

# BLACKBIRD LEYS PARISH COUNCIL

21st May 2026

Dear Councillor,

You are summoned to attend a meeting for Blackbird Leys Parish Council on Tuesday 26th May 2026 at 7.00pm, at the Leys Pool and Leisure Centre, Pegasus Road, Oxford OX4 6JL.

Yours sincerely

Emma Kearney

## AGENDA

### Annual Meeting of the Council

#### 1. ELECTION OF THE CHAIR

- To elect a Chair for 2026-27.
- Acceptance of office form to be signed.
- To agree whether the Chair may attend the OALC Chairmanship training course if not already attended.

#### 2. ELECTION OF THE VICE-CHAIR

- To elect a Vice-Chair for 2026-27.
- Acceptance of office form to be signed.

#### 3. APOLOGIES FOR ABSENCE

To receive apologies for absence.

#### 4. DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

To receive any declarations of interest.

#### 5. 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.

#### 6. MINUTES OF THE PREVIOUS MEETING

To confirm as a true record the minutes of the Full Parish Council meeting held on Tuesday 28th April 2026.

#### 7. REGENERATION UPDATE

To receive a written update.

#### 8. COUNCILLOR UPDATE

To receive updates from councillors, officers and community groups.

#### 9. VENUE

To agree to continue holding meetings at the Leys Leisure Centre and confirm the hire arrangements for 2026-27.

#### 10. COMMITTEES AND WORKING GROUPS

To review the Terms of Reference and elect members and key roles for 2026-27.

##### 10.1 Planning Committee

- To consider the future of the Planning Committee in light of reduced application volumes. Options: continue, suspend, or dissolve and revert planning applications to Full Council.

- To continue with the current delegated powers and Terms of Reference.
- To confirm the committee quorum of 3 councillors.
- To confirm the meeting day (third Tuesday of the month).
- To elect a Planning Committee Chair.
- To elect a Planning Committee Vice-Chair.

### **10.2 Staffing Committee**

- To continue with the Staffing Committee.
- To review and confirm the Terms of Reference.
- To elect a Staffing Committee Chair.
- To appoint two councillors to serve on the Staffing Committee.
- To appoint an alternative member.
- To agree the date for the Clerk's annual appraisal.

### **10.3 Events Committee**

- To continue with the Events Committee.
- To review and confirm the Terms of Reference with amendments
- To appoint members and a Chair.

## **11. POLICIES, PROCEDURES AND DOCUMENT REVIEW**

To review and adopt the following policies:

- Code of Conduct (*No change*)
- Complaints Procedure (*No change*)
- Equality and Diversity Policy (*No change*)
- Financial Regulations 2024 (*No change*)
- Health and Safety Statement (*No change*)
- Small Grants Policy (*No change*)
- Standing Orders 2025 (*Formally adopted February 2026 — to re-confirm*)
- Training and Development Policy (*No change*)

## **12. COUNCILLORS' PORTFOLIOS (REPRESENTATIVE PROTOCOL)**

To appoint a councillor to act as representative for the following portfolios for 2026-27, in accordance with the Representative Protocol:

- Planning
- Health and Wellbeing
- Environment and Climate Change
- Transport
- Community Safety
- Website
- Pride in Place (representative and alternate)

## **13. REVIEW OF MEMBERSHIPS AND SUBSCRIPTIONS**

To confirm the following annual memberships and subscriptions for 2026-27 as per the approved budget:

- OALC (Oxfordshire Association of Local Councils) — £2,611.61 (paid April 2026)
- SLCC (Society of Local Council Clerks) — £150.00 (budgeted)
- Information Commissioner's Office (ICO) — £45.00 (budgeted)
- Website — 12 mailboxes — £1,100.00 (budgeted)
- Office 365 — £80.00 (budgeted)
- Dropbox — £200.00 (budgeted)
- Parish Online (mapping software) — £500.00 (budgeted)
- Zoom — £200.00 (budgeted)
- Oxfordshire Neighbourhood Planning Alliance (ONPA) — £25.00 (paid April 2026)

## **14. FINANCIAL MATTERS**

### **14.1 Grants**

To confirm the council will continue awarding grants as per the Small Grants Policy, with a maximum of £500 per grant.

### **14.2 Review of Insurance Arrangements**

To confirm current insurance cover and arrangements for 2026-27.

### **14.3 Standing Orders / Direct Debits**

To agree to continue to pay via standing order or direct debit:

- Clerk's salary
- Pension
- HMRC contributions
- Mobile phone contract
- Corporate card fee
- Bank account fee

### **14.4 Internal Financial Controller**

To elect the Internal Financial Controller for 2026-27.

### **14.5 Bank Mandate Review**

To review and confirm the approved bank signatories for 2026-27.

- Cllr Webb
- Cllr Newman
- Cllr Latchman

### **14.6 Income**

To note income for May 2026.

### **14.7 Cashbook**

To agree the cashbook purchases and payments for May 2026.

## **15. NOTICEBOARDS**

To confirm arrangements for managing and maintaining the noticeboards for 2026-27, including provision of consumables.

## **16. ITEMS FOR THE NEXT AGENDA**

- AGAR figures
- Notice to the electors (public rights period)

*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).*

---

*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.*