

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 26<sup>th</sup> April 2022, at 7.00 pm held a Blackbird Leys Community Centre

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**MEMBERS PRESENT:** Parish Councillors: Peter Nowland (Chairman), Ewa Gluza, John Dillon, Imade Edosomwan, Maggie Lewis, Anthony Church, Sasha East and Florence Natana.

**OTHER COUNCILLORS:** City Councillors: Hosnieh Djafari-Marbini  
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:** Roo Humpherson.  
**Catalyst Community Investment Coordinator:** Sam Stronach  
**Members of the Public:** Three members.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Robert Davies  
**City Council Councillors:** None.  
**Thames Valley Police:** None.

**FC001/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC002/22** **MINUTES OF THE PREVIOUS MEETING**  
It was **RESOLVED** by majority vote to accept the minutes for the Parish Council Meeting held on Tuesday 29<sup>th</sup> March 2022.  
This was proposed by Cllr Church and seconded by Cllr Gluza.

**FC003/22** **PUBLIC PARTICIPATION**  
None

**FC004/22** **REGENERATION PROJECT**  
The Regeneration Manager gave the following general update  
**Increase in retail provision**

- Increase work is being done with existing retailers, and they can return if they wish.
- The proposal for the increase in retail is being reviewed by the Planning Department with a view to sign off.
- Approval is needed for these changes with Catalyst, and they will finalise the change.

**Consultation**

- This will be open to the public and include a model.

**Community Centre**

- Meetings regarding this due to start soon.

The Catalyst Community Investment Coordinator noted

- There is a newsletter that can be used for community events, please get in contact if there is something you would like to include.
- Contacting member of the community and getting to know everyone.

It was noted

- Cllr East thanked the regeneration team for hearing the comments regarding the local shops and commented the delay in the planning application has meant more community bookings have taken place.
- A member of the public commented that it would be good if Catalyst could add into the newsletter an update for residents on what was going on with the regeneration, this would help reassure people.

- Cllr Dillon queried if the existing retailers would have priority, it was confirmed the existing retailers will be spoken to first.
- Cllr Church queried if the consultation will be held before or after the planning application is submitted, it was confirmed that it was in the programme to have the consultation in January.

**FC005/22**

**COMMUNITY GROUP REPORTS**

The community groups present gave their reports.

**FC006/22**

**COUNCILLORS REPORTS**

The councillors present gave their reports.

**FC007/22**

**STRATEGIC AIMS 2022-23**

It was **AGREED** by majority vote for a working group to be formed at the May meeting, and the council to receive recommendations.

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

**FC008/22**

**Financial Matters**

**1. Clerk's Laptop & Office 365**

It was **AGREED** by majority vote for the clerk to purchase a laptop and Office 365, within the budget allowance.

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

**2. Insurance**

It was **AGREED** to retrospectively approve the most cost-effective insurance quote for 2022-23.

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

**3. Internal Financial Controller**

The Internal Financial Controller confirmed the review of the invoices against the April cashbook was correct.

**4. Cashbook**

It was **AGREED** to pay the following cashbook payments by majority vote.

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

Date	Payee	Description	Invoice No	Total
14/04/2022	Zurich	Insurance 2022-23	512812105	£749.67
26/04/2022	Society Local Council Clerks	Annual Membership	MEM238480	£234.00
26/04/2022	Sam Shippen	Locum Clerk cover	March '21 cover	£138.45
26/04/2022	Oxfordshire Association of Local Council	Annual Membership	B00067/2022/4	£2,227.57
26/04/2022	Amazon	Printer Ink for the clerk	127171675	£42.24
25/04/2022	Clerk	April wages	payslip	Confidential
26/04/2022	Chairman	Allowance April	payslip	Confidential
27/04/2022	Oxford County Council Pension Fund	May's contribution	print out	Confidential
27/04/2022	HMRC	Quarter 4	print out	Confidential
			<b>Total</b>	<b>£7,068.31</b>

- FC009/22** The chairman noted a special thank you to Cllr Dillon, Cllr East, Cllr Natana Cllr Davies, Cllr Gonzalez, and Cllr De Gregori for their contribution to the community whilst on the parish council.
- FC010/22** **ITEMS FOR THE NEXT AGENDA**  
- Strategic Aims
- FC011/22** **DATE OF THE NEXT MEETINGS**  
1. Parish Council – Tuesday 24<sup>th</sup> May 2022 at 7pm  
2. Planning Committee – Tuesday 12<sup>th</sup> April 2022.
- FC012/22** *The meeting ended at 20.40*

**SIGNED:** \_\_\_\_\_ **Cllr Peter Nowland** (*Chairman*)

## 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 26<sup>th</sup> 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 strat.
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.

<b>Application</b>	<b>Address</b>	<b>Ward</b>	<b>Deadline</b>	<b>Outcome</b>
<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	Land Opposite Normandy Crescent Eastern By-Pass Road Oxford Oxfordshire	Blackbird Leys	12.06.2022	No objections

works.	OX4 2TJ			
<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*)

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 28<sup>th</sup> June 2022, at 7.00 pm held at Blackbird Leys Community Centre

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- MEMBERS PRESENT:** **Parish Councillors:** Anthony Church (Chairman), Peter Nowland (Vice Chairman) Ewa Gluza, Imade Edosomwan, Maggie Lewis, Gill Taylor, and David Newman.
- OTHER COUNCILLORS:** **City Councillors:** None  
**County Councillor:** Imade Edosomwan.
- OFFICERS PRESENT:** Clerk to the Council: Emma Kearney
- OTHERS PRESENT:** **Oxford City Council Communities & Neighbourhoods:** Community Response Team (CRT).  
**Oxford City Council Regeneration Manager:** Roo Humpherson.  
**Catalyst Community Investment Coordinator:** None  
**Members of the Public:** Two  
**Community Groups:** Blackbird Leys Neighbourhood Watch, Oxford Polish Association and Friendleys.
- FC035/22** **APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Olamide Odelajo and Kieran Watson.  
**City Council Councillors:** Hosnieh Djafari-Marbini, Rae Humberstone and Diko Walcott.  
**Thames Valley Police:** None.
- FC036/22** **Declarations of Interest & Applications for Dispensation**  
Cllr Newman declared an interest in the contractor Cosy Homes Oxfordshire, as they are noted in his councillor report, and they are currently engaging in paid work.
- FC037/22** **Minutes of the previous meeting**  
It was **RESOLVED** by unanimous vote to accept the minutes of the full parish council annual meeting held Tuesday 24<sup>th</sup> May 2022.  
This was proposed by Cllr Nowland and seconded by Cllr Lewis.
- FC038/22** **Public Participation**  
Mr. Dillon advised the council the repair to the final noticeboard located in Balfour Road would be completed over the next few weeks.
- FC039/22** **Community Reports**  
The community groups present gave their reports.
- FC040/22** **Regeneration Update**  
An update on the progress of the regeneration was received
- It was **NOTED** the planning application has been agreed with all parties and will be submitted.
  - The Knight's Road boundaries have been reviewed.
  - Current retailers at top shops have been contacted to see if they wish to return.
  - The scheme is now 100% affordable, as the Knight Road housing will now be 100% shared ownership and not resale.
  - Inflation in the construction industry has led to more work to ensure everything is still deliverable.
  - Catalyst has a newsletter coming out shortly.
  - There is a community team dedicated to relocating groups that use the community centre while it is being rebuilt.
  - It was **NOTED** rebuilding the community centre is one part of the whole regeneration application. The space being utilised by the groups using the

community centre was analysed before covid, and there is a minimum size which could include the library.

