



Littlemore Parish Council

c/o 8 Nicholas Avenue, Old Marston, Oxford OX3 0RN

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

You are hereby invited to attend the Parish Council meeting to be held at Littlemore Village Hall, Railway Lane, Littlemore, OX4 4QB on **Tuesday 14th April 2026** at 7pm for the purpose of transacting the following business. Members of the public and press are invited to attend.

Yours sincerely

Tim Cann.

(CiLCA Qualified)

Acting Parish Clerk

Issue Date: Thursday 9th April 2026

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 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.

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. The public are welcome to stay and observe the rest of the meeting.

FC 166/25 Chair’s Welcome.

FC 167/25 Apologies for absence.

Apologies received by the Chair will be recorded and it will be for the Committee to decide whether to approve a member’s reason for absence.

FC 168/25 Declarations of Interest

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

FC 169/25 Minutes of Previous Meeting (Page 6)

To receive and approve as correct record the minutes of the Full Council meeting held on Tuesday 10th March 2026.

FC 170/25 Reports from County & City Councillors:

FC 171/25 Report from Thames Valley Police:

FC 172/25 Review and adoption of Co-option Policy: (Page 10)

OALC Comments on Co-option Policy ([LINK HERE](#))

FC 173/25 Review and adoption of risk management policy & procedures for meetings. (Page 28)

FC 174/25 Review and Adoption of Risk Assessment. ([LINK HERE](#))

FC 175/25 Parks & Environment Committee: (Page 30)

To review and comment on the Parks & Environment Committee minutes of Tuesday 16th March 2026

FC 176/25 Finance and General Purposes Committee (Page 34)

To review and comment on the Finance and General Purposes Committee Thursday 26th March 2026 where the following items were resolved:

FC 177/25 . Large Funding Policy & Procedure Working Group: To review proposal from Cllrs Railton & Mustafa-Awan to formalise large funding policy & procedures.

FC 178/25 Planning ([LINK HERE](#))

To review and comment on current planning applications:

- **26/00723/FUL – 5 Swinbourne Road** – Demolition of ground floor rear projection. Erection of single storey rear extension. Insertion of 1 window to ground floor side elevation.
- [26/00723/FUL | Demolition of ground floor rear projection. Erection of single storey rear extension. Insertion of 1no. window to ground floor side elevation. | 5 Swinbourne Road Oxford Oxfordshire OX4 4PQ](#)
- **26/00614/FUL – 31 Bodley Road** – Demolition of existing rear extension. Erection of a part single, part two storey rear extension. Provision of bin and bike stores.
- [26/00614/FUL | Demolition of existing rear extension. Erection of a part single, part two storey rear extension. Provision of bin and bike stores. | 31 Bodley Road Oxford Oxfordshire OX4 3UB](#)
- **25/01546/FUL – 8 Lanham Way** – Demolition of existing detached building and garage. Erection of 4 x 2 bed dwellinghouses and 4 x 1 bed flats (Use class C3). Provision of car parking, bin and cycle store, air source heat pumps and association landscaping. (Amended development and plans).
- [25/01546/FUL | Demolition of existing detached building and garage. Erection of 4 x 2 bed dwellinghouses and 4 x 1 bed flats \(Use Class C3\). Provision of car parking, bin and cycle stores, air source heat pumps and associated landscaping. \(Amended description and plans\). | 8 Lanham Way Oxford Oxfordshire OX4 4QG](#)

Planning Applications Awaiting Decisions:

- **MW.0002/26 – Sewage Treatment Works.**
- **25/03412/FUL – The Chapel, 3 Armstrong Road.**
- **26/00221/FUL – 2 Eastern Avenue**
- **26/00386/FUL – 17 Swinbourne Road**
- **26/00266/FUL – Plot 23-26 Oxford Science Park, Grenoble Road**

Decisions:

- **25/03127/VAR – The Peep Centre, The Oxford Academy – APPROVED.**
- **25/03427/LBD – Charity Farm Cottage, College Lane – APPROVED.**

Consultations: NONE.

FC 179/25 Neighbourhood Plan: Adoption Delay by Oxford City Council.

FC 180/25 Oxford Road Recreation Ground Play Equipment Update:

FC 181/25 Littlemore Fun Day 2027: To review and accept the Working Group members and Terms of Reference.

FC 182/25 Clerk's Report:

To receive an update on actions by the clerk.

FC 183/25 Information Sharing: (Please note this is for the sharing of information. No actions can be taken by the council on any item that may come up.)

- OALC Newsletter – already forwarded to all councillors.

FC 184/25 Date of Next Meeting: Tuesday 14th April 2026 7pm in Littlemore Village Hall.

