

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

### Annual Meeting

Minutes of the Council Meeting held on Tuesday, 24<sup>th</sup> May 2022, at 7.00 pm held a Blackbird Leys Community Centre

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**MEMBERS PRESENT:** Parish Councillors: Peter Nowland (Chairman), Ewa Gluza, Imade Edosomwan, Maggie Lewis, Anthony Church, Gill Taylor, Kieran Watson, Olamide Oladejo and David Newman.

**OTHER COUNCILLORS:** City Councillors: Rae Humberstone.  
County Councillor: Imade Edosomwan.

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

**OTHERS PRESENT:** **Oxford City Council Communities & Neighbourhoods:** None  
**Oxford City Council Regeneration Manager:** None  
**Catalyst Community Investment Coordinator:** None  
**Members of the Public:** Two

**FC013/22** **APOLOGIES:** The following apologies were received:

**Parish Councillors:** None

**City Council Councillors:** Hosnieh Djafari-Marbini and Diko Walcott.

**Thames Valley Police:** None.

**FC014/22** **Election of the Chairman**

1. It was **RESOLVED** by unanimous vote for Cllr Church to be elected as chairman from May 2022 – October 2022, and Cllr Edosomwan to be elected as chairman from November 2022 to April 2023.

This was proposed by Cllr Church and seconded by Cllr Edosomwan.

The council reached this decision as the votes were deadlocked, and the acting chairman abstained.

2. It was **RESOLVED** by unanimous vote for Cllr Edosomwan to attend the Chairmanship training course by the OALC.

This was proposed by Cllr Edosomwan and seconded by Cllr Church.

**Action: Clerk to arrange**

3. It was **RESOLVED** by unanimous vote that the date of the 'Annual Meeting of the Parish' would be Tuesday 25<sup>th</sup> April 2023 6pm.

This was proposed by Cllr Watson and seconded by Cllr Newman.

**FC015/22** **Declarations of interest and Applications for Dispensation**

None

**FC016/22** **Minutes of the previous meeting**

It was **RESOLVED** by majority vote to accept the minutes of the full parish council meeting held Tuesday 26th April 2022.

This was proposed by Cllr Nowland and seconded by Cllr Gluza.

**FC017/22** **Election of the Vice-Chairman**

1. It was **RESOLVED** by unanimous vote for Cllr Nowland to be elected as vice-chairman. This was proposed by Cllr Nowland and seconded by Cllr Edosomwan.

2. It was **RESOLVED** by unanimous vote for Cllr Nowland to attend the Chairmanship training course by the OALC.

This was proposed by Cllr Nowland and seconded by Cllr Edosomwan.

**Action: Clerk to arrange**

**FC018/22 Public Participation**

None

**FC019/22 Regeneration Update**

None

**FC020/22 Councillor Reports**

The councillors present gave their reports.

**FC021/22 Planning Committee**

1. It was **RESOLVED** by unanimous vote to continue with the planning committee. This was proposed by Cllr Edosomwan and seconded by Cllr Church.
2. It was **RESOLVED** by unanimous vote to continue with the current delegated powers/terms of reference.

**PLANNING COMMITTEE - DELEGATED POWERS**

1. To have delegated power to determine the Parish Council's policy in relation to National, Regional, County and District plans and policies.
  2. To have delegated power to determine the Parish Council's policy in relation to Planning Guidance.
  3. To have delegated power to determine the Parish Council's comments observations and/or objections in relation to any planning application on which this Council is consulted.
  4. To have delegated power to comment as required by other planning authorities on any other matters covered by the various Country Planning Acts and similar legislation (e.g. with regard to conservation area proposals and periodic reviews of the register of listed buildings).
  5. To carry out a planning enforcement role locally, by reporting to the City Council Planning Authority any alleged incidents or unauthorised development, or any alleged contraventions of conditions associated with authorised developments.
  6. To have preliminary discussions on all other planning related consultations that come before the Council.
  7. To have delegated power to comment on all highway's consultations.
  8. Planning Committee shall hold meetings monthly.
  9. Additional meetings can be called if required by the Chair of Committee.  
This was proposed by Cllr Edosomwan and seconded by Cllr Church.
3. It was **RESOLVED** by unanimous vote to change the committee quorum from 5 councillors to 3.  
This was proposed by Cllr Edosomwan and seconded by Cllr Newman.
  4. It was **RESOLVED** by unanimous vote to hold the planning committee meeting on the second Tuesday of the month at 7pm, in the Jack Argent Room.  
This was proposed by Cllr Church and seconded by Cllr Newman.
  5. It was **RESOLVED** by unanimous vote to appoint the following councillors to the planning committee.
    1. Cllr Edosomwan
    2. Cllr Church
    3. Cllr Nowland
    4. Cllr Taylor

This was proposed by Cllr Edosomwan and seconded by Cllr Newman.

