

LITTLEMORE PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9th MARCH 2021, VIA ZOOM VIDEO LINK

Present: Councillor Lynda Comber (Chairman)
Councillor's: Tiago Corais, Gill Sanders, Sue Stewart, John Tanner,
Maggie Willis, Margaret Wareing, Michael Evans, Jan Pullen

Officers: Richard Wilkins (Clerk to the Parish and R.F.O)
Daniela Harrison (Assistant Clerk to the Parish)

Staff: Dr. Judith Godslan (Littlemore Local Editor)

In attendance

Val Churchill and Michael Woods – Locality Support Officers (Oxford City Council)
Godfrey Chizema - Community Response Officer (Oxford City Council)

Meeting opened – 19:00

FC.45/21 Chairman's Welcome

Cllr Lynda Comber welcomed everyone to meeting.

Cllr Lynda Comber reminded everyone of the Code of Conduct and Council Standing Orders and requested everyone to respect others in meeting.

Cllr Lynda Comber also reminded members about the conduct of a meeting via Zoom and that we are still covered by the same code of conduct. Those that wish to speak during the meeting must raise their hands and wait for the chair to invite you to talk.

FC.46/21 Apologies for absence

Cllr Kim Wicker
Cllr Anita Fisher

Cllr Sue Aldridge
Cllr Macer Wicker

Cllr Dorian Hancock

RESOLVED: To receive and note the apologies for non-attendance at the meeting.

FC.47/21 Declarations of interest

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

Cllr Lynda Comber reminded members that declaration can be made at any point during meeting.

No declarations were made.

FC.48/21 Minutes of Parish Council

Full Parish Council Meeting

Tuesday 9th February 2021

Cllr Gill Sanders noted an amendment for accuracy required on page 3, this was noted by Clerk for amendment to be made on minutes.

RESOLVED: To agree and sign as a correct record the minutes of the Parish Council meeting held on Tuesday 9th February 2021

FC.49/21 Clerk Update

Parish Clerk provided the following verbal report:

- Appraisal for Assistant Clerk has now been concluded. In line with decision made under agenda item FC 43/21, a permanent employment contract has been offered to the Assistant Clerk and accepted.
- The Parish Council as part of the Oxford Living Wage will offer rises in line with the scheme, staff will be notified shortly.
- Annual Internal Audit will be carried out by IAC Audit & Consultancy Ltd on Monday 19th April 2021, this is the last year of tender and process will be sent out later in year for 2021/22 onwards.
- Precept submitted to Oxford City Council has been confirmed.
- Special Expenses (Cemetery Expenses) charge for 21/22 has decreased from £888.43 in 20/21 to £822.51 in 21/22. This results in a Band D charge of £58.51 for 21/22.
- The increase on the 20/21 Band D charge is £0.63 that equates to an increase of 1.09%

FC.50/21 Chair Update

Cllr Lynda Comber provided the following verbal report:

- Councillors were reminded that they must not request or instruct the staff to carry out any work. Any request or suggestion for the maintenance team, editor or assistant clerk should go direct to the Parish Clerk as he is the line manager.
- Parish Forum is being held on Monday 29th March 2021 via Zoom. Cllr Jan Pullen and Cllr Michael Evans confirmed they would like to attend.

Action Point – Parish Clerk will dispatch agenda and link once received.

FC.51/21 Correspondence

Parish Clerk provided the following verbal report:

- Correspondence received from resident regarding plans for Hershel Crescent Recreation Ground, Parish Clerk to meet with individual to discuss potential projects.

FC 52/21 Littlemore Update

Dr Judith Godsland provided the following verbal report:

- Copy deadline will be this Thursday 11th May 2021.
- Attendee list to meetings due for May edition
- Precept spending information

Cllr Sue Stewart raised about planning application details being sent to Judith and a suitable Cllr be willing to produce these reports to Judith. It was agreed to defer this to May 2021.

Action point – Parish Clerk to supply precept spending and attendees list will be sent to Judith after April meeting.

FC.53/21 Locality Support Officer & Community Response Team -OCC – Update from Val.

Val Churchill – Locality Support Officer provided the following verbal report.

Community meeting went ahead yesterday. It was the last meeting for Cllr John Tanner and Cllr Gill Sanders were thanked for their positive work within the area.

The meeting with Littlemore PC has been very constructive and is proving to be a positive for all parties involved.

Godfrey Chizema - Community Response Officer provided the following report.

COVID-19 regulations have been keeping us busy and flooding, this has caused a slow response for Littlemore. Apologies for this

- Previous issues have been resolved.

Cases 10-open-

- 3 bonfires
- 2 dogfights
- 3 bin waste
- 2 noise pollution

These are yet to be resolved.

We are urging Councilor's and residents to report crimes for investigations, regarding environmental issues and other crimes. These can be reported via the website, telephone call or email.

A further discussion is planned to compile an article for the Littlemore Local, informing residents of the work the Community response Team does and contact details for the team.

FC.54/21 Thames Valley Police report

No report received.

FC.55/21 Recommendation from the Transport Working Group.

Due to technical issues Cllr Lynda Comber delivered report on behalf on Cllr Tiago Corais.