Minutes of the Littlemore Parish Council Full Council Meeting Held on Tuesday 10th March 2026 at 7pm in Littlemore Village Hall

Present: Cllrs Peter George (Chair), Sadiea Mustafa-Awan, Lynne Davies, Dorian Hancock, David Henwood, Adrian Kowalski, Aga Macowska, Anna Railton, Alex Singleton, Chris Snowton, Anne Stares, Peter White and Maggie Willis.

In attendance: Tim Cann (Acting Clerk)

Members of the

Public: 2

Meeting opened: 19.00

Public Forum:

Tony E gave an update on the Neighbourhood Plan. A working group had reformed and met last Wednesday (4th) where its Terms of Reference were discussed. This will be on the next full council agenda for discussion and approval.

A member of the public, who is also a committee member of the football club, spoke about Rose Hill Football Club's request to use Oxford Road Recreation Ground for matches. The club has rapidly expanded to the level that it needs additional playing facilities. It would be seen that Oxford Road Recreation Ground, if agreed, would be used on a Sunday during football season for one or two matches. They would provide their own goals and perhaps have a container to store equipment.

It was RESOLVED this will be on the next Parks & Environment Committee agenda.

FC 151/25 Chair's Welcome

Cllr George welcomed everyone to the meeting and thanked everyone who came along to OXCLEAN.

FC 152/25 Apologies for absence

Parish Councillors Aldridge and Evans – away.

FC 153/25 Declarations of Interest

Cllr White declared an interest in the planning application for 17 Swinbourne Road as he is friends of the applicant. Cllr Willis declared an interest in the Littlemore Village Hall request for financial assistance as she is a trustee. Cllr Railton declared an interest in planning being a City Councillor.

FC 154/25 Minutes of Previous Meeting

The Council received and approved as a correct record the minutes of the Full Council meeting held on Tuesday 10th February 2026.

FC 155/25 Report from County & City Councillors:

Reports from Oxfordshire County Councillor David Henwood and Oxford City Councillor Anne Stares are attached.

There was no report received from Oxford City Councillor Corais.

There was no report received from Thames Valley Police.

FC156/25 Report from Thames Valley Police:

No report received.

FC 157/25 Parks & Environment Committee

There was no committee meeting in February so no minutes or report given.

FC 158/25 Finance & General-Purpose Committee:

The Council reviewed the minutes and Cllr Snowton, Committee Chair, gave a brief resume of the minutes of the committee meeting of Thursday 29th January 2026.

To review and comment on the Finance and General Purposes Committee Thursday 26th February 2026 where the following items were resolved:

- **CloudyIT Renewal:** It was resolved for Cllr Snowton to review who subsequently proposed move to Parish Online. After some discussion it was RESOLVED the Clerk contact CloudyIT to renew for the shortest period possible and a review on what the Council need and are paying for.
- **Littlemore Rugby Club:** Resolved to award grant funding of £500.00
- **Thompson Terrace Allotments Association:** Resolved to award grant funding of £500.00
- **An individual had applied for grant funding.** It was RESOLVED the Clerk respond by asking the Scout Group to apply.
- **Littlemore Village Hall:** It was RESOLVED to award grant funding of £500.00.
- **Littlemore Village Hall Funding Request:** Due to such a large amount being asked for the committee could only give a recommendation to full council. After some discussion it was RESOLVED that a recommendation be put to full council to give serious consideration to this request.
Several questions were raised about length of lease, building ownership, longevity of building, future capacity of halls management team.

19:56 Cllr Willis left the room.

Further discussion about the transparency of CiL funds possible being available to organisations within the Parish. That the Council has a policy for grants up to £500.00 but not a policy or procedure for dealing with large funding requests.

After some discussion it was RESOLVED to defer this request, for future consideration. It was RESOLVED Cllr Railton and Mustafa-Awan will put a proposal for a working group to formalise large funding policy & procedures.

20:10 Cllr Willis returned to the meeting.

FC 159/25 Planning:

To Council reviewed the following applications and commented:

- **26/00386/FUL – 17 Swinbourne Road** – Erection of a two-storey side extension and a first-floor rear extension. Relocation of bin storage. – **NO COMMENT.**
- **26/00266/FUL – Plot 23-26 Oxford Science Park, Grenoble Road** – Partial demolition, alterations and upward extension to existing buildings and erection of 2 link atriums to provide 1 building for research and development (Use Class E). Provision of access, parking and landscaping works. – **CONCERNS ABOUT HEIGHT OF BUILDING, INTERRUPTION OF SKYLINE, ASSURANCE NOT WITHIN 100MTR OF GRADE 2 LISTED BUILDING.**

Planning Applications Awaiting Decisions:

- **MW.0002/26 – Sewage Treatment Works.**
- **25/03412/FUL – The Chapel, 3 Armstrong Road.**
- **25/03127/VAR – The Peep Centre, The Oxford Academy.**
- **25/03427/LBD – Charity Farm Cottage, College Lane**
- **26/00221/FUL – 2 Eastern Avenue**

Decisions:

- **25/02991/FUL – 4 Van Diemens Lane – APPROVED.**
- **25/03040/FUL – 31 Bodley Road – APPROVED.**

Consultations: NONE.

