**Littlemore Parish Council**

25 Lambert Walk, Thame, Oxon, OX9 3DT

Tel: 07377 682216 Email: clerk@littlemoreparishcouncil.gov.uk

**Members of the Public Welcome & Speaking arrangements:**

Members of the public and press are welcome to attend the following meeting unless precluded by the Parish Council by resolution during the whole or part of the proceedings. They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.

Anyone wishing to speak must give prior notice with name and address to the Clerk before the meeting starts.

The protocol for speaking at the meeting is on page two of this document.

To: All members of Littlemore Parish Council – Cllrs Maggie Willis (Chair), Susie Aldridge, Alison Cadle, Tiago Corais, Lynne Davies, Michael Evans, Peter George, Dorian Hancock, Sadiea Mustafa-Awan, Erdem Pulcu, Janice Pullen, Anna Railton, Gabriele Santi, Chris Smowton, 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 12th March 2024 at 7pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

Yours faithfully

Morgan James

Parish Clerk Issue Date: 4th April 2024

**Requests from members of the public to speak:** Please note you are required to inform the Clerk prior to speaking and no member of the public or press shall speak for more than 3 minutes unless the Chair so declares and the total time for public participation is 10 minutes.

**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 Clerk of your wish to speak ahead of the meeting. The public are welcome to stay and observe the remainder of the meeting.

**FC 222/23 Chair’s Welcome**

**FC 223/23 Apologies for absence**

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

**FC 224/23 Declarations of Interest**

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

**FC 225/23 Dates of next meetings**

Annual Parish Council Meeting Tuesday 14th May 2024 at The Village Hall, at 7.00 pm.

Annual Parishioners meeting Tuesday 21st May 2024 venue to be confirmed.

**FC 226/23 Chair’s Update including Correspondence.**

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

**FC 227/23 Minutes of the last Full Council Meeting (Annex A)**

To receive and approve as a correct record the minutes of the last Full Council meeting held on Tuesday 12th March 2024.

**FC 228/23 Minutes of Council Committee Meetings (Annexes B and C)**

To receive and note the draft minutes of the following Committee meetings:

a) Planning Committee on Thursday 28th March 2024.

b) Finance & General Purposes on Tuesday 21st March 2024.

**FC 229/23 Financial Risk Assessment (Annex D)**

To receive and approve a draft of the Financial Risk Assessment.

**FC 230/23 Financial Regulations (Annexes E and F)**

To receive and approve a draft of updated Financial Regulations.

**FC 231/23 Disciplinary and Grievance Policy (Annex G)**

To approve the draft Disciplinary and Grievance Policy/ies.

**FC 232/23 Standing Orders (Annex H)**

To approve the remaining items on the Council’s Standing Orders.

**FC 233/23 Emergency Plan (Annex I)**

To approve the draft Emergency Plan.

**FC 234/23 Committees, Working Groups and Other Projects**

To review the membership of Committees, Working Groups and other projects.

**FC 235/23** **Community Engagement, Climate & Biodiversity (Annex J)**

To receive the draft meeting notes of the Community Engagement, Climate and Biodiversity Working Group held on Tuesday 18th March 2024 and any further updates.

**FC 236/23 Transport and Connectivity (Annex K)**

To receive the draft meeting notes of the Transport and Connectivity Working Group held on Thursday 29th March 2024 and any further updates.

**FC 237/23 Estates and Maintenance**

To receive an update from the Working Group Lead.

**FC 238/23 Oxfordshire Play Association Play Day**

To receive an update on the upcoming Play Day scheduled for Saturday 15th June 2024.

**FC 239/23 Neighbourhood Plan**

To receive an update from the Neighbourhood Plan Working Group.

**FC 240/23 Closed Session**

To resolve, under Section 1, Paragraph 2 of the Public Bodies (Admissions to Meetings Act), that the public be excluded from the meeting for the following items of business by reason of the confidential nature of the business to be transacted.

**FC 241/23 Neighbourhood Plan Stage 4 (Confidential Annex L)**

To agree a contract for Stage 4 of the Neighbourhood Plan.

**FC 242/23 Oxford Road Recreation Ground**

To receive an update on the status of the Oxford Road Recreation Ground.

**FC 243/23 Herschel Crescent Park**

To receive an update on the status of Herschel Crescent Park.

**FC 244/23 Staff Contract Adjustments**

To consider a temporary fixed-term appointment of staff to assist with Finance.

To approve this staff member as a named signatory on Unity Trust and access to the Lloyds account.

**Protocol for Parish Council & Committee meetings.**

* Members of the public and press are welcome to attend meetings unless precluded by the Parish Council by resolution during the whole or part of the proceedings.
* They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.
* Anyone wishing to speak must give prior notice with name and address to the Clerk before the meeting starts.
* No member of the public or press shall speak for more than 3 minutes unless the Chairman so declares and the total time for public participation is 10 minutes.
* There is no entitlement for members of the public to speak at any other time during the meeting, unless invited to by the chairman.
* A record of public participation may be included in the Minutes and, if any action(s) required, will be reported on at the next meeting.
* In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
* A person, including councillors, shall raise their hand when requesting to speak.
* A person, including councillors, who speaks at a meeting shall direct his comments to the chairman of the meeting.
* Only one person, or councillor, is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
* A person, or councillor, shall not interrupt or talk over a person speaking.