

BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Annual Meeting of the council held on Tuesday, 26th May 2026, at 7.00 pm
at the Leys Leisure Centre.

MEMBERS PRESENT: Parish Councillors: Imade Edosomwan, Natalie Webb, Gillian Taylor, David Newman, Kathy Balsamo, Barrie Finch, Michael Osborne, Morgan Wilkinson, Melissa Latchman, Maria Fancaria, Millie Henson and Steve James.

OTHER COUNCILLORS: **City Councillors:** None.
County Councillor: Imade Edosomwan.

OFFICERS PRESENT: **Clerk to the Council:** Emma Kearney

OTHERS PRESENT: **Members of the Public:** 4

APOLOGIES: The following apologies were received:
Parish Councillors: Brian Lester and Hassan Sabriye.
City Councillors: Simon Ottino, Linda Smith and Lubna Arshad.
Peabody Development Manager: Kris Hall
Oxford City Council Regeneration Manager: Karoline Soisalo de Mendonca.

Annual Meeting of the Council

- FC11/26 ELECTION OF THE CHAIR**
It was **RESOLVED** by unanimous vote to elect Cllr Webb as Chair for 2026-27.
It was **NOTED** that the Acceptance of Office form was signed.
It was **NOTED** that the Chair would attend the OALC Chairmanship training course if not already attended.
- FC12/26 ELECTION OF THE VICE-CHAIR**
It was **RESOLVED** by unanimous vote to elect Cllr Newman as Vice-Chair for 2026-27.
It was **NOTED** that the Acceptance of Office form was signed.
- FC13/26 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None
- FC14/26 PUBLIC PARTICIPATION**
It was **NOTED** that a former councillor attended to return council noticeboard keys.
- FC15/26 MINUTES OF THE PREVIOUS MEETING**
It was **RESOLVED** by unanimous vote to accept the minutes of the Parish Council meeting held on Tuesday 31st March 2026 as a true record.
- FC16/26 REGENERATION UPDATE**
A written report from Peabody had been circulated to councillors in advance of the meeting.
- FC17/26 COUNCILLOR UPDATE**
Councillors present introduced themselves to council.
- FC18/26 VENUE**
It was **RESOLVED** by unanimous vote to continue holding meetings at the Leys Leisure Centre and to confirm the hire arrangements for 2026-27.
- FC19/26 COMMITTEES AND WORKING GROUPS**
1. Planning Committee
It was **RESOLVED** by unanimous vote to suspend the separate Planning Committee and to consider planning applications within ordinary Full Council meetings.

It was **NOTED** Planning Committee should circumstances change, the reminded Councillors the Chair can call an extraordinary meeting if necessary.

2. Staffing Committee

Additional items were proposed and it was **AGREED** for these items to be sent to the clerk, and this matter would be rescheduled for a future meeting to include the additional items.

3. Events Committee

- It was **RESOLVED** by unanimous vote to continue with the Events Committee for 2026-27.
- It was **RESOLVED** by unanimous vote to approve the updated Terms of Reference.
- It was **RESOLVED** by unanimous vote to elect Cllr Latchman as Events Committee Chair.
- It was **NOTED** that Cllr Fancaria, Cllr Taylor, Cllr Newman, Cllr Finch and Cllr Latchman would serve on the Events Committee.

4. Working Groups

It was **NOTED** councillors also wish to form a Strategic Aims and for website working group, and this matter along with the Terms of Reference would to be brought to a future agenda.

FC20/26

POLICIES, PROCEDURES AND DOCUMENT REVIEW

It was **RESOLVED** by unanimous vote to adopt the following policies with no change:

1. Code of Conduct
2. Complaints Procedure
3. Equality and Diversity Policy
4. Financial Regulations 2024
5. Health and Safety Statement
6. Training and Development Policy
7. Standing Orders 2025.

FC21/26

COUNCILLORS' PORTFOLIOS (REPRESENTATIVE PROTOCOL)

It was **RESOLVED** by unanimous vote to appoint the following councillors as representatives for 2026-27, in accordance with the Representative Protocol:

1. Planning — Cllr Wilkinson
2. Health and Wellbeing — Cllr James
3. Environment and Climate Change — Cllr Henson
4. Transport — Cllr Fancaria
5. Community Safety — Cllr Osborne
6. Pride in Place (representative) — Cllr Latchman
7. Pride in Place (alternate) — Cllr Newman

It was **AGREED** that the Website portfolio would be left vacant for now and revisited at a future meeting.