FC 160/25 Oxford Road Recreation Ground Play Equipment Update:

Cllr Railton reported that all the play equipment is now on site and ground covering to be installed.

The Clerk made the Council aware of an incident earlier in the day where a construction lorry damaged the recreation ground gate and the neighbour's car. He understands details of lorry company and neighbour have been exchanged.

Cllr Willis said about the information boards. The Chair asked if everything could go through the Clerk to keep a clear line of contact.

FC 161/25 Littlemore Fun Day 2027:

Cllr Willis reported that the working group had not met yet. Once it had they will put together Terms of Reference which can go to Council for approval.

FC 162/25 Clerk's Report:

- The Clerk informed the meeting about an incident that morning when a contractor lorry reversed into the Oxford Road Recreation Ground gate post and damaged the neighbouring car. This is being dealt with by the various parties concerned.
- The Clerk had obtained information from the Council's insurance company, about Parish Council workmen working on non-parish owned or leased land. 'If the Council undertakes maintenance of land, this may give rise to responsibility for that area and therefore potential liability exposure.' The Clerk is contacting Oxfordshire County Council to seek an agreement.
- The Oxford City Council Dog Warden is have a 'Meet the Dog Warden' at Oxford Road Recreation Ground on Wednesday 6th May 2026 between 2pm and 4pm.

FC 163/25 Items of an urgent nature brought to the Clerk's attention after the agenda was set:

- Nothing to discuss.

FC 164/25 Information sharing:

- OALC Newsletter – already sent to councillors prior to the meeting.

FC 165/25 Date of next Full Council Meeting

Tuesday 14th April 2026 7pm in Littlemore Village Hall.

Meeting Ended: 20.50

Councillor Co-option Policy

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Littlemore Parish Council. The Co-option procedure is entirely managed by Littlemore Parish Council and this policy will ensure that a fair and impartial process is carried out.

The Parish Council recognises that the power to fill a casual vacancy by co-option under the **Local Government Act 1972** is a discretionary function. No individual has an automatic right to be co-opted, even if they satisfy the basic legal eligibility criteria under **Sections 79 and 80 of the 1972 Act**.

There are 16 seats on Littlemore Parish Council. Each seat represents a ward. Littlemore Parish Council wards are: Bodley Road (2 seats), Littlemore (13 seats), Sandy Lane West (1 seat). A casual vacancy arises when a seat for a ward is vacant ("Casual Vacancy"). There can be multiple casual vacancies if more than one seat is vacant.

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a Casual Vacancy when the requirements to hold an election have not been met, i.e., The Casual Vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the District Returning Officer.

Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, Littlemore Parish Council

will advertise the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone in the Parish who is eligible to stand as a Parish Councillor.

The Council will only exercise its discretion to coopt where it is satisfied that doing so would promote the efficient, transparent, and reputable conduct of the Council's business and uphold public confidence in local governance.

Co-option

The advertisement will be displayed on the Council noticeboard(s) and website, for 30 consecutive days before any co-option will take place.

The Co-option of a Parish Councillor occurs when a Casual Vacancy has arisen on the Council and no by-election has been called.

This could be as a result of:

- A Councillor failing to make their declaration of acceptance of office in the appropriate time,
- A Councillor resigns,
- A Councillor dies,
- A Councillor becomes disqualified; or
- A Councillor failing throughout a period of six consecutive months, from the date of their last attendance, to attend any meeting of the council, including committee or subcommittee meetings, unless the failure was due to some reason approved by the Council before the expiry of that period.
- A Councillor fails for six months to attend meetings of a council, a committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

Littlemore Parish Council must notify the District Council (Oxford City Council) of a Casual Vacancy and then advertise the Casual Vacancy and give electors the opportunity to request an election.

This occurs when ten electors write to the Oxford City Council stating that an election is required.

If a by-election is called, a polling station will be set up by the Oxford City Council and the residents of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. Littlemore Parish Council will pay the costs of the election. Residents of Littlemore Parish have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election. However, the electoral officer will advise the Parish Clerk of the closing date.

If more than one candidate is nominated for a Casual Vacancy, a by-election takes place.

If ten residents do not request a ballot within fourteen days of the Casual Vacancy notice being posted, as advised by the Oxford City Council, Littlemore Parish Council is able to co-opt.

Note: If there were insufficient nominations to fill all the seats at a quadrennial local election the council can co-opt suitable persons within 30 days of that election without needing to comply with the statutory rules relating to co-option.

