

Littlemore Parish Council

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

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

To: All members of Littlemore Parish Council – Cllrs Peter George (Chair), Sadiea Mustafa-Awan (Vice Chair), Lynne Davies, Michael Evans, Dorian Hancock, David Henwood, Adrian Kowalski, Aga Mackowska, Anna Railton, Alexander Singleton, Chris Snowton, Anne Stares, Peter White and Maggie Willis.

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 12th May 2026 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 2026

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 1/26 Election of Chair & Vice-Chair for the period May 2026 – May 2027

FC 2/26 To receive the Chair's Declaration of Acceptance of Office

FC 3/26 Declaration of Acceptance of Office by All Councillors:

NOTE: By signing this 'Declaration of acceptance of Office' you also agree to abide by the policies and terms set out in the documents of Littlemore Parish Council. Including duly and faithfully fulfil the requirements of this role according to the best of your ability. You undertake to observe the Code of Conduct that applies to members of Littlemore Parish Council in the conduct of its business.

FC 4/26 Apologies for Absence

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

FC 5/26 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 6/26 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 9/26 Planning:

There are no planning applications awaiting review.

Planning Applications Awaiting Decisions:

- **MW.0002/26 – Sewage Treatment Works.**
- **25/03412/FUL – The Chapel, 3 Armstrong Road.**
- **26/00221/FUL – 2 Eastern Avenue**
- **26/00266/FUL – Plot 23-26 Oxford Science Park, Grenoble Road**
- **26/0723/FUL – 5 Swinbourne Road**
- **26/00614/FUL – 31 Bodley Road**
- **25/01546/FUL – 8 Lanham Way**

Decisions:

- **26/00386/FUL – 17 Swinbourne Road – APPROVED.**

Consultations: NONE.

FC 10/26 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 11/26 To Review existing committees, chairs and terms of reference:

- a. Finance & General Purposes Committee
- b. Personnel & Standards Committee
- c. Parks & Environment Committee

FC 12/26 To review the existing Working Groups and agree any additional Working Groups.

FC 13/26 Working Groups – Appointment of Members

To appoint members of the Working Groups

- Play Day
- Emergency Plan
- Neighbourhood Plan Implementation
- CiL Funding Large Grants:

FC 14/26 Representatives to Outside Bodies

To appoint representatives to the following Outside Bodies:

- i. Iffley Charities:
- ii. Littlemore Community Association:
- iii. Littlemore Partnership

FC 15/26 To Review Policies and agree terms of reference:

FC 16/26 OALC Board: Cllr Hancock has expressed an interest in being appointed into the OALC Board. Council to confirm his application.

FC 19/26 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.

FC 20/26 Date of Parishioners Meeting

To Tuesday 19th May 2026 7pm in Littlemore Village Hall. All welcome.

FC 21/26 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 22/26 Council to approve Personnel & Standards Committee recommendation about filling a vacancy.