

Littlemore Parish Council

c/o 8 Nicholas Avenue, Old Marston, Oxford OX3 0RN
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To: All members of Littlemore Parish Council – Cllrs Peter George (Chair), Maggie Willis, Susie Aldridge, Dorian Hancock, Lynne Davies, Michael Evans, David Henwood, Sadiea Mustafa-Awan, Anna Railton, Gabriele Santi, Alexander Singleton, Chris Smowton, Anne Stares.

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held at Littlemore Village Hall, Railway Lane, Littlemore OX4 4QB on **Tuesday 13th May 2025 at 7pm** for the purpose of transacting the following business. Members of the public and press are invited to attend. The protocol for speaking at the meeting is on the last page of this document.

Yours faithfully

Tim Cann

Acting Parish Clerk

Issue Date: 7th May 2025

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 1/25 Election of Chair & Vice-Chair for the period May 2025 – May 2026

FC 2/25 To receive the Chair's Declaration of Acceptance of Office

FC 3/25 Declaration of Acceptance of Office

To receive any outstanding Declarations of Acceptance of Office.

FC 4/25 Apologies for Absence

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

FC 5/25 Declarations of Interest

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

To declare an interest in items on the agenda.

FC 6/25 Minutes of the last Full Council Meeting

To receive and approve as correct record the minutes of the Parish Council meeting held on Tuesday 8th April 2025.

FC 9/25 Standing Orders

To note recent updates Council's Standing Orders.

FC 10/25 NALC/SLCC Civility and Respect Pledge

To consider upholding the Civility and Respect Pledge recommended by the National Association of Local Councils and the Society of Local Council Clerks previously signed in May 2024.

FC 11/25 To Review existing committees, chairs and terms of reference:

Peter George proposes, and David Henwood seconds a motion: That the Parish Council dissolves the existing *Planning Committee* and *Transport Committee* and transfers their responsibilities and functions to the *Finance and General Purposes Committee* with immediate effect.

Rationale:

The Council currently operates without a full-time Clerk.

- Tim Cann, Acting Clerk, has confirmed he cannot attend five separate committee meetings monthly while fulfilling his duties for both Littlemore and Marston Parish Councils.
 - Reducing the number of committees from five to three is more manageable and realistic under current staffing conditions.
- The *Planning* and *Transport* Committees have struggled to maintain quorum.
 - Several meetings have been inquorate in the past year.
 - This has led to missed response deadlines on key issues.
- The *Finance and General Purposes Committee* is a well-attended, quorate committee.
 - Shifting the planning and transport responsibilities here ensures continuity of work and decision-making.
- This change can be reviewed later.
 - If problems arise, the Council can revisit the structure and amend it as needed.

Recommendation:

That this motion is adopted in full at the Annual Parish Council Meeting.

- a. Finance & General Purpose –
- b. Personnel Committee
- c. Parks & Environment Committee
- d. Transport Committee
- e. Planning Committee.

FC 12/25 To review the existing Working Groups and agree any additional Working Groups.

FC 13/25 Working Groups – Appointment of Members

To appoint members of the Working Groups

- Play Day
- Emergency Plan
- Neighbourhood Plan

FC 14/25 Representatives to Outside Bodies

To appoint representatives to the following Outside Bodies:

- i. Iffley Charities:
- ii. Littlemore Community Association: Currently ME & DOH.
- iii. Littlemore Partnership: Currently JP & AnS

FC 15/25 To Review Policies and agree terms of reference:

FC 16/25 So as to reflect the change in Personnel to remove account access for Morgan James from Unity Trust Bank Accounts, CCLA Accounts, Lloyds Accounts and replace with Tim Cann, as Acting Clerk.

FC 19/25 Date of next Full Council Meeting

To confirm the date of the next Full Council Meeting as Tuesday 10th June at The Village Hall at 7.00pm.

Agenda items for the next meeting to be submitted to the Clerk by Monday 3rd June.

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 2 minutes unless the Chair 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 Chair.
- 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 Chair 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 Chair of the meeting.
- Only one person, or Councillor, is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- A person, or Councillor, shall not interrupt or talk over a person speaking.