

**LITTLEMORE PARISH COUNCIL  
MINUTES OF A MEETING OF THE PARISH COUNCIL MEETING  
HELD ON MONDAY 24<sup>th</sup> MAY 2021, The Oxford Academy**

Present: Councillor Lynda Comber (Chairman)  
Councillor's – Tiago Corais, David Henwood, Janice Pullen, Michael Evans, Sue Stewart, Maggie Willis, Susie Aldridge

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

One Member of the public present  
Val Churchill - Locality Support Officer (Oxford City Council)

Meeting opened – 19:00

**FC.98/21 Election of Chairman**

Cllr Lynda Comber placed on record her thanks to the Council and Parish Clerk for all the support since she was elected Chairman. Lynda wished the Council well for the future.

Cllr Lynda Comber sought nominations for Chairman.

Cllr Janice Pullen nominated Cllr Sue Stewart, nomination was accepted and seconded.

Cllr Sue Stewart was unanimously voted in as Chairman. Cllr Lynda Comber officially stood down as Chairman and Councillor for Littlemore Parish Council.

**Resolved: Cllr Sue Stewart duly elected as Chairman of Littlemore Parish Council**

**FC.99/21 Receive Declaration of Acceptance of Office (Chairman)**

Cllr Sue Stewart signed 'Declaration of Acceptance of Office' witnessed by Proper Officer and counter signed.

**FC.100/21 Formal Thanks to Outgoing Chairman Cllr Lynda Comber**

Members of the new Council thanked Cllr Lynda Comber for her dedication, commitment and hard work whilst serving as the Littlemore Parish Council Chairman. Flowers were also presented by the Clerk.

**FC.101/21 Co-Option of the New Members of Council**

Parish Clerk informed members of current vacancies on Littlemore PC following elections and provided details on co-option.

Two requests received from Nadine Bely-Summers and Michele Paule to join Council by co-option.

Both requests were unanimously agreed by Council.

**Resolved: Cllr Nadine Bely-Summers and Cllr Michelle Paule co-opted to Littlemore Parish Council.**

**FC.102/21 To receive the Declaration of Acceptance of Office (Co-opted members)**

Cllr Nadine Bely-Summers signed 'Declaration of Acceptance of Office' witnessed by Proper Officer and counter signed.

**FC.103/21 Election of Vice Chair**

Cllr Sue Stewart advised Council that it is not mandatory to elect a Vice Chairman and asked if anyone wished to stand.

Cllr David Henwood nominated himself, seconded by Cllr Susie Aldridge

Agreed by majority.

**Resolved: Cllr David Henwood elected as Vice Chairman for Littlemore Parish Council.**

**FC.104/21 Apologies for Absence**

Cllr Kevin McGlynn - Childcare  
Cllr Anna Railton – Holiday

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

**FC.105/21 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 Sue Stewart reminded members that declarations can be made at any point during meeting.

**FC.106/21 Future Meetings of Council**

Parish Clerk updated members with the High Court proceedings on virtual meetings. Council members were given legal guidance by Clerk on holding meetings both virtually and face to face.

Parish Clerk recommended

- a) Working Groups to meet virtually as no legal requirement on decisions in meetings.

- b) Committees meet as working groups for period of three months, with any recommendations or legal processes taken to Full Council meetings.
- c) Full Council meet in person 2<sup>nd</sup> Tuesday of each month.

Parish Clerk advised Council of duty of care to employees during global pandemic and felt the above would meet the duty of care requirements, whilst allowing Council to function legally with Scheme of Delegation.

A debate took place between members of Council.

Cllr David Henwood proposed all committees meet face to face, second by Cllr Susie Aldridge.

Carried

Parish Clerk requested it be noted in minutes that decision of Council made against guidance provided.

### **FC.107/21 Appointment of Committees until May 2022**

#### **Finance & General Purposes Committee**

#### **AGREE the terms of reference for Finance & General Purposes Committee**

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

#### **AGREE that Five members be APPOINTED to the Finance & General Purposes Committee for 2021/22.**

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

#### **APPROVE the APPOINTMENT of councillors as members of the Finance & General Purposes Committee for 2021/22**

Councillors: Susie Aldridge, Tiago Corais, David Henwood, Sue Stewart, Maggie Willis.

