

Minutes of the Littlemore Parish Council Full Council Meeting Held on Tuesday 14th July 2026 at 7pm in Littlemore Village Hall

Present: Cllrs Peter George (Chair), Lynne Davies, Michael Evans, Dorian Hancock, Aga Mackowska, Anne Stares, Peter White and Maggie Willis.

In attendance: Chanika Farmer (Clerk) and Tim Cann (Acting Clerk)

Members of the Public: 1

Public Forum: None present.

Meeting opened: 19.00

FC 41/26 Chair's welcome:

The Chair welcomed everyone to the meeting.

The Chair shared an update on the Neighbourhood Plan having been "made" by City Council and that 10% larger CIL receipts can be expected going forward. The Chair also noted the case of Anne Widdecombe who has passed away as a result of her position in public office. He urged Councillors to be aware of the significance of this incident on their position as Councillors.

FC 42/26 Apologies for Absence:

Cllr Smowton, Cllr Railton, Cllr Henwood – conflicting Planning Committee meeting.

Cllr Kowalski – long term absence due to internship.

The Council noted that Cllr Singleton has resigned his position.

Unanimously agreed to accept absence due to attendance at Planning Committee.

19:06 Cllr Evans joined the meeting.

FC 43/26 Co-option of casual vacancies.

Chair explained process for co-option for casual vacancies. One application was received by Jasmine Ramdeen, who has been proposed by Cllr Henwood and seconded by Cllr Stares and has met the eligibility criteria.

Jasmine spoke of her experience of living in the local area and her work in the community.

A vote was taken for Jasmine's eligibility which was unanimously supported. Duly co-opted to the parish council.

ACTION – Clerk to provide acceptance form for signature.

FC 44/26 Declaration of Interest:

Cllr Willis declared an interest as a Trustee of the Village Hall.

FC 45/26 Minutes of the last Full Council Meeting

Discussion which included request for some changes to the draft minutes.

It was RESOLVED to present the minutes, once edited, at the next Full Council meeting in September 2026.

FC 46/26 Reports from County & City Councillors:

Oxfordshire County Councillor Henwood has given an update via email (attached).

Oxford City Councillor Stares gave her report.

No report received from Oxford City Councillor Corais.

FC 47/26 Report from Thames Valley Police:

Not in attendance, however an email was sent from PCSO, Jonny Little, with apologies. The PCSO also provided information on their priorities for the next few months in local area and webpage link with these items listed with crime data.

ACTION – clerk to share this information with all councillors.

FC 48/26 Finance and General Purposes Committee (PAGE 10)

The Council reviewed and NOTED the minutes.

FC 49/26 Parks and Environment Committee (PAGE 12)

The minutes were NOTED.

Cllr Evans raised awareness of the Black Poplar at Oxford Road recreation ground which needed management.

Discussion regarding the defibrator at Oxford Road recreation ground and source of power.

FC 50/26 Local Plan, Update & Terms of reference

Item requested by Cllr Henwood. No terms of reference received prior to issuing summons for the meeting. Deferred to September meeting.

FC 51/26 The George Inn

Cllr White made the council aware that the George Inn is for sale. He urged the council to consider the venue as an Asset of Community Value (ACV) and think proactively.

Discussion followed on potential uses and registration of the pub as an ACV.

19:48 Cllr Mustafa-Awan joined the meeting.

The question of whether further investigation of this as an ACV was supported by the Council was discussed and unanimously supported.

Cllr White PROPOSED setting up a working group to assess the future of the George Inn. Seconded by Cllr Stares. The Motion was carried.

FC 52/26 Planning

To review and comment on current planning applications:

- **26/01443/FUL - Allotment Gardens Minchery Road Oxford**

Erection of a detached open sided timber framed gazebo next to the storage shed on the allotment site.

Discussion regarding the correct address of the site. Several Councillors pointed out that the address should be Denny Gardens and not Minchery Road. The application documents as filed by the applicant state the correct address. A clerical error in the City Council's designation on publication of the application used an incorrect address.

It was RESOLVED that the Council's response to the planning application should state that the incorrect address had been used. Four councillors in support of the application and three object. It will be made clear that the objections are due to the incorrect address stated on the application and not against the proposed structure.

Planning Applications Awaiting Decisions:

- **26/01199/LBC – Minchery Farm Club, Minchery Farm**
- **26/01076/CEU – 32 Oxford Road**
- **26/00886/FUL – Scout Headquarters**
- **25/03412/FUL – The Chapel, 3 Armstrong Road.**
- **26/00266/FUL – Plot 23-26 Oxford Science Park, Grenoble Road**
- **25/01546/FUL – 8 Lanham Way**

Decisions:

- **26/00221/FUL – 2 Eastern Avenue – APPROVED**
- **26/00614/FUL – 31 Bodley Road – APPLICATION WITHDRAWN**

Consultations: NONE.

