

**LITTLEMORE PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 27th APRIL 2021, VIA ZOOM VIDEO LINK**

Present: Councillor Lynda Comber (Chairman)
Councillor's – Macer Wicker (Vice Chairman), Jan Pullen, Gill Saunders, Maggie Willis, Sue Aldridge, Kim Wicker, Margaret Wareing, Tiago Corais, John Tanner, Sue Stewart

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

Staff: Dr. Judith Godsland (Littlemore Local Editor)

In attendance

Two Members of the public present
Val Churchill - Locality Support Officer (Oxford City Council)
Alex Fleet - Community Response Team (Oxford City Council)

Meeting opened – 19:00

FC.71/21 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.

FC.72/21 Apologies for absence

Cllr Dorian Hancock COVID 19 Exemption
Cllr Anita Fisher COVID 19 Exemption

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

FC.73/21 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.75/21 Minutes of Council Committees Meetings

Full Parish Council Meeting Tuesday 9th March 2021

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

FC.76/21 Clerk's Update

Parish Clerk provided the following verbal report:

- 1st half of precept requested has been received from Oxford City Council.
- Pest Control in parks now in place with bait boxes put down, maintenance team are aware and pest controller has gone through with them.

FC.77/21 Chair Update

Cllr Lynda Comber provided the following verbal report:

- Parish Forum took place on Monday 29th March 2021, Cllr Jan Pullen and Clerk were in attendance. It was highlighted about the need for better communication from Oxfordshire County Council on matters but full agenda item on this was deferred to next meeting.

FC.78/21 Correspondence

Parish Clerk provided the following verbal report:

- Thames Valley Police
The team has welcomed two new PC's, PC Goodchild and PC Collins with PC Kirby moving teams.
Crimes in Littlemore – rise in Bike thefts from sheds and other crime has not seen much increase, Littlemore is a low crime area.
Due to COVID we have lowered our presence in the public built as restrictions ease, we are looking to engage more.

Residence Correspondence

- Alex Ingleton has contacted Parish Council to request funding to paint art on a disused board at St.Nicholas Rod shops. The Parish Clerk has advised that the residents need to go to Oxford City Council and must complete a public consultation. The Clerk asked Council to further note that grants cannot be given to individuals.
- Local resident has contacted the Parish Council as they are keen to assist with the local Neighbourhood plan and contribute to the group.

Action Point: Clerk to forward details to lead Councillor.

- Baptist Church thanked Council for £500 donation for the food bank.
- Keep Britain clean emailed Council with details of this years event.
Cllr John Tanner to pass on contacts to help Parish Council organise in future.
Referred to the new council, successful candidate Anna Railton has agreed to set up when Cllr.

FC.79/21 Oxfordshire County Council 'Bus Shelter'

Parish Clerk provided the following verbal report:

Oxfordshire County Council have advised that a sum of £10,000 has been allocated towards the provision of a bus shelter on Oxford Road (opposite David Nicholls Close). It is likely Oxford Direct Services would install the Shelter.

Costs to be covered are raised curb side, real time information and bus shelter, any funds left will be passed to Parish Council to maintain.

Clerks' recommendation - To request a formal proposal which would seek full details of proposed bus shelter including ongoing cost. Further to this to seek a formal quote from insurance company to cover.

Proposed by Cllr Tanner to agree in principle pending response and for new council to make formal decision.

Seconded by: Cllr Gill Sanders.

Vote: For – 10 Against – 2
Motion carried.

FC.80/21 Littlemore Local Update

Dr Judith Godsland provided the following verbal report:

- Copy is to go out before the parish council meeting, please advise if you want to submit copies it would be before the meeting.

Parish Clerk recommended a delay to edition to allow details of new council to be published.

Action Point: Clerk to discuss with editor final details for next edition.

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

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

- Littlemore PC and Oxford City Council have made great progress, in last meeting Joseph Barrett agreed to speak with The Oxford Academy regarding details for Youth Council from September 2021.

Alex Fleet - Community Response Officer provided the following report

- Currently the team are dealing with 13 cases which range from ASB, fly tipping and bonfire breeches.
- Residents and Cllrs encouraged to email Safer Oxford with concerns.

