

Minutes of the Littlemore Parish Council Meeting held at Littlemore Village Hall on Tuesday 12th September 2023

Present: Cllrs Maggie Willis (Chair), Tiago Corais (TC), Lynne Davies (LD), Michael Evans (ME), Peter George (PG), Dorian Hancock (DH), Sadiea Mustafa-Awan (SM-A), Janice Pullen (JP), Anna Railton (AR), Gabriele Santi (GS), Anne Stares (AS), Chris Smowton (CS), Sue Stewart (SS).

In attendance: Geoffrey Ferres (Responsible Financial Officer and Acting Clerk for this meeting) and Judith Godsland (Editor, Littlemore Local)

Members of the Public: three

Meeting Commenced: 19:06

Public Forum: a parishioner said the Littlemore Residents Association has appointed him to liaise with the Council. He asked for the Council's agreement for students at the Oxford Academy to repair a bench at the Oxford Road Rec. The Chair thanked him for this kind offer.

FC 71/23 Chair's Welcome

The Chair welcomed everyone to the meeting.

Cllr Gabriele Santi complained that he had not been sent the agenda and papers for the meeting.

The Responsible Financial Officer (RFO) said he has noticed that Cllr Santi has not been added to the All and All distribution-lists.

Cllr Peter George agreed to take this up with Cloudy IT. **Action: Cllr George**

FC 72/23 Apologies for absence

Cllrs Susie Aldridge (ill-health) and Joyce Milligan (ill-health) had given their apologies. The Council **accepted** their reasons for absence.

FC 73/23 Declarations of Interest

No further declarations were made.

FC 74/23 Minutes of the last Full Council Meeting

The Council **agreed** to amend draft minute 61/23 on page 48 to add the word "including" before SM-A in brackets and then **approved** the minutes of the Parish Council meeting held on Tuesday 11th July 2023. The Chair initialled the amendment and each page, and then signed the minutes.

Action: RFO to publish signed minutes on the Council's website.

FC 75/23 Minutes of Council Committee Meetings

The Council **noted** the signed minutes of the following Committee meeting:

a) Finance & General Purposes, Thursday 27th July 2023.

The Council **noted** the draft minutes of the following Committee meetings:

b) Finance & General Purposes, Thursday 31st August 2023

c) Planning Committee, Thursday 27th July 2023.

FC 76/23 Chair's Update

The Chair informed the Council that:

- a) A parishioner had complained about the dumping of rubbish outside Kings Lea. The rubbish was removed by the City Council. The Council **agreed** the problem should be monitored.
- b) The land behind The George public house has been named Farriers Close, as suggested by the Council's Planning Committee.
- c) The City Council is conducting public consultations regarding two Public Spaces Protection Orders, one relating to dogs and the other relating to alcohol, of which further information had been provided by the City Councillors in their written report where they had given links to the relevant page of the City Council's website. The Council **agreed** that the Community Engagement Working Group should look into possible responses to both consultations.

Action: Community Engagement Working Group

- d) An infected cherry tree behind the workshop will have to be felled. This will take place on Wednesday 20th September.
- e) Tom McCulloch, Joint Chief Executive Officer of Community First Oxfordshire, has requested a one-hour online discussion in October as part of research for a Community Insight Profile for the City Council and Public Health. The Chair agreed to ask if the discussion was limited to parish councillors. **Action: Chair**

FC 77/23 County Councillor's Update

Cllr Trish Elphinstone, who was not present, had submitted a written report jointly with the City Councillors for Littlemore.

FC 78/23 City Councillors' Update

Cllr Tiago Corais said he had nothing to add to the written report that the Clerk had circulated.

The Council **agreed** to seek regular updates from the Police Community Support Officers.

FC 79/23 Standing Orders

The Council **agreed unanimously** to defer this item to the next meeting.

FC 80/23 Health and Safety

Cllr Anna Railton gave a presentation. She listed 28 risk assessments and four Risk Assessment Method Statements (RAMS). The Clerk has acquired copies of a longer list of RAMS from the Clerk of Wheatley Parish Council and has received advice from a senior officer at Oxford Direct Services.

The Council **thanked** Cllr Railton for her presentation and **agreed unanimously** to commission an audit from a professional with a specialism in local government and grounds maintenance. **Action: Clerk**

FC 81/23 Committees, Working Groups and Other Projects

The Chair reported that Cllr Joyce Milligan has resigned from the Policies Working Group.

Cllr Lynne Davies said she is a member of the Emergency Planning Working Group, but her name is missing from the list.

The Chair said the Council has added her to the Neighbourhood Plan Working Group, but her name is missing from the list.

The Council **agreed** to appoint Cllr Lynne Davies and Cllr Gabriele Santi to represent the Council at meetings of the Littlemore Residents Association.

FC 82/23 Parish Council Calendar of Meetings

The Chair asked that all members record meetings of Committees and Working Groups be displayed on the Meetings Calendar in Microsoft Outlook, which synchronises with the Calendar on the Council's website.

FC 83/23 Neighbourhood Plan

The Council **noted** the draft minutes of the Neighbourhood Plan Working Group meetings held on Tuesday 1st and 29th August 2023.

Cllr Chris Snowton said the total number of responses is between 400 and 450. The analysis is in progress. Five groups will be set up:

- Built Environment
- Community Infrastructure
- Health and Well-being
- Natural Environment
- Transport and Connectivity.

The Council **thanked** the group for its work.

FC 84/23 Community Engagement Climate & Biodiversity

The Council **noted** the draft minutes of the meeting of the Community Engagement Climate and Biodiversity Working Group held on Monday 17th July 2023.

Cllr Chris Snowton said this was not the right time to take forward a possible Cyclability/LPC electric bike loan project. Ten people have expressed interest in cycling training offered by JoyRiders working with Broken Spoke.

FC 85/23 Transport & Connectivity

Cllr Dorian Hancock said the working group has not met since the last Full Council Meeting. **Action: Cllr Hancock**

FC 86/23 Littlemore Local

The Editor gave a brief report. The Chair agreed to contact Littlemore Residents Association about its continued inclusion in the listings. **Action: Chair**

FC 87/23 Date of next meeting

Tuesday 10th October 2023 at The Village Hall, at 7.00 pm.

The Editor of Littlemore Local left the meeting.

FC 88/23 Closed Session

The Council did not vote to exclude the press and public, there being none of either present at this point in the meeting.

FC 89/23 Personnel

The Chair informed the Council that it does not yet have a compassionate leave or bereavement policy.

The Council **agreed** to ask Personnel Committee to draft proposals to be considered at its next meeting. **Action: Personnel Committee**

The Council **noted** that the RFO will retire following Full Council in October.

FC 90/23 Little Park

The Chair said fence panels have been erected and she will visit the resident's garden tomorrow. The Council **thanked** Cllr Trish Elphinstone and Julia Brocklesby from Littlemore Local History Society for their help in establishing the Council does own Little Park. The Council now needs to arrange for its ownership to be recorded at the Land Registry. **Action: Clerk**

FC 91/23 Oxford Road Recreation Field

Cllr Peter George informed the Council that a surveyor visited today. The Chair reported she has met both co-chairs of the Oxford Road Park Parents Steering Group. She is due to meet one of the co-chairs with City Cllr Sandy Douglas on Sunday 17th September.

Motions for the next meeting must be received by the Clerk no later than Thursday 28th September 2023.

Meeting Closed: 21:24

Signed as a true and accurate record:

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Cllr Maggie Willis
Chair, Littlemore Parish Council
Tuesday 10th October 2023