FC 53/26 Oxford Road Recreation Ground Play Equipment Update:

Cllr Evans raised concerns with the trees at the recreation ground and maintenance of equipment. It was RESOLVED to discuss these issues at the next Parks and Environment committee meeting.

The Chair confirmed that Phase 1 of the play area project has been completed. Discussion on raising awareness of project completion in the newsletter and a site visit before paying final invoice.

Cllr Ramdeen requested the Council to consider Bleed Kits. To be discussed at next Parks and Environment committee meeting.

FC 54/26 Family Fun Day

Chair reminded the Council that the Parish Council took the decision to run the event. Cllr Willis said that planning sheets will be shared with the Council to share progress and plans. Cllr Ramdeen requested to join the working group. Discussion on funding and recovering costs.

It was RESOLVED to accept the terms of reference – unanimously.

FC 55/26 Members Reports on Outside Bodies meetings

None have been received.

FC 56/26 Clerk's Report

Pensions update – Clerk requested a response to email sent.

Oxford Road recreation ground – Clerk shared quotes received to manage the Black Poplar tree. The council approved **£2,100 + VAT** for the urgent pollarding of a Black Poplar tree to a height of 5 metres.

Chair requested 15 minutes extension to meeting.

Acting Clerk shared an update on the AGAR and internal auditor. Requested to approve Bates & Co as internal auditor.

It was RESOLVED to approve the auditor unanimously.

FC 57/26 Information Sharing

Cllr Mustafa-Awan shared an update on the CIL funding policy. Comments were sought from Lorraine Freeman, CIL, Data Analysis and Reporting Team Leader, in Planning & Regulatory Services and the policy will be edited ahead of the September meeting.

Councillor requested that it be reviewed and any comments shared so it can be adopted at the September meeting.

The Chair raised awareness of the possible devolution of Councils in Oxfordshire and the enlarged role that Parish Councils may have to play in local governance. The Secretary of State should make a statement of the outcome by the end of the week.

FC 58/26 Date of Next Meeting: Tuesday 8th September 2026 7pm in Littlemore Village Hall.

Meeting closed at 21:13.

Signed:

Cllr Peter George. Chair.

Date:

FC 46/26 Reports from County & City Councillors

Cllr Stares Report

Flytipping is still a scourge in Littlemore with a large tip on Giles Road which has been reported. We ask residents to report [fly-tipping] as soon as they are spotted so that we can keep on top of this anti-social behaviour.

I am pleased to hear a tribute made to Ann Widdecombe. My suggestion to Oxford City Council at last night's Full Council meeting to have a minute's silence was considered inappropriate as she was neither a councillor nor ex-councillor of Oxford, but sadly it seems neither did she merit even a mention or tribute, which I believe was an omission.

This feisty MP, Ann, was an Oxford graduate and a woman who dedicated her life to this country and to the right of free speech for which she has paid the ultimate sacrifice.

Whether we agreed with her or not, she should be remembered for who she was: a strong woman with integrity, courage, and conviction — rare qualities seen within today's politics.

She will be sorely missed.

Cllr Henwood Report

Working with Council Officers to deliver new road layouts

Oxford Road: DYL

Sandford Road (both sides): Emmanuel School, No waiting any time

Giles Road/NorthField close: Corners DYL

NorthField Close, Alice Smith Square DWL

Westbury Crescent Public Meeting June 16 venue to be confirmed, Planter to be removed and bolted kerb to replace existing planters.

Littlemore Community Centre

Funding for resurfacing of Playgroup Playground £10,000 (County Councillor Budget)

Removal of asbestos now complete, new ceiling being installed, now complete and centre reopened on July 2nd.

Installation of on overhead projector hardware complete, projector being sourced

Conversion of Storage area into parish council office conversion has commenced. Main clearout July 21st.

Cottesmore Bridge

Working with officers on temporary transport solutions for Rose Hill residents, Centre section is being explored to be made in a lighter material.

Modridge Drive

I recently met with officers and residents on Mogridge Drive to discuss a number of issues affecting the area. Following that meeting, I am currently working on the following improvements:

- A pedestrian crossing at the Sainsbury's junction.
- A yellow box junction, similar to the example shown in the photograph you shared.
- The reintroduction of signage at the entrance to the development.
- A new sign near the park, together with a salt bin for use during the winter months.
- Replacement of the dead trees to the rear of the park.