Confirmation of Co-option

On receipt of written confirmation from the Electoral Services Office of the Oxford City Council, the Casual Vacancy can be filled by means of Co-option, and the Parish Clerk will:

- Advertise the Casual Vacancy for four weeks on the Council notice boards, website and other Council social media.
- Advise Littlemore Parish Council that this Co-option Policy has been instigated.

Littlemore Parish Council will fill the Casual Vacancy as soon as

practicable. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. However, it is not good practice that electors be left partially or fully underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council. If there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty. If there is a Casual Vacancy less than six months before the next quadrennial elections, Littlemore Parish Council may, but is not bound to, fill the Casual Vacancy by co-option.²

Councillors elected by co-option are full members of Littlemore Parish Council.

Residents will be invited to make “expressions of interest” to become a Parish Councillor. This will be an informal application, by email or word-of-mouth.

While not mandatory, making an expression of interest is preferred before making formal application.

The Parish Council will offer all those making such an expression of interest the opportunity to sit down with one or more of us for an informal chat so they can:

- Get a clear understanding of the role of the Parish Council
- Learn what is expected of a Parish Councillor
- Understand that being a Councillor means they are taking on a role in public life.
- Be informed about things like the Nolan Principles, Code of Conduct, Social Media Policy etc.
- Obtain proposer and seconder signatures for their Formal Application.

Eligibility of Candidates

Littlemore Parish Council may consider any person to fill a Casual

Vacancy that:

- Is an elector for the parish; or
- Has resided within three miles of the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- Has his/her principal place of work in the parish

The candidate must be proposed and seconded by existing Littlemore Parish Councillors, and this must be included on their application.

There are certain disqualifications for election³, of which the main ones are:

- Holding a paid office under the local authority.
- Bankruptcy.
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Standards and Suitability

In addition to legal eligibility, the Council will consider whether a candidate meets standards of suitability, having regard to the **Seven Principles of Public Life (the "Nolan Principles")**: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

A candidate may be deemed unsuitable, and thus ineligible, where, in the reasonable opinion of the Council, their prior conduct or circumstances are such that their appointment could:

- Undermine public confidence in the Council or local government generally.
- Impair the Council's ability to work collectively and effectively.
- Bring the Council or the parish into disrepute.
- Breach or risk breaching the **Local Government Association Model Councillor Code of Conduct (2020, as amended)** upon taking office.

Examples of unsuitability may include (but are not limited to):

- Persistent or serious abusive, intimidatory, or disrespectful behaviour towards councillors, employees, or members of the public.
- A demonstrated inability to adhere to principles of integrity or confidentiality.
- Conflicts of interest of such a nature that they would materially restrict the individual's effective participation in Council business.
- Associations or conduct which, while not constituting statutory disqualification, would reasonably be regarded as inconsistent with holding elected office.

Candidates must have conducted their personal and professional life in a way which does not risk adversely affecting the Council's standing or reputation.

Applications

Members may point out the Casual Vacancy and the process to any qualified candidate(s). A 'person specification' is set out at Appendix A for guidance.

Although there is no statutory requirement to do so, candidates will

be required to:

- Submit information about themselves, by way of completing a short application form (Appendix B); and
- Confirm which Casual Vacancy they wish to apply for. Candidates can apply for more than one Casual Vacancy (Appendix B).

There are statutory regulations that qualify a candidate in becoming a Councillor so candidates will be required to:

- Confirm their eligibility for the position of Councillor within the Statutory rules (Appendix C).

Once both forms have been submitted to the Clerk, the next suitable Council agenda will include an item 'Co-option – To receive and consider applications for co-option to the Council'.

Copies of the candidates' applications for the Casual Vacancy will be circulated to all Councillors by the Clerk at least three clear days prior to the meeting of the full council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of Littlemore Parish Council. Candidates will also be informed that they will be invited to speak about their application at the meeting. Candidates should make every effort to attend this meeting.

Decision-Making Process

The Council shall assess all candidates against a set of transparent and objective **person specifications** adopted within this policy, including

attributes such as teamwork, community commitment, probity, and respect for democratic process.

Where the Council considers that none of the applicants meet these standards, it reserves the right **not to make an appointment** and to re-advertise the vacancy, as permitted by **Local Government Act**.

The selection process shall be conducted in a manner that upholds fairness, transparency, and reasonableness under **public law principles** and **common law duties** of acting in the public interest.

The decision not to co-opt a candidate shall be properly minuted, recording that the reason relates to maintaining public confidence, good governance, or adherence to ethical standards, rather than to any protected characteristic or unlawful discrimination (per the **Equality Act 2010**).

At the Co-option Meeting

At the Co-option meeting the proposer and seconder of each candidate must be present and the proposer shall introduce the candidate.