FC22/26

REVIEW OF MEMBERSHIPS AND SUBSCRIPTIONS

It was **RESOLVED** by unanimous vote to confirm the following memberships and subscriptions for 2026-27:

1. OALC (Oxfordshire Association of Local Councils) — £2,611.61 (paid April 26)
2. SLCC (Society of Local Council Clerks) — £150.00
3. Information Commissioner's Office (ICO) — £45.00
4. Website — 12 mailboxes — £1,100.00
5. Office 365 — £80.00
6. Dropbox — £200.00

7. Parish Online (mapping software) — £500.00
8. Zoom — £200.00
9. Oxfordshire Neighbourhood Planning Alliance (ONPA) — £25.00 (paid April 2026).

FC23/26 FINANCIAL MATTERS

1. Grants

It was **RESOLVED** by unanimous vote to increase the maximum award under the Small Grants Policy to £1,000 per grant.

2. Review of Insurance Arrangements

It was **NOTED** that the Clerk, as RFO, confirmed current insurance cover is adequate for 2026-27, and that the new noticeboards have been added to the policy.

3. Standing Orders / Direct Debits

It was **RESOLVED** by unanimous vote to continue making the following payments via standing order or direct debit for 2026-27:

1. Clerk's salary
2. Working from Home Allowance
3. Pension
4. HMRC contributions
5. Mobile phone contract
6. Corporate card fee
7. Bank account fee

4. Internal Financial Controller

It was **RESOLVED** by unanimous vote to elect Cllr Edosomwan as Internal Financial Controller for 2026-27.

5. Bank Mandate Review

It was **RESOLVED** by unanimous vote to confirm the approved bank signatories for 2026-27 as Cllr Webb, Cllr Newman, Cllr Latchman and Cllr Taylor.

6. Income

It was **NOTED** there was no income to report for May 2026.

7. Cashbook

It was **RESOLVED** by unanimous vote to approve the cashbook purchases and payments for May 2026, totalling £3,055.09, as follows:

Date	Payee	Description	Total
11/05/2026	Lloyds Bank	Corporate Card Monthly Fee	£3.00
11/05/2026	Microsoft	Office 365 Subscription	£138.24
11/05/2026	Oxfordshire County Council	May Pension	£489.03
26/05/2026	Clerk	May Wages	£1,548.68
26/05/2026	Clerk	Working from Home Allowance – May 2026	£24.00
26/05/2026	Leisure Solutions Community Trust	Hall Hire — April 2026 (3 sessions)	£185.50
26/05/2026	Leisure Solutions Community Trust	Hall Hire — May 2026 (3 sessions)	£166.64
26/05/2026	Oxford Afrobeats Festival	Small Grant — Section 137	£500.00

26/05/2026	OALC	Training — Addressing the Biodiversity Crisis	£66.00
		Total	£3,055.09

FC24/26

NOTICEBOARDS

It was **RESOLVED** by unanimous vote that Cllr Edosomwan would continue to maintain the noticeboards for 2026-27.

It was **AGREED** that printer ink and paper would continue to be provided by the Clerk upon request.

It was **AGREED** that an item to identify a volunteer to find further noticeboard locations would be added to a future agenda.

FC25/26

ITEMS FOR THE NEXT AGENDA

- AGAR figures
- Notice to the electors (public rights period)
- Staffing Committee Terms of Reference (deferred)
- Strategic Aims Working Group Terms of Reference
- Website portfolio
- Noticeboard locations volunteer

Councillors are reminded that proposals for agenda items must be submitted to the Clerk in writing at least 10 clear days before the meeting (Standing Order 9b) and can only be included on the agenda ready for council review.

The next ordinary meeting of the Full Parish Council will be held on Tuesday 30th June 2026 at 7.00 pm at the Leys Leisure Centre.

The meeting closed at 20.22.

SIGNED: _____
Cllr Webb — Chair