**FC041/22**

**County and City Councillor Reports**

The councillors present gave their reports.

**FC042/22**

**Parish Councillors Reports**

1. **Cllr Nowland**

- Attended the planning and events committee meetings.
- Supported the elderly on the estate.
- Reported issues with booking doctor appointments.

2. **Cllr Taylor**

- Attended the planning committee meeting and took the minutes.
- Reported the planning committee needs more members.
- Finished off the work on the Linnet Close project and updated the furniture will be delivered in the next few weeks.

3. **Cllr Newman**

- Submitted an environmental report to the parish council, which details the public bodies to contact. This will be available on the parish council website soon.
- Scheduled to attend a transport meeting, however, did not receive the log on details, but managed to obtain the slides of the meeting.
- City council Oxford Electric Vehicle Infrastructure Strategy (OxEVIS) Consultation ends on 30th July and is available for comment via their website.

4. **Cllr Gluza**

- Working on the Facebook page with the clerk to promote the parish council.
- Liaising with parties interested in working with the youth on the estate.

5. **Cllr Edosomwan**

- Attended the planning committee meeting.
- Attended the chairmanship training hosted by the O.A.L.C.

**FC043/22**

**Jubilee**

Receipts for the expenditure of the jubilee event were submitted to the parish council from the Oxford Polish Association.

It was **RESOLVED** by unanimous vote to reimburse the agreed £1,000.

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

**FC044/22**

**Small Grant Applications**

The following grant applications were considered

1. **Oxford Mutual Aid**

It was **RESOLVED** by unanimous vote to award the full amount of the requested £500 to assist with food and nappies, for families in need on the estate.

The Parish Council awarded this funding using the power of Recreation from the LGA 1976 Section 19.

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

**Action: Clerk to write a letter and issue terms and conditions.**

2. **Active-on-8**

It was **RESOLVED** by unanimous vote to award the full amount of the requested £500 to assist with purchasing roller skates for a group holding roller skating sessions on the estate.

The Parish Council awarded this funding using the power of Recreation from the LGA 1976 Section 19.

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

**Action: Clerk to write a letter and issue terms and conditions.**

3. **Dovecote**

It was **RESOLVED** by unanimous vote to award the full amount of the requested £500 to replace outdoor seating and chairs that were vandalised over the Jubilee weekend.

The Parish Council awarded this funding using the power of section 137.

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

**Action: Clerk to write a letter and issue terms and conditions.**

4. It was suggested that a blanket public liability policy could be obtained by the parish council instead of funding individual ones.

**Action: Clerk to investigate.**

**FC045/22**

**Events committee**

1. It was **RESOLVED** by unanimous vote to make the events working group a committee.

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

2. It was **RESOLVED** by unanimous vote to agree the following terms of reference.

1. To provide the full council with a schedule of proposed events at the November meeting for the next financial year.

The proposal is to include the type of event, date, time, location and clarify how the event is being insured.

2. To provide the full council with a budget cost for each event at the November meeting.

3. Manage the events budget and ensure all purchases have receipts, invoices to be sent to the clerk to pay.

4. Create promotional material on behalf of the parish council for each event.

5. Promote the event on behalf of the council using all forms of communication.

6. Engage with the community on behalf of the parish council, including asking for sponsorship and donations.

7. Apply for grants on behalf of the parish council to help fund the event.

8. The Clerk to support with administration.

9. The committee is open to all in the community, however only councillors have voting rights.

10. The committee quorate is 3, and a chairman and minute taker will be appointed from these.

11. The first meeting will be held on Tuesday 5th July 2022 at 7 pm in the Jack Argent room of the community centre.

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

3. It was **RESOLVED** by unanimous vote to appoint Cllr Gluza as the chairman.

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

4. It was **RESOLVED** by unanimous vote to appoint Cllr Newman as minute taker.

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

5. It was **RESOLVED** by unanimous vote for the committees first meeting date to be Tuesday 5<sup>th</sup> July at 19.00 in the Jack Argent Room of the Community Centre.

**FC046/22**

**Community Event**

There were discussions regarding the proposal to use a different location for the Leys Festival this year, as there is not enough time to arrange the event at its usual place. Concerns were raised that as it is in a different location it would not be popular with the community to call the event the Leys Festival, and the alternative name of the Leys Fete was proposed for this motion.

It was **RESOLVED** by unanimous vote to co-host the Leys Fete with Oxford Polish Association on Saturday 10th September, venue to be confirmed.

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

**FC047/22**

**Strategic Aims**

It was **RESOLVED** by unanimous vote to change the first meeting date of the strategic aims working group to Tuesday 19<sup>th</sup> July.  
This was proposed by Cllr Lewis and seconded by Cllr Newman.

**FC048/22**

**Representative Community Safety**

It was **RESOLVED** by unanimous vote to appoint Cllr Lewis to act as a representative for Community Safety as per the Representative Protocol.  
This was proposed by Cllr Nowland and seconded by Cllr Gluza.

**FC049/22**

**Councillor access to OALC and NALC Websites**

It was **RESOLVED** by unanimous vote for parish councillors to have access to the Oxford Association of Local Councils and the National Association of Local Council websites upon request to the clerk.  
This was proposed by Cllr Newman and seconded by Cllr Nowland

**FC050/22**

**Financial Matters**

**1. Stationery order**

It was **RESOLVED** by unanimous vote for the clerk to purchase printer ink for £52.84 by unanimous vote.  
This was proposed by Cllr Nowland and seconded by Cllr Lewis.

**2. Internal Financial Controller**

Cllr Edosomwan confirmed the review of the invoices against the June cashbook as correct.

**3. Cashbook**

It was **RESOLVED** by unanimous vote to agree the cashbook payments for June 2022

June 2022 Cashbook			
Date	Payee	Description	Total
28/06/2022	OX City Council	BBL PC Hall Hire - May 2022	£74.20
28/06/2022	OX City Council	Friendleys Hall Hire - May 2022	£84.40
28/06/2022	Clerk wages	June	Conf
28/06/2022	Clerk wages anomily	Apr, May and June	Conf
28/06/2022	Amazon	Printer Ink	£52.84
		Total	£1,726.94

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

**FC051/22**

**Staffing Matter**

1. It was **RESOLVED** by unanimous vote to amend the salary standing order to reflect the payslip.

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

2. It was **RESOLVED** by unanimous vote to pay the salary anomaly.

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

**FC052/22**

**Items proposed for the next agenda**

1. Discussion regarding the cost of living and energy saving. (Cllr Watson and Cllr Newman)  
2. Councillor surgeries (Cllr Church).

