

## **Minutes of the Littlemore Parish Council Full Council Meeting Held on Tuesday 9<sup>th</sup> June 2026 at 7pm in Littlemore Village Hall**

**Present:** Cllrs Peter George (Chair), Sadiea Mustafa-Awan, Lynne Davies, Dorian Hancock, David Henwood, Aga Mackowska, Anne Stares, Peter White and Maggie Willis.

**In attendance:** Tim Cann (Acting Clerk)

**Members of the Public:** 0

**Public Forum:** None present.

**Meeting opened:** 19.00

### **FC 23/26 Chair's welcome:**

The Chair welcomed everyone to the meeting. The Chair gave an update on the Neighbourhood Plan and welcomed the resulting uprise in CIL funds that the Parish Council will receive as a result.

### **FC 24/26 Apologies for Absence:**

Cllr Singleton – Child Care issues, Cllr Kowalski – away.

### **FC 25/26 Declaration of Interest:**

All Councillors in attendance signed the declaration of office in the presence of the Acting Clerk.

### **FC 26/26 Apologies for Absence**

Cllr Singleto – childcare issues. Vote for 5 against 3. Cllr Kowalski – vacation. RESOLVED to accept apologies.

### **FC 27/26 Declarations of Interest**

Cllr Henwood declared an interest in Planning.

### **FC 28/26 Minutes of the last Full Council Meeting**

It was RESOLVED the minutes of the Parish Council meeting held on Tuesday 12<sup>th</sup> May 2026 are a true record.

### **FC 29/26 Reports from County & City Councillors:**

Oxfordshire County Councillor Henwood gave his report.

Oxford City Councillor Stares gave her report.

No report received from Oxford City Councillor Corais.

### **FC 28/26 Report from Thames Valley Police:**

No report received from Thames Valley Police.

### **7:15 Cllr Railton & Mustafa-Awan joined the meeting.**

### **FC 29/26 Announcement of Clerk & RFO and funding:**

The new Clerk has accepted the job, Cllr Musafa-Awan awaiting references, their DBS has come back clear. Their starting date is the 1<sup>st</sup> July 2026, subject to references.

### **7:20 Cllr Stares joined the meeting.**

### **FC 30/26 Finance and General Purposes Committee (PAGE 8)**

The Council noted the minutes of the Finance and General Purposes Committee Thursday 28<sup>th</sup> May 2026.

**FC 31/26 . Large Funding Policy & Procedure Working Group:** Deferred to the July meeting.

**FC 32/26 Planning:**

- **26/01199/LBS – Minchery Farm Club, Minchery Farm** – External & internal alterations to include, removal of modern fittings, fixtures and partitions; the stripping back of incompatible modern finishes; urgent repair work to improve the weather tightness and ventilation of the building; and targeted structural opening-up works. – **THE PARISH COUNCIL POSITIVELY SUPPORTS THIS APPLICATION.**
- **26/01076/CEU – 32 Oxford Road** – Application to certify that the existing House of Multiple-Occupancy (Use Class C4) is lawful development. – **NO COMMENT.**
- **26/00886/FUL – Scout Headquarters** – Erection of a single storey rear outbuilding for use as storage. – **NO COMMENT. ONE COUNCILLOR OBJECTED.**

**Planning Applications Awaiting Decisions:**

- **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**
- **26/00614/FUL – 31 Bodley Road**
- **25/01546/FUL – 8 Lanham Way**

**Decisions:**

- **MW.0002/26 – Sewage Treatment Works. – APPROVED.**
- **26/00386/FUL – 17 Swinbourne Road – APPROVED.**
- **26/00723/FUL – 5 Swinbourne Road – APPROVED.**

**Consultations: NONE.**

**FC 33/26 Oxford Road Recreation Ground Play Equipment Update:**

The Council looked at the quotation, and surfacing samples provided, which detailed a resolution to the path issues. After some discussion Cllr Evans proposed the bonded mixed gravel option for both inside and outside the play area. Seconded Cllr Davies. **RESOLVED** unanimously.

Cllr Evans also proposed that a temporary notice to be erected stating ‘Young children should be supervised by an adult when using this play area while the surfacing is being replaced.’ Seconded Cllr Willis. **RESOLVED** unanimously.

**FC 34/26 Littlemore Fun Day 2027:** Cllr Willis advised that the group had yet to meet. It was agreed Tuesday 16<sup>th</sup> June 2026, 7:30pm at Edith Kemp House. A provisional date for the actual event is Saturday 12<sup>th</sup> June 2027 but to be confirmed.

**FC 35/26 Rose Hill Youth Football Club Use of Oxford Road Recreation Ground:**

The Council reviewed the draft agreement. Cllr Railton pointed out that a decision was needed at this meeting for a possible start in September, when the football season starts. Cllr Railton proposed that the Council accepts the User's Agreement subject to Cllrs Railton and George finalising the following details:

- What are the goal storage requirements and how will these be met?
- Clarification of the statement "Use of Oxford Road Rec will attract a charge of £15 / hour" Is this for matches only or does it include training sessions too?
- How will usage be tracked and payments be made?
- What is the end date of the season for scheduling fixtures? Councillors had expressed some concern that the grass needs time to rest during the peak growing season - April - June.
- Confirmation the Football Club's Insurance arrangements extend to specifically cover the use of Oxford Road Recreation Ground.
- Correct a spelling mistake in 26.4.

Motion Seconded Cllr Henwood. RESOLVED unanimously.

**FC 36/26 Oxford Road Recreation Ground Traders Agreement:**

The Council reviewed the draft Traders Agreement. Cllr Railton proposed that the Council accepts the Traders Agreement subject to Cllrs Railton and George finalising the following details:

- Include advice that the current manhole cover in the area to be used is not designed to bear the weight of a vehicle and should therefore be avoided.
- Require the vendor to provide their Public Health, Health and Safety and Risk Assessments for inspection by the Clerk
- Specify and document the permitted operating hours for each vendor.

. Seconded Cllr Henwood. RESOLVED unanimously.

**FC 37/26 Members Reports on Outside Bodies meetings**

- Cllr Hancock confirmed that he had been elected to the executive committee of the OALC.
- Cllr Smowton informed the meeting that the Action Partnership are looking to update the Littlemore Map and looking for funding. £250.00 for A4 size. £400.00 for A3. Both would cover the whole parish.

The Chair asked the Council for a five-minute extension which was agreed.

**FC 38/26 Clerk's Report:**

The Clerk made the Council aware that the insurance invoice was due for payment.

**FC 39/26 Information Sharing:**

- OALC Newsletter – already forwarded to all councillors.

**FC 40/26 Date of Next Meeting:** Tuesday 7<sup>th</sup> July 2026 7pm in Littlemore Village Hall.

**Meeting Closed: 21:04**

**Signed:**

**Cllr Peter George. Chair.**

**Date:**