6. It was **RESOLVED** by unanimous vote to elect Cllr Church as the Planning Committee Chairman.  
This was proposed by Cllr Church and seconded by Cllr Edosomwan.
7. It was **RESOLVED** by unanimous vote to elect Cllr Nowland as the Planning Committee Vice Chairman.  
This was proposed by Cllr Church and seconded by Cllr Edosomwan.
8. It was **RESOLVED** by unanimous vote to elect Cllr Taylor as the Planning Committee minute-taker.  
This was proposed by Cllr Taylor and seconded by Cllr Church.

**FC022/22**

**Staffing Committee**

1. It was **RESOLVED** by unanimous vote to continue with the staffing committee.  
This was proposed by Cllr Nowland and seconded by Cllr Church.
2. It was **RESOLVED** by unanimous vote to continue with the terms of reference for the committee as adopted at the meeting held on Tuesday 28<sup>th</sup> September 2021 (Min Ref: FC0073/21).  
This was proposed by Cllr Church and seconded by Cllr Gluza.
3. It was **RESOLVED** by unanimous vote to elect Cllr Gluza as the Staffing Committee Chairman  
This was proposed by Cllr Gluza and seconded by Cllr Church.
4. It was **RESOLVED** by unanimous vote to appoint Cllr Watson and Cllr Nowland to serve on the Staffing Committee.  
This was proposed by Cllr Edosomwan and seconded by Cllr Church.
5. It was **RESOLVED** by unanimous vote to appoint Cllr Church as the alternative member to the Staffing Committee.  
This was proposed by Cllr Church and seconded by Cllr Gluza.
6. It was **RESOLVED** by unanimous vote to hold the clerk's annual appraisal in the first week in October 2022.  
This was proposed by Cllr Church and seconded by Cllr Gluza.
7. It was **RESOLVED** by unanimous vote for Cllr Watson, Cllr Nowland and Cllr Church to attend the next appraisal training course by the O.A.L.C.  
This was proposed by Cllr Church and seconded by Cllr Gluza.

**Action: Clerk to arrange**

**FC023/22**

**Grants Working Group**

1. It was **RESOLVED** by unanimous vote to continue with the grants working group.  
This was proposed by Cllr Nowland and seconded by Cllr Taylor.
2. It was **RESOLVED** by unanimous vote to appoint the following members to the grants working group.
  1. Cllr Edosomwan
  2. Cllr Nowland
  3. Cllr Taylor
  4. Cllr Gluza
  5. Cllr Church
 This was proposed by Cllr Nowland and seconded by Cllr Taylor.
3. It was **RESOLVED** by unanimous vote to hold the first meeting in the first week in November 2022.  
This was proposed by Cllr Gluza and seconded by Cllr Church.

**FC024/22****Strategic Aims Working Group**

1. It was **RESOLVED** by unanimous vote to continue with the Strategic Aims Working Group.

This was proposed by Cllr Newman and seconded by Cllr Nowland.

2. It was **RESOLVED** by unanimous vote to appoint the following members to the Strategic Aims Working Group.

1. Cllr Newman
2. Cllr Nowland
3. Cllr Lewis
4. Cllr Gluza

3. It was **RESOLVED** by unanimous vote to hold the first meeting in the first week of July 2022.

This was proposed by Cllr Gluza and seconded by Cllr Church.

**FC025/22****Events Working Group**

1. It was **RESOLVED** by unanimous vote to continue with the Events Working Group.

This was proposed by Cllr Gluza and seconded by Cllr Lewis.

2. It was **RESOLVED** by unanimous vote to appoint the following members.

1. Cllr Newman
2. Cllr Nowland
3. Cllr Gluza
4. Cllr Watson
5. Cllr Edosomwan

This was proposed by Cllr Gluza and seconded by Cllr Nowland.

3. It was **RESOLVED** by unanimous vote to meet on Tuesday 31st May 2022 at 19.30 in the Jack Argent Room of the community centre.

This was proposed by Cllr Gluza and seconded by Cllr Nowland.