**FC053/22**

The meeting ended at 21.00

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

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting on Tuesday, 26<sup>th</sup> July 2022, at 7pm held at Blackbird Leys  
Community Centre

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- MEMBERS PRESENT:** Parish Councillors: Anthony Church (Chairman), Peter Nowland (Vice-Chairman), Imade Edosomwan, Maggie Lewis, Kieran Watson, David Newman, Olamide Odelajo, Ewa Gluza and Gill Taylor.
- OTHER COUNCILLORS:** City Councillors: None.  
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:** Roo Humpherson  
**Catalyst:** Elaine Swapp  
**Community Groups:** Oxford Polish Association, Friendleys and Blackbird Leys Neighbourhood Watch  
**Members of the Public:** One member.
- APOLOGIES:** The following apologies were received:  
**Parish Councillors:** None  
**City Councillors:** Cllr Djafari-Marbini – written report submitted.
- FC0054/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None
- FC0055/22** **MINUTES OF THE PREVIOUS MEETING**  
It was **RESOLVED** by majority vote to accept the minutes for the Parish Council Meeting held on Tuesday 28<sup>th</sup> June 2022  
This was proposed by Cllr Church and seconded by Cllr Nowland.
- FC0056/22** **COMMUNITY REPORTS**  
The community groups present gave their reports.
- FC0057/22** **PUBLIC PARTICIPATION**
- Agnes Smith Advice Centre attended to discuss the cost-of-living crisis.
  - Owned by Oxford Project attended to discuss the project at Blackbird Leys Community Centre.
- FC0058/22** **REGENERATION PROJECT**
- Planning application should be submitted next week.
  - The project will then go to tender.
  - Users of the community centre have been contacted to find an alternative venue.
- Cllr Odelajo leaves the meeting*
- FC0059/22** **COUNTY AND CITY COUNCILLOR REPORTS**  
The councillors present gave their reports.  
Cllr Djafari-Marbini submitted the following written report –  
**Regular surgeries**
- Continuing at the community centre.
  - Pleased to be able to address issues in detail, meeting residents face to face.
- Regular door knocking**
- Speaking to residents in weekly sessions at 11.30 on Tuesdays. This has identified plenty of casework (noted below).
  - Improving the environment in the Leys and improving council homes.



- Arranging a walkabout with officers for August, Cllr Djafari-Marbini to be contacted if there are any areas of special concern to be addressed.
- Identified contact for residents at Green Square.
- Working on finding solutions on bike storage.

#### **Community Groups and Organisations**

- BLAP (Blackbird Leys Adventure Playground) work as trustee continues.
- AflUK (African Families In UK) /WOWs space work on advisory committee continues.
- Agnes Smith board external councillor, supporting the team especially around fundraising and media work.

#### **Child Poverty Work**

- A report produced by Oxford City Councils Child Poverty Review Group has been published with 42 recommendations.
- Blackbird Leys indices of deprivation stressing committee led by Public Health England and the Oxford Hub report to be published in September.
- Thanks to Cllr Nowland for chairing these meetings.

#### **Health inequalities**

- Work with the Asylum Welcome and Maternity team at Oxford University Hospital on accurate reporting and addressing of barriers to healthcare including providing information sheets.
- Working with Active Oxfordshire to secure access to swimming for a women's group.
- Casework
- Assisting Ukrainian refugees with supplies.
- Tree cutting and alley clearing.
- Accessibility for disabled residents need for bus stops with seats.
- Housing needs including poor conditions.
- Council tax exemption.
- Safety.
- Tackling littering, unruly trees and fallen fences.
- Immigration issues and housing.

**FC0060/22**

#### **PARISH COUNCILLOR REPORTS**

##### **Cllr Church**

- A resident has requested the parish council replace a sign, currently liaising with Oxfordshire County Council highways department for a cost. If approved, the CIL fund could be used to purchase this.
- Chaired the parish council planning committee meeting where an objection was raised for a House of Multiple Occupancy (HMO) in Moorbank. Attending the Oxford City Council planning committee meeting at the town hall to present our objection.
- The Regeneration planning application has still not been submitted.
- The Planning committee unanimously agreed that when it is eventually it would host a public meeting to discuss this further.
- Concerns raised regarding where the defibrillator located at the community centre would be sited once the centre is demolished. As the number is constantly being scratched off and it is regularly being re-written on, the Blackbird Leys Police Station could be a good relocation site.
- The Noticeboard located at Balfour Road still needs to be repaired.

**Cllr Taylor**

- Attended the planning meeting.
- Requested Catalysts attendance to the planning committee meetings, especially with the impending regeneration application.
- Noted the Linnet Close furniture is ready to be delivered and is collaborating with those involved to organise.

**Cllr Newman**

- Attended two meetings, one on the cost of living and the other a transport meeting.
- Has organised the strategic aims working group meetings.
- Environment report has been submitted to the council and is available on the parish council's website.

**Cllr Gluza**

**Leys Fete**

- Working on the events with the committee, has had confirmation the school can be used as the venue.
- Advised that volunteers will be needed for the day from 8am – 6pm.
- Advised that there will be a lottery for the ODS collection of big items.

**Cllr Nowland**

- Has attended the cost-of-living crisis meeting.
- Has received complaints regarding the difficulty in obtaining a doctor's appointment.

**Cllr Watson**

- Raised concerns regarding the lack of youth provision on the estate especially with the community centre being out of use for some time.

*Cllr Watson leaves the meeting.*

**Cllr Edosomwan**

- Has attended a meeting on the cost-of-living crisis.

**FC0061/22**

**REQUEST TO CHANGE GRANT**

A request to make a change to the Dovecote grant award was received, as the vandalised picnic bench has been replaced by Catalyst. It was requested instead for the money to be used to relocate the awnings and to purchase some outdoor toys. It was **RESOLVED** by majority vote to accept these changes. This was proposed by Cllr Lewis and seconded by Cllr Newman.

**FC0062/22**

**TRANSPORT REPRESENTATIVE**

It was **RESOLVED** by majority vote to appoint Cllr Newman as the Transport Representative as per the representative protocol. This was proposed by Cllr Lewis and seconded by Cllr Edosomwan.

**FC0063/22**

**FREE ORDNANCE SURVEY**

It was **RESOLVED** by majority vote to register for a free Ordnance with the Oxford Association of Local Councils. This was proposed by Cllr Newman and seconded by Cllr Gluza.

**Action: Clerk to arrange.**

**FC0064/22**

**FINANCIAL MATTERS**

**1. Income**

The following income was noted -

- 24th June 2022 - £500 – Catalyst towards the Jubilee.

ii. 11th July 2022 - £1,283.72 – CIL Fund – from a development at 17 Kestrel Crescent.

