**BLACKBIRD LEYS PARISH COUNCIL MINUTES**

Minutes of the Council Meeting held on Tuesday, 26th November 2024, at 7pm held at the Leys Leisure Centre.

**MEMBERS PRESENT:**  **Parish Councillors:** Imade Edosomwan (Chair), Peter Nowland, Gill Taylor, Kathy Balsamo, David Newman, Maggie Lewis, Hassan Sabriye and Jenny Wells.

**OTHER COUNCILLORS:** **City Councillor:**, Linda Smith and Lubar Arshad.

 **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:** Karoline Soisalo de Mendonca.

**Peabody Development Manager:** Kristina Hall.

 **Members of the Public**: 11

**APOLOGIES:** The following apologies were received:

 **Parish Councillor:** Anthony Church (Vice)

 **City Councillors:** Hosnieh Djafari-Marbini and Simon Ottino.

1. **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

None

1. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** by unanimous vote to accept the minutes for the parish council meeting held on Tuesday 29th October 2024 as a true record.

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

1. **PUBLIC PARTICIPATION**

Residents attended to raise the following points -

* The noticeable reduction in swimming facilities.
* A proposed skateboarding facility, it was suggested thesediscussions could be in the Neighbourhood Plan Working Group meetings.
1. **REGENERATION UPDATE**

An update was received

1. **COUNTY, CITY AND PARISH COUNCILLOR REPORTS**

The councillors present gave their reports.

1. **NEIGHBOURHOOD PLAN WORKING GROUP MEMBERS**

None

1. **NEIGHBOURHOOD PLAN CONSULTANT APPOINTMENT**
2. It was **NOTED** that the clerk’s Neighbourhood Plan Consultant Appointment Process report detailing the initial assessment, due diligence, compliance measures, value considerations, and OALC validation of the appointment process was received.
3. It was **NOTED** that the appointment process had been conducted in accordance with Financial Regulations, Standing Orders, and public accountability requirements.
4. It was **RESOLVED** by unanimous vote to appoint ONH as the Neighbourhood Plan consultant.

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

1. It was **RESOLVED** by unanimous vote to authorise the Clerk to issue the formal appointment.

This was proposed by Cllr Edosomwan and seconded by Cllr Newman

1. **COMMUNITY CENTRE APPLICATION**

It was **NOTED** that the planning application has been submitted.

It was **NOTED** that the council only received one response to the quotation request despite sending three requests.

It was **RESOLVED** by unanimous vote to appoint ONH to review and make recommendations to the council at a cost of £350 + vat and for the costs to be paid out of the Neighbourhood Plan Reserves allocation.

This was proposed by Cllr Edosomwan and seconded by Cllr Newman

1. **DRAFT BUDGET 2025-26**

It was **RESOLVED** by unanimous vote to approve the budget and reserves allocation for 2025-26.

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

|  |  |
| --- | --- |
| **Budget 2025-26** |  |
| **Budget** | **Amount** |
| **Staff Costs**  |  |
| Wages | £19,000.00 |
| Pension  | £5,200.00 |
| HMRC | £5,400.00 |
| **Travel**  |  |
| Mileage  | £175.50 |
| Taxis to training sessions  | £150.00 |
| **Hall Hire**  |  |
| Full Council Meeting  | £625.00 |
| Planning Meeting /Strategic Aims/NPWG | £750.00 |
| **Bank Charges** |  |
| Quarterly current account fee | £72.00 |
| Monthly Credit Card Fee  | £36.00 |
| **Insurance**  | £900.00 |
| **Clerk Mailbox** | £65.00 |
| **Office 365** | £80.00 |
| **Website**  |  |
| 12 mailboxes | £800.00 |
| **OALC Membership** | £2,500.00 |
| **SLCC Annual Membership - Joint**  | £150.00 |
| **Information Commissioner Fee**  | £45.00 |
| **Audit Fee** |  |
| Internal  | £325.00 |
| External  | £375.00 |
| **Postage** | £28.00 |
| **Telephone**  |  |
| Mobile contract cost | £180.00 |
| **Stationery**  | £300.00 |
| **Strategic Aims**  |  |
| **Community Engagement**  |  |
| Promotion | £1,000.00 |
| **Events**  |  |
| **Community Mapping**  |  |
| Hall Hire for the day | £200.00 |
| Publicity  | £100.00 |
| Refreshments  | £300.00 |
| Computer hire and writing materials | £200.00 |
| Room hire for organising the event  | £250.00 |
| **Annual Meeting** |  |
| Refreshments  | £100.00 |
| Printing | £100.00 |
| **Living in the Leys, exploring our place** |  |
| Room hire for organising the event  | £250.00 |
| Printing 5000 leaflets/brochures:  | £200.00 |
| Expenses for visiting guides and speakers | £200.00 |
| Photography and video: | £200.00 |
| **Learning about the community**  |  |
| Room Hire | £750.00 |
| Surveys  | £2,000.00 |
| Training | £2,000.00 |
| Dropbox  | £200.00 |
| Small Grants  | £3,000.00 |
| **Improving the place** |  |
| Community Mapping  |  |
| Digital Map  | £550.00 |
| Online Forms  | £1,500.00 |
| **Developing Plans**  |  |
| Mapping Software | £550.00 |
| **Total Expenditure**  | **£50,806.50** |