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

#### **APPROVE the APPOINTMENT of councillor as substitute members of the Finance & General Purposes Committee for 2020/21**

Councillors Michael Evans.

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed.

**APPROVE the APPOINTMENT of the Chairman of the Finance Committee for 2020/21**

Councillor David Henwood

Proposed by: Cllr Aldridge  
Seconded by: Cllr Evans  
Unanimously Agreed.

**Planning Committee**

**AGREE the terms of reference for Planning Purposes Committee**

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

**AGREE that Five members be APPOINTED to the Planning Committee for 2021/22.**

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

**APPROVE the APPOINTMENT of councillors as members of the Planning Committee for 2021/22**

Councillors: Susie Aldridge, Nadine Bely-Summers, Michael Evans, Kevin McGlynn, Janice Pullen.

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

**APPROVE the APPOINTMENT of councillor as substitute members of the Planning Committee for 2020/21**

Councillors Anna Railton

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed.

**APPROVE the APPOINTMENT of the Chairman of the Planning Committee for 2020/21**

Councillor Janice Pullen

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed.

**Personnel Committee**

**AGREE the terms of reference for Personnel Committee.**

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

**AGREE that Five members be APPOINTED to the Personnel Committee for 2021/22.**

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

**APPROVE the APPOINTMENT of councillors as members of the Personnel Committee for 2021/22**

Councillors: Susie Aldridge, Michael Evans, David Henwood, Sue Stewart, Maggie Willis.

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

**APPROVE the APPOINTMENT of councillor as substitute members of the Personnel Committee for 2020/21**

Councillors Janice Pullen

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed.

**APPROVE the APPOINTMENT of the Chairman of the Personnel Committee for 2020/21**

Councillor Maggie Willis

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed.

**Policy Committee**

Council agreed to disband Policy Committee with Parish Clerk asked to bring to Council's attention new or amended Policies.

**FC.108/21 Appointment of Working Groups until May 2022 (Annex C LPC Working Groups)**

**Approve Terms of Reference for Working Groups**

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais  
Unanimously Agreed

**Approve number of Councillors on Working Groups**

Pavilion	4	Transport & Connectivity	4
Grants	4	Youth Council	2
Neighbourhood Plan	3	Community Engagement	4
Climate & Biodiversity	3		

Cllr David Henwood proposed that the Pavilion Working group be part of the Finance and General Purposes Committee. A short debate for and against were heard.

Proposal second by Cllr Maggie Willis.

Vote: For 3 Against 4  
Motion not carried.

Cllr Sue Stewart proposed number of Councillors on Groups, seconded by Cllr Tiago Corais.  
Carried

**To receive nominations and appoint members to Working Group and elect one member to be Lead for the Working Groups**

Climate & Bio-diversity

Cllr Susie Aldridge  
Cllr Tiago Corais  
Cllr Kevin McGlynn (L)  
Cllr Janice Pullen  
Cllr Sue Stewart

Community Engagement

Cllr Susie Aldridge  
Cllr Kevin McGlynn (L)  
Cllr Janice Pullen  
Cllr Sue Stewart

Grants

Cllr Susie Aldridge  
Cllr Anna Railton  
Cllr Maggie Willis (L)  
Cllr Sue Stewart

Neighbourhood Plan

Cllr Nadine Bely-Summers  
Cllr Tiago Corais  
Cllr Maggie Willis (L)

Transport & Connectivity

Cllr Tiago Corais (L)  
Cllr Michael Evans  
Cllr Kevin McGlynn  
Cllr Anna Railton

Pavilion

Cllr Susie Aldridge  
Cllr Michael Evans  
Cllr David Henwood (L)  
Cllr Kevin McGlynn

Youth Council

Cllr Tiago Corais (L)

(L) – Lead Member

Proposed by Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais

Lead for Transport and Connectivity

Cllr Michael Evans  
Proposed by Cllr David Henwood  
Seconded by Cllr Susie Aldridge

Cllr Tiago Corais  
Proposed by Cllr Sue Stewart  
Seconded by Cllr Janice Pullen

Vote  
Cllr Evans 3 Cllr Corais 4

Cllr Tiago Corais was appointed as lead.