## 2. Quarterly budget update

The update below was received

	Audit Internal	Audit External	Training	Grants	Grant remainder	Events	Emergency Fund	Annual Meeting	Clerk Laptop	.GOV
APRIL	£0.00	£0.00	£0.00	£5,950.00	£0.00	£0.00	£0.00	£0.00	£369.00	£0.00
MAY	£230.00	£0.00	£528.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£60.04
JUNE	£0.00	£0.00	£0.00	£0.00	£158.60	£0.00	£0.00	£0.00	£0.00	£0.00
JULY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SPENT</b>	<b>£230.00</b>	<b>£0.00</b>	<b>£528.00</b>	<b>£5,950.00</b>	<b>£158.60</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£369.00</b>	<b>£60.04</b>
BUDGETED	£230.00	£360.00	£600.00	£15,000.00	£500.00	£6,000.00	£1,050.00	£300.00	£400.00	£65.00
REMAINING	£0.00	£360.00	£72.00	£9,050.00	£341.40	£6,000.00	£1,050.00	£300.00	£31.00	£4.96

	Hall Hire	Stationery	Postage	Telephone	Dropbox	Expenses	Office 365	Memberships	Insurance	Info Cert
APRIL	£0.00	£42.24	£0.00	£0.00	£0.00	£0.00	£0.00	£2,461.57	£749.67	£0.00
MAY	£84.80	£0.00	£0.00	£0.00	£0.00	£0.00	£79.99	£0.00	£0.00	£0.00
JUNE	£0.00	£52.84	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JULY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SPENT</b>	<b>£84.80</b>	<b>£95.08</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£79.99</b>	<b>£2,461.57</b>	<b>£749.67</b>	<b>£0.00</b>
BUDGETED	£230.00	£500.00	£28.00	£80.00	£200.00	£150.00	£80.00	£2,470.00	£750.00	£35.00
REMAINING	£415.20	£404.92	£28.00	£80.00	£200.00	£150.00	£0.01	£8.43	£0.33	£35.00

	Councillor emails	External Funding	Online Bank Acc Fee	Bank Card Fee	No Budget	CIL Fund	Total per month	Conf. Payments
APRIL	£0.00	£0.00	£0.00	£0.00	£138.45	£0.00	£9,710.93	In budget
MAY	£0.00	£0.00	£0.00	£0.00	£0.00	£136.80	£1,119.63	In budget
JUNE	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£211.44	In budget
JULY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
OCTOBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>SPENT</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£136.80</b>		
BUDGETED	£910.00	£0.00	£72.00	£86.00	£0.00	£18,213.53		
REMAINING	£910.00	£0.00	£72.00	£86.00	£0.00	£18,076.73	£0.00	

### 3. Dropbox Annual subscription

It was **RESOLVED** by majority vote to approve the annual Dropbox business subscription at a budget cost of approximately £200.

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

### 4. Internal Auditor

It was **RESOLVED** by majority vote to appoint Jane Olds as the internal auditor for 2022-23 accounts.

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

### 5. Budget Virement to the Events Committee

It was **RESOLVED** by majority vote to agree for the Leys Festival budget to be used for the Leys Fete.

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

**6. Hall Hire for the Jubilee**

It was **RESOLVED** by majority vote to agree to pay the invoice for the Glow Hall hire to host the Jubilee at a cost of £125.00.

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

**7. Van Hire for the Music Equipment**

It was **RESOLVED** by majority vote to agree to pay for the van to transport the music equipment for the jubilee at a cost of £80.00.

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

**8. Internal Financial Controller**

Cllr Edosomwan confirmed the review of the invoices against the July and August cashbook as correct.

**9. Cashbook Payments**

It was **RESOLVED** by majority vote to pay the cashbook payments for July and August 2022.

Date	Payee	Description	Total
26/06/2022	Oxford Polish Association	Reimbursed for Jubilee	£1,000.00
26/07/2022	Active-on -8	Small Grant	£500.00
26/07/2022	Dovecote	Small Grant	£500.00
27/07/2022	Oxford Mutual Aid	Small Grant	£500.00
27/07/2022	D James via expenses	Van hire for the music	£80.00
27/07/2022	Dropbox subscription	Dropbox	£199.00
27/07/2022	Leys CDI	Hall Hire	£125.00
27/07/2022	Oxford City Council	Hall Hire	£95.40
25/07/2022	Clerk	July Wages	Conf
25/08/2022	Clerk	August Wages	Conf
12/07/2022	OCC Pension Fund	July contribution	Conf
12/08/2022	OCC Pension Fund	August contribution	Conf
26/07/2022	HMRC	Quarterly contribution	Conf
26/07/2022	HMRC	Interest	Conf

**£6,805.90**

**FC0065/22 ITEMS FOR THE NEXT THE AGENDA**

It was noted to contact the clerk with any agenda items proposals.

**FC0066/22** The meeting ended at 21.15

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

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 27<sup>th</sup> September 2022, at 7.00 pm held a Blackbird Leys Community Centre

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- MEMBERS PRESENT:** Parish Councillors: Anthony Church (Chairman), Peter Nowland (Vice Chairman) Ewa Gluza, Imade Edosomwan, Gill Taylor, Maggie Lewis, David Newman, and Kieran Watson.
- OTHER COUNCILLORS:** City Councillors: None  
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:** Roo Humpherson.  
**Catalyst Senior Development Manager:** Mona Barry  
**Community Groups:** Oxford Polish Association, Friendleys and Blackbird Leys Neighbourhood Watch.  
**Members of the Public:** Three members.

**A minute's silence was held in memory of her Majesty Queen Elizabeth II who sadly died on 8th September 2022.**

- APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Olamide Oladejo.  
**City Council Councillors:** Hosnieh Djafari-Marbini  
**Thames Valley Police:** None.
- FC0067/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None
- FC0068/22** **MINUTES OF THE PREVIOUS MEETING**  
It was **RESOLVED** by majority vote to accept the minutes for the Parish Council meeting held on Tuesday 26th July 2022  
This was proposed by Cllr Edosomwan and seconded by Cllr Taylor.
- FC0069/22** **COMMUNITY REPORTS**  
The community groups present gave their reports.
- FC0070/22** **PUBLIC PARTICIPATION**  
- A band of brothers attended to introduce themselves and working on the estate supporting males that are involved in the criminal justice system.
- FC0071/22** **REGENERATION PROJECT**  
- Working with Catalyst and Peabody.  
- Costs being reviewed due to increases.  
- Catalyst have met with contractors to review the finances, designs and building regulations.  
- A newsletter will be coming out soon with information.  
- The planning application is due to be submitted this year but is subject to contractor review.
- FC0072/22** **COUNTY AND CITY COUNCILLOR REPORTS**  
The councillors present gave their reports.