**FC026/22****Jubilee Event**

It was **RESOLVED** by unanimous vote to ratify the decision via email to co-host the Queen's Jubilee bring-your-own-picnic event with Oxford Polish Association, and to award up to £1000 to cover the costs.

1. To co-host the Queen's Jubilee event 2022 with the Oxford Polish Association (O.P.A), the event will be hosted using O.P.A insurance.
2. The event is to be held on Sunday 5th June 2022 from 11 am – 4 pm at the Blackbird Leys Community Centre and the Glow Hall (in case of bad weather).
3. To hire the BBL Community Centre for the day (£10 per hour for 10 hours) for an approximate figure of £100.00
4. To hire the Glow Hall for the day (£25 per hour for 10 hours £250) for an approximate figure of £250.00.
5. Hosts will provide the venue, tableware/cutlery, decorations, and entertainment.
6. Parish Council Logo to be used on all promotional information.
7. The event is to be advertised on the parish council website and Facebook group.
8. For local businesses/groups and schools to be contacted by parish councillors and asked to support us by attending, and to donate to cover our costs if they wish.
9. Clerk to email invite to the attendee list.
10. Activity providers to be contacted, and the process to be managed by O.P.A.

## 11. Schedule of event

- 8 am -11 am - set up - minimum 10 volunteers needed.
- 11am -12.00 - quiet time (no music)
- 12.00 -13.00 - start music entertainment (band)
- 13.00 -13.30 - speeches from the VIP guests
- 13.30 - national anthem
- 13.30 -15.00 music entertainment (band)
- 15.00 -16.00 - quiet time
- 16.00 -18.00 - cleaning

12. Parish council to award up to £1,000 to cover event costs. Invoices and receipts will be provided.

13. Parish council to raise an invoice to Catalyst for costs incurred, up to £500.

This was proposed by Cllr Church and seconded by Cllr Nowland.

## FC027/22

### **Policies, Procedure and Document review**

The following items were reviewed, and it was **RESOLVED** by unanimous vote to accept the -

1. Risk Assessment 2022
2. Asset Register 2022
3. Standing Orders 2018.
  - I. The Clerk was appointed 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.

This was proposed by Cllr Watson and seconded by Cllr Gluza.

## FC028/22

### **Representatives**

It was **RESOLVED** by unanimous vote for following councillors to be appointed to act as a representative for the following portfolios, as per the Representative Protocol.

#### **1. Planning portfolio - Cllr Church**

This was proposed by Cllr Church and seconded by Cllr Nowland.

#### **2. Health and Wellbeing portfolio - Cllr Nowland**

This was proposed by Cllr Nowland and seconded by Cllr Church

#### **3. Environment and Climate Change - Cllr Newman**

This was proposed by Cllr Newman and seconded by Cllr Nowland.

#### **4. Standards Committee Representative (Oxford City Council) - Cllr Nowland.**

This was proposed by Cllr Nowland and seconded by Cllr Edosomwan.

## FC029/22

### **Outside Groups**

It was **RESOLVED** by unanimous vote to receive a report from Neighbourhood Watch.

This was proposed by Cllr Watson and seconded by Cllr Nowland.

## FC030/22

### **Year End Audit figures 2021-22 (AGAR Figures)**

To consider the 2021/22 Annual Governance and Accountability Return (AGAR) for submission to the External Auditor.

#### **1. Annual Internal Audit Report 2021-22.**

The clerk circulated the report in advance.

It was **RESOLVED** to receive and accept the report by unanimous vote.

This was proposed by Cllr Edosomwan and seconded by Cllr Nowland.

**2. Annual Governance Statement 2021-22.**

The clerk circulated the questions in advance, and they were read out in the meeting for confirmation.

It was **RESOLVED** to agree all Governance questions by unanimous vote.

This was proposed by Cllr Edosomwan and seconded by Cllr Nowland.

The chairman signed the form.

**3. Signed Accounting Statement 2021-22.**

The clerk circulated the figures along with the asset register in advance.

It was **RESOLVED** to agree the Accounting Statement by unanimous vote.

This was proposed by Cllr Edosomwan and seconded by Cllr Nowland.

The chairman signed the form.

**4. Statement of Variances 2021-22.**

The clerk circulated the statement of variances before the meeting.

It was **RESOLVED** to agree the Statement of Variance by unanimous vote.

This was proposed by Cllr Edosomwan and seconded by Cllr Nowland

**5. Restatement of figures from 2020-21.**

The clerk advised it had been noted by the external auditor in 2020-21 that

*'The figures in boxes 1 -6 of section 2 of the AGAR should add down and equal the value shown in box 7, for this authority there is a difference of £3,113'.*

The clerk noted that this was due to the uncashed cheques from 2020-21 not being deducted.