|  |  |
| --- | --- |
| **Reserves 2025-26** |  |
| General Reserves  | £5,000.00 |
| Large Grants - Never applied for before  | £10,000.00 |
| Rebranding/name change  | £8,000.00 |
| Elections  | £5,000.00 |
| New Councillor Cost  | £2,000.00 |
| Insurance Excess | £2,000.00 |
| Crisis Fund | £3,000.00 |
| Staff Costs  | £1,965.00 |
| Training  | £8,000.00 |
| Events | £2,300.00 |
| Grants | £1,000.00 |
| Strategic Aims | £5,000.00 |
| Legal Costs | £7,500.00 |
| **Total**  | **£60,765.00** |

1. **PC PROPERTY**

It was **NOTED** that the parish council property will be relocated from the Bowls Club to the Clerk's residence.

1. **FINANCIAL MATTERS**
2. **Income**

None

1. **Finance Report**

The report was **NOTED.**

1. **Budget Update**

The following budget update was **NOTED.**











1. **Budget Virement**

It was **RESOLVED** by unanimous vote to approve the following budget virements

* + 1. To move £1500.00 from General Reserves to Salary to cover staff costs.
		2. To move £350.00 from Staff Costs Reserves to Pension to cover staff costs.
		3. To move £300.00 from General Reserves to Hall Hire to cover meeting costs.

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

1. **Internal Financial Controller**

It was **NOTED** the invoices against the November and December 2024 cashbook were correct.

1. **Cashbook Payments**
2. It was **RESOLVED** by unanimous vote to agree to purchase the items listed on the November and December 2024 cashbook.

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

1. It was **RESOLVED** by unanimous vote to authorise the payments for the items listed on the November and December 2024 cashbook.

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

**November and December Cashbook**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  | **Payee** | **Description**  | **Total**  |
| 01/11/2024 | HG3 | Nov Mobile Phone Charge | £12.54 |
| 11/11/2024 | Lloyds Bank  | Nov Corporate Card Monthly Fee  | £3.00 |
| 11/11/2024 | Oxfordshire County Council  | Nov Pension  | £457.31 |
| 25/11/2024 | Clerk  | Nov Wages  | £1,484.61 |
| 26/11/2024 | Amazon  | Ink for Noticeboards  | £50.00 |
| 26/11/2024 | Clerk  | Working from Home all - Nov | £24.00 |
| 26/11/2024 | Clerk  | Mileage to meetings 19/11/2024 | £11.70 |
| 26/11/2024 | Clerk  | Working from Home all Dec | £24.00 |
| 26/11/2024 | Clerk  | NPI Backpay Apr-Nov 24 | £364.12 |
| 26/11/2024 | Clerk  | Mileage to meetings 17/12/2024 | £11.70 |
| 26/11/2024 | ICO  | Information commissioner - *approx* | £35.00 |
| 26/11/2024 | OHN t/a rCOH Ltd | NP Consultancy | £1,411.20 |
| 26/11/2024 | Oxfordshire County Council  | National Pay increase Pension Cont. | £134.32 |
| 30/11/2024 | Unity Trust  | Service charge  | £6.00 |
| 30/11/2024 | Unity Trust  | Service charge | £6.00 |
| 10/12/2024 | Lloyds Bank  | Dec Corporate Card Monthly Fee  | £3.00 |
| 10/12/2024 | Oxfordshire County Council  | Dec Pension  | £457.31 |
| 12/12/2024 | HG3 | Dec Mobile Phone Charge | £12.54 |
| 25/12/2024 | Clerk  | Dec Wages  | £1,532.22 |
|   |   | **Total**  | **£6,040.57** |

**\*\*EXCLUSION OF PRESS AND PUBLIC\*\***

*Standing order 3(d)*

1. **STAFFING MATTERS**
2. The following matters were not addressed and will be moved to a future agenda.
	1. To appoint a third member to the Staffing Committee
	2. The date and venue for Clerk's Annual Appraisal 2024-25
3. The following matters were **RESOLVED** by unanimous vote

**1. National Pay Increase (NPI)**

i. Approved implementation of the national pay increase.

ii. Approved back pay from April 2024.

**2. Pension Adjustment**

i. Approved adjustment due to the national pay increase.

ii. Approved back pay for April - Nov 2024

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

1. **SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Councillor Edosomwan: - Chair

The meeting closed at 20.59