- FC0073/22**                    **PARISH COUNCILLOR REPORTS**  
The councillors present gave their reports.
- FC0074/22**                    **COMMITTEES**  
The council received an update from the planning and event committees.
- FC0075/22**                    **LINNET CLOSE**  
The decision via email was ratified and it was **RESOLVED** by majority vote to purchase items for phase 2 approximately £303.00  
This was proposed by Cllr Taylor and seconded by Cllr Church.
- FC0076/22**                    **NOTICEBOARDS**
1. It was **RESOLVED** by majority vote to agree to pay for the noticeboard repairs of £300 as per FC075/20.  
This was proposed by Cllr Edosomwan and seconded by Cllr Church.
  2. It was **RESOLVED** by majority vote to pay the additional cost of £245.92 for the noticeboard works.  
This was proposed by Cllr Edosomwan and seconded by Cllr Church.
- FC0077/22**                    **WEBSITE**  
It was **RESOLVED** by majority vote to agree to reimburse a former councillor for the old parish council website's annual fee at £111.75, as the subscription was not cancelled.  
This was proposed by Cllr Edosomwan and seconded by Cllr Lewis.
- FC0078/22**                    It was **RESOLVED** by majority vote to extend the meeting by 15 minutes.  
This was proposed by Cllr Church and seconded by Cllr Lewis.
- FC0079/22**                    **GRANT REQUEST**  
It was **RESOLVED** by majority vote to award the full amount of the requested £500 to support the Oxford Science and Idea Festival.  
The Parish Council awarded this funding using the power of Recreation from the LGA 1976 Section 19.  
This was proposed by Cllr Gluza and seconded by Cllr Lewis.  
**Action: Clerk to write a letter and issue terms and conditions.**
- FC0080/22**                    **EVENTS**
1. It was **RESOLVED** by majority vote to hold the Leys Fete on Saturday 6<sup>th</sup> May 2022.  
This was proposed by Cllr Gluza and seconded by Cllr Taylor.
  2. It was **RESOLVED** by majority vote to agree to host a Christmas event with the Oxford Polish Association.  
This was proposed by Cllr Gluza and seconded by Cllr Church.
- FC0081/22**                    **FINANCE**
1. **Income**  
No income has been received since last month.
  2. **Signatories**  
It was **RESOLVED** by majority vote for Cllr Newman and Cllr Taylor to become signatories.
  3. This was proposed by Cllr Church and seconded by Cllr Gluza.  
**External auditor**
  4. The external auditors report for the account for 2021-22 was **NOTED** and the clerk advised this has been uploaded to the parish council's website.  
**Internal Financial Controller**
  5. It was **NOTED** that Cllr Edosomwan confirmed a review of the invoices against the September cashbook, as correct.

#### 6. Cashbook Payments

It was **RESOLVED** by majority vote to pay the cashbook payments for September 2022.

Date	Payee	Description	Invoice No	Total
27/09/2022	Moore	External Audit	313404	£360.00
27/09/2022	Cuttelowe Garden Centre	Linnet Close phase 2	3	£303.00
27/09/2022	Raw	Linnet Close furniture	SIN009567	£1,550.40
27/09/2022	Oxford City Council	August Hall Hire	51428157/7	£10.60
27/09/2022	OALC	Conduct Issues & Employee Relations IE	W-2232	£66.00
27/09/2022	OALC	Internal Controls AT	W-2233	£66.00
25/09/2022	Clerk	September Wages	Payslip	Conf
12/09/2022	OCC Pension Fund	September contribution	Print out	Conf
25/09/2022	HMRC	September Cont	Print out	Conf
<b>Total</b>				<b>£5,409.83</b>

#### FC0082/22 PROPOSE ITEMS FOR THE NEXT AGENDA

It was **NOTED** to contact the clerk with any agenda items proposals.

The meeting ended at 21.15

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

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 25<sup>th</sup> October 2022, at 7.00 pm held a Blackbird Leys Community Centre

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- MEMBERS PRESENT:** Parish Councillors: Anthony Church (Chairman), Peter Nowland (Vice Chairman) Ewa Gluza, Imade Edosomwan, Gill Taylor, David Newman, Olamide Oladejo and Kieran Watson.
- 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:** Alexa Bailey and Amber Giles.  
**Oxford City Council Regeneration Manager:** Roo Humpherson.  
**Peabody Senior Development Manager:** Mona Barry  
**Community Groups:** Oxford Polish Association and Friendleys.  
**Members of the Public:** None
- APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Maggie Lewis  
**City Council Councillors:** None.  
**Thames Valley Police:** None.
- FC0083/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None
- FC0084/22** **MINUTES OF THE PREVIOUS MEETING**  
It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council meeting held on Tuesday 27th September 2022.  
This was proposed by Cllr Church and seconded by Cllr Nowland.
- FC0085/22** **COMMUNITY AND NEIGHBOURHOOD**  
The officers present gave their reports.  
It was **NOTED** that the Blackbird Leys community centre is open to the public between 12-3pm, the front door is presently locked, however steps are being taken to open fully.
- FC0086/22** **COMMUNITY REPORTS**  
The community groups present gave their report.
- FC0087/22** **PUBLIC PARTICIPATION**  
None
- FC0088/22** **REGENERATION PROJECT**  
- A regeneration bulletin is being drafted.  
- The planning application is at the final sign off stage.  
- A contractor has been selected and collaboration is taking place.
- FC0089/22** **COUNTY AND CITY COUNCILLOR REPORTS**  
The councillors present gave their reports.
- FC0090/22** **PARISH COUNCILLOR REPORTS**  
The councillors present gave their reports.  
It was **NOTED** that Cllr Nowland has retracted his resignation and will be staying on with the parish council.



**FC0091/22**

**COMMITTEES**

The council received an update from the planning and event committees.

**FC0092/22**

**COUNCILLOR EMAIL ADDRESSES**

1. It was **RESOLVED** by unanimous vote to ratify the decision on email to purchase councillor email addresses, at a cost of £43 per mailbox. 8 x councillor, 1 x chairman, 1 x planning and an events mailbox.  
For a total cost of £411.51 + vat.  
This was proposed by Cllr Nowland and seconded by Cllr Edosomwan.
2. It was **RESOLVED** by unanimous vote to adopt the Email Policy, with the sentence *'It is strictly forbidden to share any part of this message with any third party, without the written consent of the sender'* removed.  
This was proposed by Cllr Newman and seconded by Cllr Church.

**FC0093/22**

**CODE OF CONDUCT**

It was **RESOLVED** by unanimous vote to adopt the Oxford City Council new code of conduct.

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

**FC0094/22**

**YOUTH REPRESENTATIVE**

It was **RESOLVED** by unanimous vote to appoint Cllr Watson, to act as the youth representative, as per the Representative Protocol.

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

**FC0095/22**

**GRANT AWARDS**

The grants working group made their recommendation to the council.

1. It was **RESOLVED** by unanimous vote to award Agnes Smith the remaining £750 on this year's grant award.  
This was proposed by Cllr Gluza and seconded by Cllr Taylor.
2. It was **RESOLVED** by unanimous vote to award Leys CDI the remaining £600 on this year's grant award.  
This was proposed by Cllr Gluza and seconded by Cllr Taylor
3. It was **RESOLVED** by unanimous vote to award Oxford Play Association the remaining £600 on this year's grant award.  
This was proposed by Cllr Gluza and seconded by Cllr Taylor
4. It was **RESOLVED** by unanimous vote to award Thrive the remaining £600 on this year's grant award.  
This was proposed by Cllr Gluza and seconded by Cllr Taylor

**FC0096/22**

**EVENTS**

**1. Leys Fete**

**i. Supplier Payments**

It was **RESOLVED** by unanimous vote to ratify the decision on email to pay the key suppliers for the Leys Fete.

1. Meet the animals = £865.00

2. Sky's the limit = £2,415.00

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

**ii. To consider rescheduling the date.**

The events committee recommended to reschedule the date of the Leys Fete from Saturday 6 May 2023 to Monday 1 May 2023 due to a clash with the Kings coronation.

It was **RESOLVED** by unanimous vote to move the date of the Leys Fete to Monday 1st May 2023.

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

**2. Christmas Event**

It was **RESOLVED** by unanimous vote to request to use the Glow Hall on Thursday 8<sup>th</sup> and Friday 9<sup>th</sup> December and The Barn on the 10<sup>th</sup> December for the Christmas event.