In addition, officers have contacted Peabody regarding the installation of EV charging points that do not require tokens and the repair of existing broken chargers.

Officers are also considering:

- Extending the Armco safety barrier along the main road towards the junction to improve pedestrian safety.
- Reviewing the sequencing of the traffic lights to provide better opportunities for vehicles to exit the development.

There are several other issues I would like to address. However, as the internal roads have not yet been adopted by Oxfordshire County Council, responsibility currently rests with Peabody. Officers are working with Peabody towards adoption of the roads, but until this is completed the following matters remain their responsibility:

- Parking issues throughout the estate.
- Street lighting repairs and maintenance.
- Additional 20mph repeater signs.

As the roads remain unadopted, concerns such as the following also fall under Peabody's responsibility:

- Vehicles parking on blind bends, restricting visibility and increasing the risk of collisions.
- Vehicles parking too close to junctions, making it difficult to safely enter and exit side roads.
- Vehicles parking on pavements, forcing pedestrians, wheelchair users, mobility scooter users and parents with pushchairs into the road.
- Insufficient parking provision within the development, leading to overspill parking in unsuitable locations.

Once the roads are adopted, I will be able to pursue measures such as:

- Double yellow lines at key blind corners and junctions throughout Mogridge Drive.
- Parking restrictions near the estate entrance and exit.
- Additional formal parking provision within the development (which would still require engagement with Peabody).
- A yellow box junction at the Mogridge Drive/A4074 exit.
- A safe pedestrian crossing at Sainsbury's.
- Regular maintenance of vegetation and improved sight lines around pedestrian crossing points.

New Bin Installation – Church Frontage

The application for a new bin outside the church has been approved and the site inspected.

ODS are currently awaiting payment of £350 from the Parish Council before installation can proceed.

Neighbourhood Plan

Working group met on May 17th

David Henwood was nominated chair

- Peter White
- Michael Evans
- David Henwood

The group feel that is a long term project with more than one specific outcome, therefore it would be more appropriate to form a committee.

Terms of reference

LITTLEMORE NEIGHBOURHOOD PLAN WORKING GROUP/COMMINTEE

Possible revised Terms of Reference:

- a) To oversee the implementation of the Neighbourhood Plan, especially in terms of the community policies, and recommend any minor ongoing changes to the Plan to the Parish Council.
- b) To identify projects which will enhance Littlemore in the five policy areas set out in the Neighbourhood Plan.
- c) To draft a three-year development plan for the implementation of the Neighbourhood Plan for consideration by the Parish Council, with approximate costings, based on consultation with a wide range of residents and other stakeholders in Littlemore.

d) To liaise as appropriate with Committees of the Parish Council, especially Finance and General Purposes, Transport and Parks and Environment.

e) To report to the Parish Council approximately every two months and to the Annual Parish Meeting, so that residents can be informed on progress.

f) To review and track changes in the Oxford Local Plan and National Planning Policies, and reflect these in the Littlemore Neighbourhood Plan where necessary.

Newman Close/Armstrong Road

Together with Cllr Stares we successfully supported and delivered a food pitch on Armstrong Road, please do pop along and try her coffee.

Ellison Institute Development

Anne and I, together with Cllr Aga, have met with representatives from the Ellison Institute and Laing O'Rourke to begin the process of introducing play equipment and other community amenities on the site.

These early discussions have been positive and represent an important first step in ensuring the development delivers tangible benefits for local families and residents, with community facilities that Littlemore can enjoy for years to come.

Motion to Full Council

Emergency Motion: Protecting Vulnerable Residents During the Current Heatwave

Motion moved to:

1. Immediately review the Council's response to the current heatwave and ensure appropriate welfare arrangements are in place for vulnerable council tenants and residents living in social housing.
2. Work with Oxfordshire County Council, the NHS, registered housing providers and voluntary organisations to identify and support residents who may be at increased risk from extreme heat.
3. Ensure that outreach services continue to provide enhanced welfare checks for people sleeping rough, together with access to drinking water, sunscreen, shaded or cooled spaces, and emergency accommodation where appropriate.
4. Publicise clear advice on staying safe during hot weather, including information on where residents can access cool public buildings and other sources of assistance.

Motion defeated by three main parties, Labour unanimously against.

Closing Statement

This year has demonstrated what practical independent representation can achieve through persistence, direct action, and engagement with residents.

I remain committed to ensuring Littlemore receives the attention, investment, and representation it deserves.