Each candidate who has applied for the Casual Vacancy will be given up to three minutes maximum to introduce themselves to the Council and explain why they wish to become a Member of Littlemore Parish Council and to answer any questions from Councillors. Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the Council will proceed to a vote on the acceptability of each

candidate utilizing the 'person specifications' criteria set out in Appendix A and any personal statements provided by candidates. Each candidate will then be proposed and seconded by Councillors in attendance. A vote by show of hands will be undertaken. Each candidate will then be deemed an eligible candidate ("eligible candidate(s)").

For a candidate to be elected to Littlemore Parish Council to fill the Casual Vacancy, it will be necessary for that person to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If two or more candidates have applied for the Casual Vacancy, a vote is held to select from the eligible candidates, who have applied for the Casual Vacancy. If there is more than one Casual Vacancy, each separate Casual Vacancy will be considered at a time, until the position is filled. For each Casual Vacancy available for co-option, election takes place by repeated voting rounds in which each current Councillor present at the meeting must vote for one candidate only at a time. If there is more than one Casual Vacancy to be co-opted, the vote for each Casual Vacancy takes place in sequence, i.e., the multiple rounds for a single Casual Vacancy all occur until someone is elected or the majority of Councillors are abstaining, before moving on to trying to fill the next Casual Vacancy.

If there is more than one Casual Vacancy to fill by co-option at the co-option meeting, then the sequence in which the vote on each vacancy will be determined will be, 1. Sandy Lane West 2. Bodley Ward and 3. Littlemore Ward.

Voting is done by each Councillor in person via a show of hands. The votes of the proposer and seconder will be taken as read. They may not abstain nor vote for another candidate in any voting round in which their proposed and seconded candidate is included.

After each round the Parish Clerk shall announce the total of the

votes cast, and if any candidate receives an absolute majority (50% + 1 of the votes available at the meeting including abstentions), that candidate is duly co-opted. Otherwise, the candidate or candidates receiving the least votes (with the Chair breaking any tie) shall be excluded from further rounds of voting for that Casual Vacancy. This process will be repeated until each Casual Vacancy advertised is filled.

Only those candidates who have applied for each subsequent Casual Vacancy advertised, will be considered for the position. If a candidate has applied for more than one Casual Vacancy at a time, and that person has not been elected by co-option at a given meeting, that person will be placed back into the pool of candidates, to be considered for the Casual Vacancy being voted on next. However, if an absolute majority of current Councillors present abstain from a vote, then no further candidates are co-opted, and no further votes are taken. See Appendix D for a working example.

After the voting process for all the candidates being considering for co-option at that meeting has been concluded, the Chair will declare the successful candidate(s) duly elected and after signing their declaration of office, the candidate(s) may take their seat immediately. Note this means that if more than one candidate is co-opted at a given meeting, none of those co-opted take part in others' co-option votes.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'register of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

Supporting Legal and Policy Framework

The Council's discretionary decision-making under this policy is supported by the following legal and ethical authorities:

- **Local Government Act 1972, Sections 79, 80, and Schedule 12** — setting out eligibility and voting requirements for co-option.
- **Localism Act 2011, Section 28** — imposing duties on local authorities to promote and maintain high standards of conduct.
- **Principles of Natural Justice and Wednesbury Reasonableness (Associated Provincial Picture Houses v Wednesbury Corporation 1 KB 223)** — requiring decisions to be fair, proportionate, and rational.
- **NALC Legal Topic Notes (LTN 8 and LTN 80)** — advising councils that co-option is a discretionary act to be exercised responsibly to protect democratic integrity.
- **Common Law Duty to Maintain Public Confidence** — supporting councils' ability to act to prevent reputational harm that could impair their lawful functions.

Adopted:

Minute Reference:

Full Council

Review Date:

Annual Meeting.

APPENDIX A - CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward Thinking 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council.
<p>Experience, Skills, Knowledge and Ability</p>	<ul style="list-style-type: none"> • Ability to listen constructively. • A good team player • Ability to pick up and run with a variety of projects solid interest in local matters • Ability and commitment to represent the Council and its community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and commitment to work closely with other members and to maintain good working relationships with all members and staff. • Ability and commitment to work with the Council's partners (e.g. voluntary groups, other parish councils, principle authority, charities). • Ability and commitment to undertake induction training and other relevant training. • Conduct their personal and professional life in a way which does not risk adversely affecting the Council's standing or reputation. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body. • Experience of working with voluntary and or local community/interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities • Experience of delivering presentations

AVAILABILITY	<ul style="list-style-type: none">• Ability and commitment to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.	
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APPENDIX B Application for Co-option to Littlemore Parish Council

PRIVATE AND CONFIDENTIAL

Thank you for your interest in becoming a Parish Council. Please provide the below information to assist the Council in making its decision. **Please complete both forms***.