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

**Action: Clerk to arrange.**

**FC0097/22** It was **RESOLVED** by majority vote to extend the meeting by 15 minutes. This was proposed by Cllr Church and seconded by Cllr Nowland.

**FC0098/22** **FINANCE**  
**1. Income**

It was **NOTED** the following income has been received.

30.09.2022 – from Catalyst – for the Christmas events - £500

04.10.2022 - from Oxford City Council – 2<sup>nd</sup> Precept instalments - £27,194.50

**FC0099/22** **EVENTS**

It was **RESOLVED** by unanimous vote to allocate up to £1,500 of funding from the general reserves to host the Christmas event.

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

**FC00100/22** **INTERNAL FINANCIAL CONTROLLER**

It was **NOTED** that Cllr Edosomwan confirmed a review of the invoices against the October cashbook, as correct.

**FC00101/22** **CASHBOOK**

It was **RESOLVED** by unanimous vote to pay the cashbook payments for October 2022.

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

25/10/2022	IF	Small Grant	£500.00
25/10/2022	John Dillon	Noticeboard Repairs	£300.00
25/10/2022	John Dillon	Noticeboard repairs additional cost	£245.92
25/10/2022	John Dillon	Wix subs refund	£111.75
30/09/2022	Service charge	Unity Trust Bank quarterly charge	£18.00
10/10/2022	Lloyds	Lloyds Corporate Card Fee	£3.00
25/10/2022	Leys CDI	30% Grant	£600.00
25/10/2022	Agnes Smith	30% Grant	£750.00
25/10/2022	Oxford Play Association	30% Grant	£600.00
25/10/2022	Thrive T/a Oxford Community Churches	30% Grant	£600.00
25/10/2022	Lexis Nexis	Arnold Baker 13th	£138.99
25/10/2022	Desk with storage	Ikea	£115.00
02/09/2022	Meet the animals	Petting Zoo	£865.00
02/09/2022	Sky's the Limit Entertainment	Inflatables for Leys Fete	£2,415.00
25/10/2022	Clerk	Wages Oct	Private
25/10/2022	Oxford County Council	Pension	Private

25/10/2022	Raw Workshop	Picnic Bench - Linnet project	£495.00
25/10/2022	Oxford City Council	Hall Hire - September	£42.40
		<b>Total</b>	<b>£9,579.09</b>

**FC00102/22 ITEMS FOR THE NEXT AGENDA**

- Budget 2023-24
- Strategic Aims proposal

**FC00103/22 DATE OF NEXT MEETINGS**

- **Planning Committee Meeting** – Tuesday 8<sup>th</sup> November from 7pm at BBL CC
- **Strategic Aims Working Group** – Tuesday 15<sup>th</sup> November from 7pm at BBL CC
- **Events Committee Meeting** – Tuesday 22<sup>nd</sup> November from 7pm at BBL CC
- **Full Parish Council Meeting** – Tuesday 29<sup>th</sup> November from 7pm at BBL CC

***Exclusion of the public and press***

**FC00104/22 CLERKS APPRAISAL OUTCOME.**

It was **RESOLVED** by unanimous vote to agree the recommendations from the staffing committee to allocate up to £1,000 from the general reserves for office equipment for the clerk.

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

The meeting ended at 21.15

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

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 29<sup>th</sup> November 2022, at 7.00 pm held a Blackbird Leys Community Centre

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

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

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

**OTHERS PRESENT:** **Oxford City Council Communities & Neighbourhoods:** Amber Giles and Alexa Bailey.  
**Oxford City Council Regeneration Manager:** Roo Humpherson.  
**Peabody Senior Development Manager:** Mona Barry  
**Members of the Public:** None  
**Thames Valley Police:** None.  
**Community Groups:** Friendleys, Oxford Polish Association and The Leys Neighbourhood Watch.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** None  
**City Council Councillors:** Hosnieh Djafari-Marbini and Rae Humberstone.  
**Peabody Community Investment Coordinator:** Sam Stronach

**FC00105/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC00106/22** **MINUTES OF THE PREVIOUS MEETING**  
It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on Tuesday 25<sup>th</sup> October 2022.  
This was proposed by Cllr Church and seconded by Cllr Edosomwan.

**FC00107/22** **COMMUNITY REPORT**  
The community groups present gave their reports.

**FC00108/22** **PUBLIC PARTICIPATION**  
None

**FC00109/22** **REGENERATION PROJECT**  
**Peabody Senior Development Manager**  
- A contractor has been appointed.  
- A full report is due 16<sup>th</sup> January 2023.  
**Oxford City Council Regeneration Manager**  
- Legal background work is being completed.  
- Work on the community centre design is being reviewed.

**FC00110/22** **COUNTY AND CITY COUNCILLOR REPORTS**  
The councillors present gave their reports

**FC00111/22** **PARISH COUNCILLOR REPORTS**  
The councillors present gave their reports

**FC00112/22** **COMMITTEES**  
- **Events**  
i. It was **RESOLVED** by unanimous vote to purchase reflectors for the residents and at a cost of £1,300.  
This was proposed by Cllr Gluza and seconded by Cllr Newman.

- ii. It was **NOTED** there was additional information of which reflector, where they will be stored, and how they will be distributed needed to be confirmed.  
**Action: Cllr Gluza to confirm additional information.**
  - iii. The 'Meet Santa' event has been very popular on the estate.
- **Planning**
- Two objections were raised at the November meeting.
  - It was **NOTED** that Cllr Lewis would join the planning committee.

**FC00113/22** It was **RESOLVED** by majority vote to extend the meeting by 15 minutes. This was proposed by Cllr Gluza and seconded by Cllr Church.

**FC00114/22** **STRATEGIC AIMS PROPOSAL**  
The proposal was discussed.  
It was **NOTED** councillors would review and send any comments for consideration.

**FC00115/22** It was **RESOLVED** by majority vote to extend the meeting by 15 minutes. This was proposed by Cllr Edosomwan and seconded by Cllr Gluza.

**FC00116/22** **BUDGET PROPOSAL**  
The proposal was discussed and will be added to the January agenda for approval.  
It was **NOTED** councillors would review and send any comments for consideration.

**FC00117/22** **FINANCIAL MATTERS**

i. **Income**

It was **NOTED** the following income was received.

01/11/2022	Oxford City Council CIL Fund	£2,393.96
24/11/2022	Refund OALC GT R&R	£132.00

ii. **Noticeboard printing**

It was **RESOLVED** by unanimous vote to purchase printer ink for noticeboard printing at a cost of £42.99.

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

iii. **Quarterly Budget**

The following update was received.