This was deducted and restated on the AGAR and noted in the Statement of Variance.

It was **RESOLVED** to accept the restated figures by unanimous vote.

This was proposed by Cllr Edosomwan and seconded by Cllr Nowland

**6. Electors Rights**

It was **RESOLVED** to approve the dates for the Elector's Rights as Wednesday June 29<sup>th</sup> to Tuesday 9<sup>th</sup> August 2022 by unanimous vote.

This was proposed by Cllr Edosomwan and seconded by Cllr Nowland.

**FC031/22**

**Planning Applications**

The following planning applications from Oxford City Council were reviewed.

Application	Address	Ward	Deadline	Outcome
<b>22/00694/CT3 DEL</b> 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	No objections
<b>22/01089/FUL DEL</b> 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	No objections

<b>22/01050/T56 DEL</b> 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	No objections
<b>22/00949/FUL COMM</b> 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	No objections

## FC032/22 Financial Matters

### 1. Precept figure 2022 -23

It was **NOTED** the precept figure for 2022-23 is £54,389.00

### 2. Councillor Email Addresses

It was **RESOLVED** by unanimous vote to purchase 10 Councillor mailboxes in total. 9 Councillor mailboxes and 1 'Events' mailbox.

This was proposed by Cllr Church and seconded by Cllr Nowland.

The budget cost of £70 per mailbox was considered and it was commented that we should be able to get these cheaper.

### 3. Training

It was **RESOLVED** by unanimous vote for Cllr Watson, Cllr Taylor and Cllr Newman to attend the Roles and Responsibilities course to be held Wednesday 28<sup>th</sup> September 2022.

This was proposed by Cllr Church and seconded by Cllr Nowland.

### 4. Income

It was **NOTED** the following income was received for April and May 2022

Date	Amount	Payee	Description
05.04.2022	£27, 194.50	Oxford City Council	Precept payment 1 of 2

### 5. Internal Financial Controller

Cllr Edosomwan confirmed the review of invoices against the cashbook payments were correct.

### 6. Cashbook Payments

It was **RESOLVED** that the following cashbook payments were reviewed and approved.

	Date	Payee	Description	Invoice No	Total
1	24/05/2022	Clerk via expenses	Wix premium plan	995361755	£136.80
2	24/05/2022	Clerk via expenses	Wix business email box	995237665	£60.04
3	24/05/2022	Clerk via expenses	Microsoft 365 Family	See print out	£79.99
4	24/05/2022	Jane Olds	Internal Audit 2021-22	JO175	£230.00
5	24/05/2022	Oxford City Council	Room Hire April 2022	514167793/4	£84.80
6	24/05/2022	OALC	2 places Chairmanship training	W 2138	£264.00

7	24/05/2022	OALC	4 places R&R Training	W 2093	£528.00
8	24/05/2022	Clerk	May wages	See payslip	Conf
9	24/05/2022	Oxf County Council	Pension Contribution	See print out	Conf
<b>Total</b>					<b>£3,179.72</b>

**7. Standing Orders**

It was **RESOLVED** by unanimous vote to pay the clerks salary and pension by standing order.

This was proposed by Cllr Church and seconded by Cllr Edosomwan.

**8. Internal Financial Controller**

It was **RESOLVED** by unanimous vote to elect Cllr Edosomwan as the internal financial controller.

This was proposed by Cllr Church and seconded by Cllr Nowland.

**FC033/22**

**Propose Items for the next agenda**

1. Cllr Gluza – to make the Event’s Working Group a committee.  
More info to be sent to the clerk.
2. Cllr Lewis – to become the representative for community safety  
To be added to the next agenda.
3. Cllr Odelajo – commemorate councillors time in office with a souvenir  
More info to be sent to the clerk.
4. Cllr Church – to set up parish councillor surgeries  
More info to be sent to the clerk.
5. Cllr Church – teas and coffees at the parish council meetings  
More info to be sent to the clerk.
6. Cllr Watson – discussion about the cost of living  
To be added to the next agenda.

**FC034/22**

**Date of the next Meetings**

Planning Committee – Monday 14<sup>th</sup> June 2022

Full Parish Council – Tuesday 28<sup>th</sup> June 2022

*The meeting ended at 21.00*

**SIGNED:** \_\_\_\_\_ **Cllr Anthony Church (Chairman)**