Cllr Gill Sanders raised concerns of residents in Alice Smith Square about the amount of trouble and police presence in recent months. Alex confirmed that the team were working with other local authorities to address issue.

Parish Clerk informed Council that he had a discussion with a group of footballers on Herschel Crescent who are interested in inviting the community along to take part. It was requested for a meeting of the group and Council to meet to discuss how we can work together. Before anything can be agreed Clerk will check with insurers to see if this is covered by our insurance.

Action Point: Clerk to contact insurers.

FC.82/21 Adoption of Council Policies

Parish Clerk provided background to both policies before recommendation was put to Council a short debate took place.

Recommendation: Council to adopt following policies

- a. LPC Member & Officer Protocol
- b. LPC Email Policy

Proposed by: Cllr Lynda Comber to accept recommendation.
Seconded by: Cllr Kim Wicker

Vote: For – 7 Against – 4

RESOLVED: Council agreed to adopt Member & Officer Policy and Email Policy.

FC.83/21 Financial Report:

Parish Clerk presented Council with following financial matters to be discussed and agreed by Council.

To receive the Internal Auditors Report for the Year 2020/21

The internal report was presented to full Council, the report covered that the Council had been non-compliant in two areas. Members discussed all of report and noted and agreed response provided by Clerk.

To review and approve effectiveness of Internal Report.

Council reviewed report and approved.

To review and approve updated Asset Register date 31st March 2021.

Council reviewed Asset Register for Littlemore Parish Council valued at £389,319.69

Proposed by Cllr Lynda Comber Seconded by: Cllr Gill Sanders

Vote: Unanimously agreed.

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))

The Parish Council **RESOLVED** to agree the Annual Governance Statement 2020/21. (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.

The Parish Council **RESOLVED** to agree that the Annual Governance Statement be signed by the Chairman and the Clerk.

c) Accounting Statements

To agree the Accounting Statements 2020/2021 (Section 2 of the AGAR).

The members considered the Accounting Statements.
The Parish Council **RESOLVED** to agree the Accounting Statements 2020/21. (Section 2 of the AGAR).

d) Accounting Statements

To agree the Accounting Statements 2020/2021 be signed by the Chairman.

The Parish Council **RESOLVED** to agree that the Accounting Statements 2020/21 be signed by the Chairman. They had already been signed by the Responsible Financial Officer (RFO).

e) Public Inspection Period

To adopt the public inspection period for 2020/2021 accounts, commencing on Thursday 3rd June 2021 to Wednesday 14th July 2021

The Parish Council **RESOLVED** to adopt the public inspection period for the 2020/21 accounts of Thursday 3rd June 2021 to Wednesday 14th July 2021.

FC.85/21 Finance Committee Recommendations

Cllr John Tanner provided the following recommendations of Finance Committee held on Thursday 1st April 2021:

- For Council to approve the earmarked reserve report attached to agenda.
- For Council to approve Financial Risk Assessment attached to agenda.

Proposed by: Cllr John Tanner Seconded by: Cllr Lynda Comber

Vote: Unanimously agreed.

FC.86/21 Recommendation from Transport Working Group

Cllr Tiago Corais presented Council with the attached recommendations from Transport Working Group

Cllr Macer Wicker raised concerns about the current Mobile SID as these are now requiring repair for second time in only two years. Following discussion Cllr Lynda Comber suggested that the Parish Clerk write to the manufacturers when the new Council are in place to raise these concerns. This was agreed by Council.

Cllr Tiago Corais proposed the full list of recommendations.
Seconded by: Cllr Lynda Comber

Vote: Unanimously agreed.

Parish Clerk advised Council that the scheme for Oxford Road was progressing, a road closure notice has now been issued for a three-month period, Cllr Tanner advised that the works may commence in June 2021.

FC.87/21 Receive Working Group Reports

No further working group reports.

FC.88/21 Receive Pavilion & Workshop Project Update

Parish Clerk provided the following verbal report:

- Information on building dimensions and materials to be used have been received with assistance from Cllr macer Wicker. The formal pre-planning application has been submitted and this can take between 6-8 weeks.