	1	2	3	4	5	6
	Hall Hire	Stationery	Postage	Telephone	Dropbox	Expenses
APRIL	£0.00	£42.24	£0.00	£0.00	£0.00	£0.00
MAY	£84.80	£0.00	£0.00	£0.00	£0.00	£0.00
JUNE	£0.00	£40.37	£0.00	£0.00	£0.00	£0.00
JULY	£95.40	£0.00	£0.00	£0.00	£199.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£10.60	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£42.40	£0.00	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SPENT</b>	<b>£233.20</b>	<b>£82.61</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£199.00</b>	<b>£0.00</b>
BUDGETED	£506.25	£500.00	£28.00	£80.00	£199.99	£150.00
INCOME	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£273.05</b>	<b>£417.39</b>	<b>£28.00</b>	<b>£80.00</b>	<b>£0.99</b>	<b>£150.00</b>

	7	8	9	10	11	12
	Office 365	Memberships	Insurance	Info Cert	Audit Internal	Audit External
APRIL	£0.00	£2,461.57	£749.67	£5.00	£0.00	£0.00
MAY	£79.99	£0.00	£0.00	£0.00	£230.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JULY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£360.00
OCTOBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SPENT</b>	<b>£79.99</b>	<b>£2,461.57</b>	<b>£749.67</b>	<b>£5.00</b>	<b>£230.00</b>	<b>£360.00</b>
BUDGETED	£79.99	£2,470.00	£750.00	£35.00	£230.00	£360.00
INCOME	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£0.00</b>	<b>£8.43</b>	<b>£0.33</b>	<b>£30.00</b>	<b>£0.00</b>	<b>£0.00</b>

	13	14	15	16		
	Training	Grants	Grant remainder	Events		
				Jubilee	Christmas	Leys Fete
APRIL	£0.00	£5,950.00	£0.00	£0.00	£0.00	£0.00
MAY	£528.00	£0.00	£0.00	£0.00	£0.00	£0.00
JUNE	£0.00	£0.00	£159.00	£0.00	£0.00	£0.00
JULY	£0.00	£1,500.00	£0.00	£1,205.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£3,050.00	£0.00	£0.00	£0.00	£3,280.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SPENT</b>	<b>£528.00</b>	<b>£10,500.00</b>	<b>£159.00</b>			<b>£3,280.00</b>
BUDGETED	£736.00	£15,000.00	£500.00	£1,000.00	£1,500.00	£6,000.00
INCOME	£136.00	£0.00	£0.00	£500.00	£500.00	£500.00
<b>REMAINING</b>	<b>£208.00</b>	<b>£4,500.00</b>	<b>£341.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£3,220.00</b>

	17	18	19	20	21	22
	Emergency Fund	Annual Meeting	Clerk Laptop	.GOV	Councillor emails	External Funding
APRIL	£0.00	£0.00	£369.00	£0.00	£0.00	£0.00
MAY	£0.00	£0.00	£0.00	£60.04	£0.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JULY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SPENT</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£369.00</b>	<b>£60.04</b>	<b>£0.00</b>	<b>£0.00</b>
BUDGETED	£968.00	£300.00	£400.00	£65.00	£910.00	£0.00
INCOME	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£968.00</b>	<b>£300.00</b>	<b>£31.00</b>	<b>£4.96</b>	<b>£910.00</b>	<b>£0.00</b>

	Online Bank Acc Fee	Bank Card Fee	No Budget	CIL Fund	CIL Fund - Linnet Cls	Total per month
APRIL	£0.00	£0.00	£138.42	£0.00	£0.00	£9,715.90
MAY	£0.00	£0.00	£0.00	£0.00	£136.80	£1,119.63
JUNE	£18.00	£0.00	£0.00	£0.00	£0.00	£217.37
JULY	£0.00	£0.00	£0.00	£0.00	£0.00	£2,999.40
AUGUST	£0.00	£50.00	£0.00	£0.00	£0.00	£50.00
SEPTEMBER	£0.00	£3.00	£0.00	£0.00	£1,853.40	£2,227.00
OCTOBER	£18.00	£3.00	£253.99	£657.67	£495.00	£7,800.06
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00	
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00	
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00	
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>SPENT</b>	<b>£36.00</b>	<b>£56.00</b>	<b>£392.41</b>	<b>£657.67</b>	<b>£2,485.20</b>	
BUDGETED	£72.00	£86.00	£0.00	£18,213.53	£1,632.20	
INCOME	£0.00	£0.00	£0.00	£0.00	£0.00	
REMAINING	£36.00	£30.00	£0.00	£0.00	£0.00	

iv. **Internal Financial Controller**

It was **NOTED** that Cllr Edosomwan confirmed a review of the invoices against the November and December cashbook, as correct.

v. **Cashbook Payments**

It was **RESOLVED** by unanimous vote to pay the cashbook payments for November and December 2022.

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

Date	Payee	Description	Total
29/11/2022	OALC	Conduct Issues & Employee Relations	£66.00
29/11/2022	OALC	Internal Controls	£66.00
29/11/2022	Wix	11 mailboxes	£493.81
29/11/2022	Amazon	Snow Fluid 4 x 5 litres	£26.99
29/11/2022	TBA	Prewrapped presents	£750*
29/11/2022	TBA	Santa's chair	£50.00*
29/11/2022	Oxford City Council	Glow Hall Hire	£250.00
29/11/2022	TBA	Cleaning products and hand gel	£18.00
25/11/2022	HMRC	Month	Private
12/11/2022	OCC Pension Fund	November contribution	Private
25/11/2022	Clerk	November Wages	Private
12/12/2022	OCC Pension Fund	December contribution	Private
28/12/2022	Clerk	December Wages	Private
		<b>Total</b>	<b>£4,507.81</b>

\*The chosen supplier is out of stock so another supplier will be sourced.

**PROPOSE ITEMS FOR THE NEXT AGENDA**

- Budget approval

**FC00118/22 DATE OF THE NEXT MEETINGS**

- **Planning Committee Meeting** – Tuesday 13<sup>th</sup> Dec from 7pm at BBL CC
- **Strategic Aims Working Group** –TBC from 7pm at BBL CC
- **Events Committee Meeting** –TBC from 7pm at BBL CC
- **Full Parish Council Meeting** – Tuesday 31<sup>st</sup> Jan 2023 from 7pm at BBL CC

The meeting ended at 21.23

SIGNED: \_\_\_\_\_ Cllr Edosomwan (Chairman)

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Extraordinary Council Meeting held on Tuesday, 17<sup>th</sup> January 2023, at 7.00 pm held at Blackbird Leys Community Centre

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**MEMBERS PRESENT:** Parish Councillors: Imade Edosomwan (Chairman), Pete Nowland (Vice Chair), Ewa Gluza, Gill Taylor Kieran Watson, Maggie Lewis, Olamide Odelajo and David Newman.

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

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

**OTHERS PRESENT:** **Members of the Public:** None

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anthony Church

**FC00119/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC00120/22** **COST OF LIVING EVENT.**

- It was **RESOLVED** by unanimous vote for the Events Committee to host a 'Cost of Living' community information event at a venue on the estate, to be held in February 2023.

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

- It was **RESOLVED** by unanimous vote to invite a range of organisations relevant to the following topics

1. Income Support
2. Energy saving
3. Food
4. Household goods

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

- It was **RESOLVED** by unanimous vote to offer refreshments for attendees. This was proposed by Cllr Newman and seconded by Cllr Nowland.

**FC00121/22** **PROMOTION VIA FACEBOOK**

It was **RESOLVED** by unanimous vote for Cllr Newman to have access to the parish council Facebook page to promote the event.

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

It was **NOTED** the clerk was unable to assist this time due to working on the CILCA qualification.

**FC00122/22** **VOLUNTEERS**

It was **NOTED** that the event needs volunteers to promote and to help run activities on the day.

