

19th May 2022

Dear Councillor,

You are summoned to attend a meeting for Blackbird Leys Parish Council on Tuesday 24th May 2022 at 7.00pm, to the Blackbird Leys Community Centre.

Members of the public wishing to address the Council during the formal meeting must make the Chairman aware of their intention before the meeting starts.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The meeting will be recorded for the purpose of minute taking, in accordance with our Standing Orders. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

Yours sincerely

E Kearney
Parish Clerk

AGENDA

Annual Meeting of the Council

1. Election of the Chairman

- i. To elect a chairman and receive their 'acceptance of office' form.
- ii. To agree for the chairman to attend the Chairmanship training course by the OALC if it has not already been attended.
- iii. To confirm the date of the 'Annual Meeting of the Parish' 2023.

2. Election of the Vice-Chairman

- i. To elect a vice-chairman.
- ii. To agree for the vice-chairman to attend the Chairmanship training course by the OALC if it has not already been attended.

3. Apologies

To be received.

4. Declarations of Interest & Applications for Dispensation

To receive any Declarations of Interest

5. Minutes of the previous meeting

To confirm as a true record the minutes of the full parish council meeting held Tuesday 26th April 2022.

6. Public Participation

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

7. Regeneration update

To be received.

8. To receive Councillor Reports

Please note written reports are to be circulated before the meeting.

1. County & City Councillors
2. Parish Councillors

9. Planning Committee

To agree to -

1. Continue with the planning committee.
2. Continue with the current delegated powers/terms of reference.
3. Change the committee quorum from 5 councillors to 3.
4. Hold the planning committee meeting on the second Tuesday of the month or propose another date and time.

To elect the -

5. Members on to the Planning Committee
From the elected members appoint a
6. Planning Committee Chairman.
7. Planning Committee Vice Chairman.
8. Planning Committee minute-taker.

10. Staffing Committee

1. To agree to continue with the staffing committee.
2. To agree the terms of reference for the committee
To elect the following roles -
3. Staffing Committee Chairman.
4. Two councillors to serve on the Staffing Committee.
5. An alternative member to the Staffing Committee (this is in case one of the other two councillors cannot attend).
6. To agree the clerk's annual appraisal date to be held in the first week in October 2023.
7. To agree for appraisal training for the Staffing Committee members if they have not already attended

11. Grants Working Group

1. To agree to continue with the grants working group
2. To appoint members to the grants working group.
3. To agree the first meeting date as the first week in February 2023, to review the January 2023 applications.

12. Strategic Aims Working Group

1. To agree to continue with the Strategic Aims Working Group.
2. To appoint members.
3. To agree a date in the first week in June 2022 to work on the 2022-23 aims.

13. Events Working Group

1. To agree to continue with the Events Working Group.
2. To appoint members.
3. To agree to meet on Tuesday 31st May 2022, time to be confirmed.

14. Jubilee Event

To agree to co-host the Queen's Jubilee bring-your-own-picnic event, and to award up to £1000 to cover the costs, to ratify decision via email.

15. Policies, Procedure and Document review

To review and accept the

1. Risk Assessment
2. Asset Register.
3. Standing Orders 2018.
 - i. To appoint the Clerk as the Data Protection Officer.
4. The Complaints Procedure.
5. Financial Regulations 2019
6. Vexatious Complaints policy.
7. The Representative's Protocol.
8. The Freedom of Information policy.

16. Representatives

To appoint a councillor to act as a representative for the following portfolios, as per the Representative Protocol.

1. Planning
2. Health and wellbeing
3. Environment
4. To reappoint Cllr Nowland as the representative for the Oxford City Council Standards Committee.

17. Outside Groups

To agree to receive a report from

1. Neighbourhood Watch

18. Year End Audit figures 2021-22 (AGAR Figures)

To review and note the

1. Annual Internal Audit Report 2021-22
2. Annual Governance Statement
3. Signed Accounting Statement
4. Statement of Variances
5. Clerk to advise of restatement of figures from 2020-21.
6. Clerk to confirm the dates of Electors rights

19. Planning Applications

To review the following application from Oxford City Council

	Application	Address	Ward	Deadline
1.	22/00694/CT3 DEL Renewal and relocation of 3no. bin stores and associated landscaping.	201 To 223 225 To 247 And 249 To 271 Field Avenue Oxford Oxfordshire OX4 6PG	Blackbird Leys	27.05.2022
2.	22/01089/FUL DEL Erection of a single storey rear extension. Reconstruction of the roof and formation of 1no rear dormer in association with a loft conversion. Insertion of 3no rooflights to the front elevation. Alterations to the existing front porch.	66 Watlington Road Cowley Oxford Oxfordshire OX4 6SR	Blackbird Leys	12.06.2022

3.	22/01050/T56 DEL Application for prior approval to install 'slim line' phase 8 monopole c/w wraparound cabinet at base, 3no. additional ancillary equipment cabinets and associated ancillary works.	Land Opposite Normandy Crescent Eastern By-Pass Road Oxford Oxfordshire OX4 2TJ	Blackbird Leys	12.06.2022
4.	22/00949/FUL COMM Erection of commercial building (use classes E(g)(ii), E(g)(iii) and B2 applied flexibly) with associated access, parking, landscaping and ancillary development.	Gas Holder Station Watlington Road Cowley Oxford Oxfordshire OX4 6LX	Blackbird Leys	12.06.2022

20. Financial Matters

1. Precept figure 2022 -23

To confirm the precept figure for 2022-2023.

2. Councillor email addresses

To agree to pay for a mailbox at an approximate cost of £70 each.

Councillors to have their own mailbox (9) and to also include an 'Events' mailbox. 10 in total

3. Internal Financial Controller

To confirm the review of invoices against the cashbook payments.

4. Training

To approve training for all councillors that have not completed the Roles and Responsibilities course.

5. Income

To confirm income for April and May 2022.

6. Cashbook

To agree the cashbook payments for May 2022.

7. Standing Orders

To agree to continue to pay the clerk's salary and pension by standing order.

8. Internal Financial Controller

To elect the Internal Financial Controller.

21. To propose items for the next agenda

22. Date for the Next Meetings

- a) Planning Committee – Monday 14th June 2022 (TBA)
- b) Full Parish Council – Tuesday 24th May 2021.