Full Name & Title	
Home Address	
Home Telephone &/or Mobile No. Email Address	
Declaration	I..... hereby confirm that I am eligible for the vacancy of Littlemore Parish Councillor and the information given on this form is a true and accurate record.
Signature	
Date	

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Seconder				

Please return your completed application to the **Clerk, Littlemore Parish Council, c/o 8 Nicholas Avenue, Old Marston, Oxford OX3 0RN** or by email to clerk@littlemoreparishcouncil.gov.uk by the deadline set in the advertisement. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you on to Littlemore Parish Council.

*General Data Protection Regulations (GDPR): Your data will be held in accordance

with the GDPR. A copy of the Littlemore Parish Council General Privacy Notice can be found on its website at <https://littlemoreparishcouncil.gov.uk/>

PRIVATE AND CONFIDENTIAL

Name:

Which Ward(s) are you applying for?	Bodley Road <input type="checkbox"/> Littlemore <input type="checkbox"/> Sandy Lane West <input type="checkbox"/>
About You (Please provide the Council with some background information about yourself.)	
Reasons for applying to be Parish Councillor (please provide the Council your reasons for wanting to become a Parish Councillor.)	

APPENDIX C

Co-option Eligibility Form

PRIVATE AND CONFIDENTIAL

- 1. In order to be eligible for co-option as a Littlemore Parish Councillor you must be a British subject, or a citizen of the Commonwealth or a citizen of a Country in the European Union with either retained voting and candidacy rights in the UK or the UK has reciprocal voting and candidacy rights with the Country; and on the 'relevant date', i.e., the day on which you are nominated or if there is a by-election the day of the election, 18 years of age or over, and additionally able to meet one of the following qualifications set out below.**

Please tick which applies to you:

- a. I am registered as a local government elector for the parish; or
 - b. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
 - c. My principle or only place of work during those twelve months has been in the parish; or
 - d. I have during the whole of twelve months resided in the parish or within 3 miles of it.
- 2. Please note that under section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:**
 - a. Holds any paid office or employment of the local council (other than the office of chairman) or of a joint committee on which the Council is represented; or
 - b. Is a person who has been adjudged bankrupt or has made a composition or agreement with his/her creditors (but see below); or
 - c. Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands, or Isle of man, of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
 - d. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged.
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part.
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I..... hereby confirm that I am eligible for the vacancy of Littlemore Parish Councillor, and the information given on this for is true and accurate.

I understand that my personal data will be held and used by the Parish Council in accordance with the GDPR.

Signature.....

Date.....

Risk Assessment of Littlemore Parish Council regarding Meeting Attendance and conduct.

March 2026

Introduction

It is important that councillors, officers and members of the public feel safe and able to conduct themselves openly and honestly at meetings.

Council meetings are conducted to ensure transparency, accountability and public participation.

Littlemore Parish Council signed up to the Civility and Respect Pledge, which is a commitment by parish councils to foster a culture of politeness, courtesy and respect, eliminating bullying, harassment and intimidation within the council sector.

Along with the Code of Conduct the Civility and Respect Pledge prioritising civility and respect in all interactions. It ensures that councillors, clerks, employees, members of the public, partner organisations and volunteers are treated with courtesy and consideration, creating a positive and professional working environment.

With this, however, it is expected that this civility and respect is reciprocal to each of the links in this process, the volunteers, partner organisations, members of the public, employees, clerks and councillors show the same civility and respect to each other.

Area of Risk:

Parish Council, committee meetings

Risk Identified:

Attendees verbally or physically abuse

Risk impact:

Medium/High – in the heat of discussion feelings can run high. Some topics of discussion can generate strong opinions, beliefs and emotions.

Management/Control of Risk:

At the start of all agendas there will be details on speaking at a meeting by the public as well as the protocol. (See Appendix A)

This will be sent, along with the summon, to all councillors. A copy will also be given to all members of the public attending a meeting.

All attendees shall always conduct themselves in a respectful manner.

Any diversion from this shall be noted in the minutes by the Clerk and the Chair will ask for order to be restored.

Continued or persistent violation may result in the individual(s) being asked to leave the meeting and/or the meeting being suspended and/or the police being called.

Minutes of the Littlemore Parish Council Parks and Environment Committee meeting held at Edith Kempson House on Tuesday 16th March 2026 at 7pm.

Present: Cllrs Railton (Chair), Maggie Willis, David Henwood, Peter George (minutes) and Jan Pullen. Chris Smowton from 19:37

In attendance:

Members of the Public: 0

Meeting opened: 19.00

Public Forum – No members of the public present.

PEC 57/25 Chair's Welcome

PEC 58/25 Apologies for absence

Ruth Corrigan

Cllr Smowton is likely to be arriving late as he is coming from an earlier appointment.

PEC 59/25 Declarations of Interest.

There were no declarations of interest.