The recommendation was that Littlemore Parish Council OPPOSE the proposed Controlled Parking Zone.

Cllr Lynda Comber proposed the recommendation.

Secunder by – Cllr Tiago Corais

Debate was held with input from Cllr Jane Pullen, Cllr Michael Evans, Cllr John Tanner, Cllr Gill Sanders and Cllr Maggie Willis.

Recommendation was Unanimously Agreed.

Resolved: Council agreed to oppose introduction of CPZ in Littlemore.

Cllr Michael Evans agreed to join transport working group.

Action point – Cllr Tiago Corais to arrange further meeting of transport working group to discuss LTN scheme including monitoring and reporting back issues.

FC.56/21 Receive Working Group

No further reports.

FC.57/21 Receive Pavilion & Workshop Project Update

Parish Clerk provided the following verbal report:

- Submission of the pre-planning application in final stages and will take 6 weeks to be returned and will be reported back to the new council. It is aimed to have in place a project management team by July 2021.

This will then give the Council a clear picture on costings of full project for buildings.

FC.58/21 Parish Council Elections 2021

Parish Clerk provided the following verbal report:

Littlemore PC have 16 seats up for election.

- 13 in Littlemore Ward
- 2 in Bodley Road Ward
- 1 in Sandy Lane West Ward

Notice of election and nominations will open 25th March 2021.

To request a Nomination paper- potential candidates can email the Clerk or visit website. If nominee details are required, then Clerk can provide.

Closing dates for nomination is 8th April 2021 by 4pm and need to be handed in in person.

FC.59/21 Calendar of meeting Dates

Parish Clerk provided the following verbal report:

Council members receive and note calendar of meeting dates for 2021.

All meetings have been scheduled to take place at The Oxford Academy, this is due to COVID restrictions and TOA is only place with large enough area to be able to hold 3 members of staff and potentially 16 councillors.

Next meeting is scheduled for Tuesday 13th April 2021, with the audit taking place on 19th April 2021 it was recommended to move this meeting to Tuesday 27th April 2021. This was accepted by full council.

It was suggested that Cllrs standing in May consider the Bi-monthly meetings going forward and for newly elected Cllrs to decide.

Resolved: Council agreed to change meeting date to 27th April 2021

FC.60/21 Return to Face-to-Face Meetings – May 2021

Parish Clerk provided the following verbal report:

- Current legislation allows for virtual meetings to take place, this expires on the 6th May 2021. Councils will need to return to face-to-face meetings thereafter.
- Clerk shared documentation on recommendations regarding return to face-to-face meetings.
- Clerk recommended minimal business should be concluded face to face and to allow as much business to continue online.

Parish Clerk and Cllr Lynda Comber suggested this be put on the Parish Forum Agenda as there was real concerns raised.

Action point – Clerk to request agenda item for Parish Forum.

FC.61/21 Receive Update from Oxfordshire County Council

Nothing to report.

Cllr Michael Evans raised concerns about Rosehill Roundabout.

Cllr Gill Sanders asked for details to be emailed.

FC.62/21 Receive Update from Oxfordshire City Council

Cllr John Tanner advised that the LTN's are now in place for 6 months, it is important that residents highlight concerns to the Cllrs for Littlemore and is still very disappointed that Littlemore PC were never consulted about the scheme.

Cllr John Tanner reported on the development next to the George Pub, there has been 2 sets of plans submitted, after speaking with planning officers it is understood that there are still concerns about adjoining land and who owns what.

Any application will not be heard until after elections now and this is likely to take place in June.

FC.63/21 Press Statement

No press statements.

Cllr Sue Stewart provided a quick update that a meeting has now been arranged to discuss dangerous crossing from Heyford Hill Sainsburys to Littlemore, this is affecting residents using Sainsburys and residents of the new St Nicholas place development crossing into Littlemore.

Action point – Cllr Sue Stewart to report back on this at the next meeting but feels this could be a potential press statement.

FC.64/21 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.

FC.65/21 Date of Next Meeting

Tuesday 27th April 2021

Cllr Lynda Comber moved

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.

Seconded by Cllr Gill Sanders

Meeting moved to exclusion of press and public, the Chairman thanked those in attendance for coming to the meeting and looks forward to seeing them all again.

Recording Stopped.

Update on agenda item 21/21 in January 2021 meeting regarding pest control tenders.

Parish Clerk updated members of council with new information as requested, it was highlighted that every month risk assessments are carried out and that this is now a 'High Risk of Trips and Falls'. A debate was held with input from members of council.

Proposed by - Cllr John Tanner

'Littlemore Parish Council has discussed this issue, taking into account all facts provided by Parish Clerk and Council is happy to leave this at this stage and for a review to take place within 12 months'.

Seconded by – Cllr Margaret Wareing

For- 7

Against- 2

Carried

Resolved: Council agreed to recommendation not to treat moles in three parks.

Parish Clerk advised Council that he accepts the vote. But advised he will highlight in minutes that the Council has taken this decision and decided to accept the risks caused by these mole hills.

Meeting closed 20.48pm

Signed as a true and accurate record.

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Cllr Lynda Comber
Chairman
Littlemore Parish Council
Tuesday 27/04/2021