Cllr Macer Wicker advised Council that he wishes to remain on this working group to see the project through to the end.

FC.89/21 Planning Report

Cllr Sue Stewart provided following verbal report:

- A meeting has now be held with representatives from Oxford City Council and Oxfordshire County Council regarding the dangerous crossing at Sainsburys which prevents great risk to residents at St.Nicholas place. It was agreed to provide a report on this subject.

Due to purdah during the election period this will be presented to next Council.

FFC.90/21 Return to Face-to-Face Meetings – May 2021

Parish Clerk provided following verbal report:

On 6th May 2021 *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and*

Wales) Regulations 2020 will cease. This decision by HM Government is being challenged in high court and we await the results.

Meanwhile this means that meetings of council where a lawful decision is to be made must be held face to face from 7th May 2021. Working group meetings may continue to take place via Microsoft teams, our new streaming provider.

Following meetings with The Oxford Academy (OX4 Team) suitable rooms have been located, risk assessments will be completed and implemented by 7th May 2021 and a copy will be given to each Councillor.

Clerk recommended to delay Annual Meeting of Council until Monday 24th May 2021.

Proposed by: Cllr Lynda Comber
Seconded by: Cllr John Tanner

Vote: Unanimously agreed.

FC.91/21 Receive Update from Oxfordshire County Council

Cllr Gill Sanders wished Littlemore Parish Council the best of luck for the future, placing on record thanks to Cllr Comber for the amazing job done as Chairman for 5 years in difficult circumstances.

Cllr Sanders also placed on record her thanks to Richard Wilkins as the Parish Clerk, who has over the past 3 and half years improved the way Council operates and hopes he continues in the role for many years with support of the new Council.

FC.92/21 Receive Update from Oxford City Council

Cllr John Tanner echoed Cllr Gill Sanders comments and feels privileged to have been part of the Parish Council for 19 years.

FC.93.21 Parish Council Elections 2021

Cllr Lynda Comber congratulated all candidates who stood and will become elected to represent Littlemore Parish Council from 10th May 2021.

Cllr Comber wished to thank Cllr Gill Sanders, Cllr John Tanner and Cllr Dorian Hancock for the work they have done in the Parish over many years.

Cllr Comber wished to place on record her gratitude to Cllr Macer Wicker for being a supportive Vice Chairman and being on hand when required and thank you to Cllr Kim Wicker for completing the role on the Councils internal controls.

Finally, Cllr Lynda Comber wished to place on record a huge thank you to the Parish Clerk, who since stepping into the role has been a tremendous support and has worked tirelessly to bring Littlemore Parish Council to where it is today and hopes that going forward, future members of Council work with him to continue this success.

FC.94/21 Press Statements

No press statements required.

FC.95/21 Agenda items for Next meeting

No motions to be submitted to next agenda due to Annual Meeting of Council.

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.

Clerk advised the Chairman that a 10-minute extension is required to proceed.

Council agreed to 10-minute extension.

FIN.96/21 Quotations for Works-

Parish Clerk provided following report:

- a) Herschel Crescent Fencing (Cycle Trackside)
Two quotes have been received, both are over the limit of £25,000 and would therefore, need to be published on contract finder.

However, if Council agrees they can advertise these tenders on its own website and not use contract find.

Proposed by: Cllr John Tanner to advertise on website.
Seconded by Cllr Lynda Comber

Vote: Unanimously agreed.

- b) Entrance Paths – 3 x Herschel Crescent and 1 x Eastern-by-Pass Park
One quote has been received to resurface the entrances at four areas.
Quote 1 £5,213.54 from Oxford Direct Services.

Proposed by: Cllr Lynda Comber to except quote
Seconded by: Cllr John Tanner.

Vote: Unanimously agreed.

FC.97/21 Date of Next Meeting

Monday 24th May 2021 – The Oxford Academy

Meeting closed 20.48pm

Signed as a true and accurate record.

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Chairman
Littlemore Parish Council
Monday 24th May 2021

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