PEC 60/25 Minutes of Previous Meeting

It was resolved to approve as a correct record the minutes of the Parks & Environment Committee meeting held on Tuesday 27th January 2026.

PEC 61/25 Update on outstanding items:

- **Seats** – It was discussed that the above refers to benches in Herschel Crescent Park which were repaired but the park is no longer Parish Council responsibility.

For Oxford Road seats see PEC 63/25.

PEC 62/25 Oxford Road Recreation Ground – playground project:

- Update on Project:** It was noted that progress appears to be on track despite the wet conditions in the first couple of weeks. All the equipment has been installed, and it look as if the remaining work is to complete the wet pour.

It was noted that the grass near the old air-raid shelter has been completely torn up and will require re-turfing or re-seeding. The Council believes that making good is the responsibility of the contractor, Harlequin.

Cllr Willis noted that the air-raid shelter steps at the front do not appear to have been covered in earth or turf yet. Maybe this will be a final step on the process, but it was an action required in the tender agreement.

ACTION: CLERK to resolve matter with Harlequin of making good the grass at the entrance to the park.

ACTION: CLERK to ensure front steps of Air Raid Shelter mound are covered in soil and turf.

a. Titan upgrade: Flat Seat no longer available.

ACTION: CLERK to use his knowledge and judgement to select alternatives to replace the items which are not available. This should be done so that the Titan is available for use when the play area re-opens again.

Cllr Smowton arrived at 19:37

PEC 63/25 Oxford Road Recreation Ground – general:

b. Benches

- **Quote for replacement slats: MW to forward to Clerk quote.**
- **Quote for new benches**

Oxford Road benches: Cllr Willis has conducted research and presented the meeting with options for repairing or replacing benches in Oxford Road park. (attached as Appendix B).

It was resolved to buy replacement slats for the bench-ends from Herschel Crescent Park. These are currently stored within the workshop. Sourcing these slats is a challenge as is sourcing multiple quotes, so the research completed by Cllr Willis (and earlier Cllr Hancock) can be considered exhaustive and thus the committee authorized the CLERK to go ahead and use the suppliers nominated in Cllr Willis document after confirming the pricing is still valid.

ACTION: CLERK to place an order for replacement slats, and instruct the workmen to reconstruct old benches to be placed instead of broken benches in Oxford Road Rec.

It was resolved to purchase 2 David Ogilvy benches, identical to the ones in Herschel Crescent. Cllr Willis to pass all relevant information on models and specifications to Clerk to place the order. Intention to place order before end of financial year to avoid price increases.

ACTION: CLERK – place an order for David Ogilvy benches using exact information to be provided by MW.

ACTION: Cllr Railton to make an asset map of existing benches and bins as well as locations.

PEC 64/25 Workshop Project: It was reported that the Clerk has given a copy of spreadsheet to grounds men. He is arranging a meeting with them to review the effort and tasks.

ACTION: CLERK to provide this committee with an update on when his meeting with grounds men will take place and results reported back.

The next working meeting in April will be used to discuss the future requirements for replacing the workshop and take a holistic view of other changes proposed for Oxford Road Rec. so that any changes are made in respect of a complete vision.

PEC 65/25 Park Safety and Equipment Issues: With the old contract having expired, the Council needs to make a selection of new inspectors for the new equipment.

ACTION: CLERK to research and present options for new Inspectors to this committee.

PEC 66/25 Fun Day: Cllr Willis leading on Working Group. Terms of Reference to be decided: Cllr Willis is still working to identify the best date for 2027 to ensure Littlemore Fun Day does not clash with established events close by. To date she has identified

- FloFest – 20th June approx..
- Headington end of May early June.
- Littlemore Rugby Club – end August.

ACTION: Cllr Willis – finalize proposed date for event and convene first meeting of Working Group to set the Terms of Reference, roles and responsibilities.

PEC 67/25 Oxford Road Rec - proposal from Rose Hill Youth Football club to use Oxford Road Rec for matches (Sept - May, 10am-2pm Saturdays) (APPENDIX A)

It was resolved to prepare for a 1 season trial. LPC will set out a Terms and Conditions for use of the field, so that Rose Hill Youth Football Club are fully aware of what would constitute a successful trial. Issues to be considered include storage of goals, marking out the pitch and possibly moving the pitch during the season so that a single area does not become overused. Parking is also a consideration.

ACTION: Cllr George to contact Tim Bacon to find out if they have such terms and conditions for team using the Sandy Lane pitches which we can modify for our own use.

ACTION: Cllr Railton to prepare terms and conditions document (using Sandy Lane input if available) for Full Council to review and agree at the April Meeting.

PEC 68/25 Street Tree Update: County Council have planted trees around Littlemore, and the City Council is proposing the planting of more. The committee discussed ways in which Littlemore residents can play an active role in keeping the trees watered and protected from vandals.