Chairman to Council requested to be invited to first meeting of each working group.

Parish Clerk advised Council that he will send out details for first meeting dates to meet on teams and ask everyone responds in good time.

Parish Clerk recommended leads of each working group submit a written report to Council to enable members to prepare any questions in advance.

Parish Clerk advised Council that the Village Hall has offered its facility for free until August 2021 to say thank you for previous grants provided.

### **FC.109/21 Review of Council memberships of other bodies.**

a) To receive annual report of representative to outside bodies till May 2022

No reports received.

b) To make appoint of representative to sit on following outside bodies.

Iffley Charities – Cllr Susie Aldridge and Cllr Maggie Willis

Proposed by Cllr Sue Stewart      Seconded by Cllr Susie Aldridge  
Unanimously agreed.

Littlemore Community Association – Vacant

Littlemore Partnership – Cllr Sue Stewart and Cllr Janice Pullen

Proposed by Cllr Sue Stewart      Seconded by Cllr Tiago Corais  
Unanimously agreed.

### **FC.110/21 Agree Banking Arrangements**

Parish Clerk explained to members the requirements as per Financial Regulations, the accounts require a minimum of two councillors to be signatories, the Clerk is also signatory as RFO.

Cllr Sue Stewart and Cllr Maggie Willis agreed to be signatory.

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Janice Pullen  
Unanimously agreed.

### **FC.111/21 Review and agree updated inventory of fixed assets.**

Parish Clerk advised members following the purchase of Councillor tablets the value of assets held by Littlemore PC stands at **£391,889.98**.

Proposed by: Cllr Sue Stewart  
Seconded by: Cllr Tiago Corais

Unanimously Agreed

**Action Point: Clerk to email updated register to members.**

**FC.112/21 Members Attendance Register 2020/21**

Members present noted Attendance Register for 2020/21.

**FC.113/21 Minutes of Parish Council Meeting**

Tuesday 27<sup>th</sup> April 2021                      Full Parish Council Meeting

**Resolved: To agree and sign as a correct record the minutes of the Parish Council meeting held on Tuesday 27<sup>th</sup> April 2021.**

**FC.114/21 Minutes of Council committee Meetings**

Thursday 25<sup>th</sup> March 2021                      Planning Committee

**Resolved: To agree and sign as a correct record the minutes of the Parish Council meeting held on Thursday 25<sup>th</sup> March 2021**

**FC.115/21 Clerks Update**

Parish Clerk reported that since last meeting the main concentration has been the elections, new member processes and tablet/councillor guide set up.

**FC.116/21 Chair Update**

Cllr Sue Stewart had nothing to report due to being newly elected.

**FC.117/21 Correspondence**

Resident Email Cowley Railway Line

Parish Clerk advised that local resident wanted update and Parish Council views on matter.

**Action Point: Clerk to forward to Council, Chairman will produce response on Council's behalf.**

**FC.118/21 Receive Update from Oxfordshire County Council**

No Report.

**FC.119/21 Oxford City Council**

Cllr Tiago Corais provided following report.

- Oxford City Council newly appointed cabinet is very diverse group of Councillors, and a number of meetings will be held shortly of new Committees which Cllr Corais sits on three.



- There are 10 apprenticeships available, applications close 13<sup>th</sup> June 2021 and all details are online.
- Redbridge Park and ride will be fitted out 32 rapid electric chargers.

Val Churchill added that the COVID winter support grant will finish on the 21<sup>st</sup> June, any groups should be directed to email City Council website.

**FC.120/21 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.

Cllr David Henwood wished to thank the Clerk for setting up successful meeting in difficult circumstances.

Cllr Sue Stewart extended this to thank the Clerk for the work put into the preliminary training and packs giving to all new Councillors.

**FC.121/21 Date of Next Meeting**

Tuesday 13<sup>th</sup> July 2021 – The Oxford Academy

Meeting closed 20.48pm

Signed as a true and accurate record.

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Cllr Sue Stewart  
Chairman  
Littlemore Parish Council  
Tuesday 13<sup>th</sup> July 2021