note three Local Hearing Panel Decisions regarding breeches of the Code of Conduct.

FC 169/22 Date of Next Meeting:

Tuesday 11th April 2023 at The Village Hall, at 7.00pm.