PEC 69/25 Bench in Catholic Church Bus Shelter: It was resolved to purchase a bench to locate within the bus shelter. The design of the bench will be such that it dissuades over-night sleeping. Approximate budget from ODS quotes at £1,300.

ACTION: Cllr Railton to supply CLERK with proposed bench designs, being mindful that the committee prefers a bench which will discourage rough sleeping.

ACTION: CLERK to place an order for the bench (as advised by Cllr Railton) and have it installed, either by our own men, or by ODS, whichever is most cost effective.

PEC 70/25 Little Park - proposal for a wildflower meadow:

It was resolved to progress this. A trial strip for this season, with growth in later years if successful. Seeds to be sourced by LPC. Should be planted in April – or it will have to wait till September.

ACTION: CLERK to contact ODS (who did similar work before the pandemic) to request a quote to prepare the ground (as they have recently done in Lye Valley). This involved removing turf, and turning top inch of topsoil.

ACTION: Cllr George to make selection of wild seeds.

ACTION: CLERK to instruct grounds men to sow seeds once ground is ready.

Jubilee Tree was vandalised. Owing to timing and availability of tree stock, Cllr George and Railton took action to replace it with a beech tree. Cost of approx. £200. Committee agreed to refund Cllr Railton cost of tree and mulch.

ACTION: Cllr Railton to supply CLERK with receipts for tree and mulch.

ACTION: CLERK - Defensive planting in Little Park needs maintenance.

PEC 71/25 Items for Discussion at 20th April working meeting

Future of Oxford Road Park – bring ideas, and costed proposals.

PEC 72/25 Date for next meeting: Monday 20th April 2026 (Informal)

Meeting closed 9pm

Minutes of Littlemore Parish Council Finance and General-Purpose Committee meeting held at Edith Kempson House on Thursday 26th March 2026.

Present: Parish Councillors Smowton, Aldridge and Willis.

In attendance: Tim Cann (Acting Clerk)

Members of the Public: 0

Meeting opened: 19.00

FG 116/25 Chair welcomed all to the meeting.

FG 117/25 Apologies for absence – Councillor Hancock – Unwell.

FG 118//25 Declarations of Interest – No Interest were declared.

FG 119/25 Minutes of Previous Meeting held on Thursday 26th February 2026

Resolution to approve the minutes was deferred.

FG 120/25 Clerk's Report

To receive an update on:

- **Lloyds Credit Card:** Still in hand.
- **Bench** – In progress.
- **Wooden Bus Shelter opposite catholic church:** Clerk to clarify ownership.
- **CloudyIT Contract Renewal:** Contract has been renewed for the year and Clerk working with CloudyIT.
- **NS&I:** In progress.

FG 121/25 Bank Balances

The Committee noted the following balances as of 20th March 2026:

Unity Trust Current Account	7,885.53	
Unity Trust Deposit Account	10,683.67	2.10%
Lloyds Community Account	624.26	
CCLA	572,543.01	
National Saving & Investment	583.78	
	£592,320.25	

FG 122/25 Receipts Report

The Committee noted the following receipts up to 20th March 2026

- Oxford City Council (Payment for Herschel Crescent Benches) £3,076.10
- CCLA Interest £1,840.56

FG 123/25 Payments Report

The Committee reviewed the following payments up to the 20th March 2026:

- Unity Trust (Service Charge) 8.70

- ODS 55.36
- The Big Mower (Machinery Service) 1,199.49
- Harlequin (Second Payment) 41,086.21
- CloudyIT (DD) 161.64
- Blue Monkey (Tree Work) 3,720.00
- EE (DD) 34.16
- Blue Monkey (Oxford Road Rec Hedges) 5,520.00

FG 124/25 Payments Awaiting Approval

- OALC (Annual Membership) 1,454.65
- Oxford Neighbourhood Plans Alliance 25.00

FG 125/25 Budget Monitoring Report

The committee reviewed the Expenditure v Budget and Income v Budget up to 20th February 2026

FG 126/25 Reserves

The Committee reviewed the reserves. Clerk to check the pre-phase one payments to Harlequin.

FG 127/25 Grant Applications:

- 28th Littlemore Scout Group: (Help take scouts to World Scout Jamboree) – **DEFERRED.**
- Littlemore Partnership (Littlemore Now Welcome Pack and Future Communications) - £500.00 – **CONCERNS WITH NO BANK DETAILS AND SCHOOL USED TO HOLD. MONEY SHOULD GO TO LITTLEMORE ACTION PARTNERSHIP. NO SUPPORTING DOCUMENTS. – REJECTED.**

Collaborating: for example, LPC could potentially undertake to print produced materials, thereby sharing in the effort and cost involved, as an alternative to a formal grant procedure.

FG 128/25 Date of Next Meeting Thursday 30th April 2026 7pm

CLOSED: 21:00