



# Littlemore Parish Council

The Oxford Academy, Sandy Lane West

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## Members of Parish

**Council: Councillors Lynda Comber (Chairman), Macer Wicker (Vice Chairman), Sue Aldridge, Tiago Corais, Michael Evans, Anita Fisher, Dorian Hancock, Jan Pullen, Gill Sanders, Sue Stewart, John Tanner, Margaret Wareing, Maggie Willis, Kim Wicker**

Dear Councillor

You are hereby summoned to attend the **Parish Council Meeting** of **Littlemore Parish Council** by video link via Zoom, as per *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* on **Tuesday 27<sup>th</sup> April 2021** at **7.00pm** for purpose of transacting the following business.

### Please Note:

- Any Member of the public wishing to join the meeting is asked to contact the Clerk beforehand to ascertain the meeting details.
- Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.
- Members of the public wishing to record the meeting are asked to notify the Chairman/Clerk of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders
- Members of public and press are invited to attend

*R Wilkins*

**Richard Wilkins**

**Parish Clerk and RFO**

**Date: 22<sup>nd</sup> April 2021**

### AGENDA

In Accordance with Standing Order 3 e-k members of the public may make representations, ask questions, and give evidence in respect of any item of business included in the agenda only.

Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.

The Public are welcome to stay and observe the rest of meeting but will be unable to express views or ask questions.

**FC.71/21 Chairman's Welcome**

**FC.72/21 Apologies for Absence**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting.

COVID-19 (Updated July 2020)

Resolved to accept Apologies for Absence from all Parish Councillors in accordance with the Local Government Act 1972 s85 (1) for long term absence due to the restrictions from Coronavirus preventing face to face Council Meetings taking place, up to the end of the 2021 Annual Council Meeting.

**FC.73/21 Declarations of Interest**

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

- i. Under the Localism Act 2011 (sections 26-37 and schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interest which are not currently entered in the Member's Register of Interest or if he/she has not notified the Monitoring Officer of it.
- ii. Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has been requested (in writing to Clerk) and granted by the Clerk on behalf of Council.

**FC.74/21 Minutes of Parish Council Meeting**

To receive and approve as correct record the minutes of the Full Parish Council meetings held on

Full Parish Council meeting	Tuesday 9 <sup>th</sup> March 2021
Extraordinary Meeting Full Council	Wednesday 17 <sup>th</sup> March 2021

**FC.75/21 Minutes of Council Committees Meetings**

To receive and note the minutes of following Committee meetings

Planning Committee	Thursday 28 <sup>th</sup> January 2021
Finance Committee	Thursday 4 <sup>th</sup> February 2021

**FC.76/21 Clerk's Update**

Verbal report from Parish Clerk (Richard Wilkins) to inform the Council of any items of note including progress on previously agreed actions.

**FC.77/21 Chair Update**

Chairman (Vice Chairman in absence) to inform the Council of any items of note. No decisions will be taken.

## **FC.78/21 Correspondence**

To decide on the response (if required) to correspondence received at the Parish Council.

## **FC.79/21 Oxfordshire County Council 'Bus Shelter' – decision to be made.**

Parish Clerk to provide council with proposal from Oxfordshire County Council regarding bus stop opposite David Nichols Close. This report will include proposal from OCC, a report from Clerk and a recommendation from Clerk as Proper Officer.

Council to decide if to accept or reject proposal.

## **FC.80/21 Littlemore Local Update**

To receive verbal update from Parish Council Editor for Littlemore Local.

## **FC.81/21 Locality Support Officer & Community Response Team – OCC**

Members from Locality Support and Community Response Team are invited to provide a verbal or written report on work currently being undertaken in Littlemore.

## **FC.82/21 Adoption of Council Policies**

The following policies are recommended to Council for adoption.

- a) LPC Member and Officer Protocol
- b) LPC Email Policy

## **FC.83/21 Financial Report (yearly)**

- a) To receive the Internal Auditors Report for the Year 2020/21
- b) To review and approve effectiveness of Internal Report
- c) To review and approve updated Asset Register date 31<sup>st</sup> March 2021

## **FC.84/21 Audit 2020/21**

- a) Annual Governance Statement  
To agree the Annual Governance Statement 2020/2021 (Section 1 of the Annual Governance and Accountability Return (AGAR)).
- b) Annual Governance Statement  
To agree the Annual Governance Statement 2020/2021 be signed by the Chairman and Clerk.
- c) Accounting Statements  
To agree the Accounting Statements 2020/2021 (Section 2 of the AGAR).
- d) Accounting Statements  
To agree the Accounting Statements 2020/2021 be signed by the Chairman.
- e) Public Inspection Period  
To adopt the public inspection period for 2020/2021 accounts, commencing on Thursday 3<sup>rd</sup> June 2021 to Wednesday 14<sup>th</sup> July 2021.

## **FC.85/21 Finance Committee Recommendations**

### (a) Finance Risk Assessment and Management 2021

To review and approve the Finance Committee's recommendation for the Finance Risk Assessment and Management 2021.

### (b) Earmarked Reserves

To review and approve the Finance Committee's recommendation for Earmarked Reserves.

## **FC.86/21 Recommendation from Transport Working Group**

Council members to receive and vote on Recommendation from Transport Working Group.

## **FC.87/21 Receive Working Group Reports**

Council members to receive report from Littlemore Local Working Group and take vote on any recommendations.

LPC & OCC Partnership                      Transport

## **FC.88/21 Receive Pavilion & Workshop Project Update**

To receive a verbal report from Parish Clerk.

## **FC.89/21 Planning Report**

Cllr Sue Stewart to provide report from meeting with Council officials regarding crossing at Heyford Hill Roundabout.

## **FC.90/21 Return to Face-to-Face Meetings – May 2021**

Parish Clerk to provide Council members with an update to the status on virtual meetings under '*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations")*'

Parish Clerk to present to Council guidance on returning to face-to-face meetings from 7<sup>th</sup> May 2021 if no changes are made to regulations.

## **FC.91/21 Receive Update from Oxfordshire County Council**

Receive verbal report from Cllr Gill Sanders on activities at Oxfordshire County Council that affects Littlemore Parish Ward.

## **FC.92/21 Receive Update from Oxford City Council**

Receive verbal report from Cllr John Tanner or Cllr Tiago Corais on activities at Oxford City Council that affects Littlemore Parish Ward.

## **FC.93.21 Parish Council Elections 2021**

Parish Clerk to provide a verbal update to Council members Parish Council Elections and Councillors deciding not to re-stand for election to receive record of thanks from Council Chairman.

**FC.94/21 Press Statements**

To decide if any press statements are required.

**FC.95/21 Agenda items for Next meeting**

Motions to be submitted to Parish Clerk 7 working days before Parish Council Meeting, the Clerk has final say if to be submitted to next agenda.

**To move: that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**FIN.96/21 Quotations for Works**

Council to receive quotations for outstanding work listed and to agree on which quotes to accept.

- a) Herschel Crescent Fencing (Cycle Trackside)
- b) Entrance Paths – 3 x Herschel Crescent and 1 x Eastern-by-Pass Park

**FC.97/21 Date of Next Meeting**

**To be discussed by Council**