**FC00123/22** **BUDGET COSTS**

- It was **RESOLVED** by unanimous vote for a budget cost of £1,000 to run the event.

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

- It was **RESOLVED** by majority vote for this cost to be taken from the 'events' budget.

This was proposed by Cllr Gluza and seconded by Cllr Nowland



**FC00124/22 DATE OF THE NEXT MEETING**

1. The Full Parish Council will meet at 19.00 on Tuesday 28<sup>th</sup> February 2023
2. The Events committee will meet at 17.30 on Tuesday 31<sup>st</sup> January 2023.

The meeting ends at 20.08.

SIGNED: \_\_\_\_\_ Cllr Edosomwan (Chairman)

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 31<sup>st</sup> January 2023, at 7.00 pm held a Blackbird Leys Community Centre

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- MEMBERS PRESENT:** **Parish Councillors:** Imade Edosomwan (Chairman), Pete Nowland (Vice Chair), Anthony Church, Ewa Gluza, Gill Taylor, Maggie Lewis, and David Newman.
- OTHER COUNCILLORS:** **City Councillors:** None  
**County Councillor:** Imade Edosomwan.
- OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney
- OTHERS PRESENT:** **Oxford City Council Regeneration Manager:** Karolina Soisalo De Mendonca  
**Peabody Senior Development Manager:** Mona Barry  
**Members of the Public:** Five  
**Community Groups:** Friendleys, Oxford Polish Association and The Leys Neighbourhood Watch.
- APOLOGIES:** The following apologies were received:  
**Parish Councillor:** Kieran Watson and Olamide Odelajo.  
**City Council Councillors:** Hosnieh Djafari-Marbini and Rae Humberstone.  
**Peabody Community Investment Coordinator:** Sam Stronach
- FC00125/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None
- FC00126/22** **Minutes of the previous meeting**  
It was **RESOLVED** by unanimous vote as to accept the minutes of the full parish council meeting held on Tuesday 29<sup>th</sup> November 2022 and the extraordinary meeting held on Tuesday 17<sup>th</sup> January 2023 as a true record. This was proposed by Cllr Church and seconded by Cllr Edosomwan.
- FC00127/22** **Community Reports**  
The community groups present gave their reports.
- FC00128/22** **Public Participation**  
- The Leys Community Profile Steering Group provided an update.  
- Band of Brothers provided an update.
- FC00129/22** **Regeneration Update**  
To an update from Oxford City Council and Peabody was received.  
**Peabody Senior Development Manager**  
- The consultation with the contractor has concluded and the plans have been deemed sound.  
- The project risk has been updated in line with the new building and fire regulations.  
- The planning application is likely to be submitted in the next few weeks.  
- Oxford City Council, Peabody and Catalyst are working to resolve a few issues.  
**Oxford City Council Regeneration Manager**  
- A feasibility study is being carried out for the community centre in terms of cost, project, and engagement strategy.  
It was **NOTED** that Karolina Soisalo De Mendonca was welcomed as the Regeneration Manager

**FC00130/22**

**County and City Councillor Reports**

The councillors present gave their reports.

**FC00131/22**

**Parish Councillor Reports**

The councillors present gave their reports.

It was **NOTED** that the Emergency Plan for the estate is the responsibility of the City Council, and it has been confirmed there is a plan in place.

**FC00132/22**

**Committees and Working Groups**

An update was received from the planning and events committee, and the strategic aims working group.

It was **NOTED** that Cllr Nowland has re-joined the Grants Working Group.

**FC00133/22**

**Budget Proposal 2023-24**

It was **RESOLVED** by unanimous vote to approve the following budget proposal for 2023-24.

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

**Proposal 23-24**

<b>Budget Heading</b>	<b>Amount</b>
Staff Costs	Private
Clerk Printer	£0.00
Clerk Laptop	£0.00
Clerk Mailbox	£65.00
Councillor Mailboxes	£500.00
Hall Hire	£600.00
Insurance	£800.00
OALC Membership	£2,250.00
Information Commissioner Fee	£45.00
SLCC Annual Membership	£300.00
Audit Fee	£650.00
Postage	£28.00
Telephone	£150.00
Stationery	£300.00
Training	£1,000.00
Events	£6,000.00
Dropbox	£200.00
Zoom	£150.00
Office 365	£80.00
Election	£0.00
Annual Meeting	£300.00
All Grants	£8,000.00
Covid - 19/Emergency Fund	£2,500.00
Expenses	£82.00
Bank Charges	£200.00
Strategic Aims	£2,000.00
Total expenditure	£52,700.00
Precept	£52,700.00

**FC00134/22 Councillor Email Addresses**

It was **NOTED** the councillor email addresses to be used with immediate effect.

**FC00135/22 Financial Matters****1. Income**

It was **NOTED** the following credits were received.

19/01/2023	OCountyC Councillors PP Fund	£285.00
19/01/2023	Credit OCityC Room Hire	£84.80

**2. Small Grant Request**

It was **RESOLVED** by unanimous vote to award £500 to the BBL Community Larder. The Parish Council awarded this funding using the power of Recreation from the LGA 1972 Section 137.

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

**3. Internal Financial Controller**

It was **NOTED** Cllr Edosomwan confirmed the checks between the cashbook and the invoices for January 2023 as correct.

**4. Purchases**

It was **RESOLVED** by unanimous vote to agree the following purchases.

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

OWA	2 Yr renewal of internet domain	£196.80
OALC	Late payment of training invoice	£48.00
Oxford City Council	Room Hire - November	£53.00
Blackbird Leys Community Larder	Small Grant	£500.00
HMRC	Month PAYE Contributions	Private
OCC Pension Fund	January contribution	Private
Clerk	January Wages	Private
Clerk	Oct, Nov, Dec and Jan pay anomaly	Private
Clerk	National increase 2021-22	Private
Clerk	National increase 2022-23	Private
	Total	£4,842.22

**5. Cashbook Payments**

It was **RESOLVED** by unanimous vote to agree the approved purchases for January 2023 to be paid.

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

**FC00136/22 To propose Items for the next agenda**

It was **NOTED** all proposals need to be submitted to the clerk in writing at least 10 clear days before the meeting it is proposed for. *(As per standing order 9B).*

**\*\*Exclusion of the public and press to progress confidential staffing matters\*\***

**FC00137/22 Ergonomics**

It was **RESOLVED** by unanimous vote to purchase the mobile phone and contract as per the clerk's report.

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

**FC00138/22 National Salary Award**

It was **RESOLVED** by unanimous vote to implement the National Salary award as directed by the National Association of Local Councils for 2021-22 and 2022-23.

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

**FC00139/22 Date of the next meetings (Jack Argent Room of the BBL community centre)**

1. Grants Working Group – Tuesday 7th February 2023 at 1 pm – via Zoom.
2. Strategic Aims Working Group – Tuesday 7th February 2023 at 7 pm
3. Planning Committee – Tuesday 14th February 2023 at 7pm
4. Events Committee – Tuesday 21<sup>st</sup> February 2023 at 7pm
5. Full Parish Council – Tuesday 28th February 2023 at 7pm.

The meeting ended at 21.23.

SIGNED: \_\_\_\_\_ Cllr Edosomwan (Chairman)

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Full Council Meeting held on Tuesday, 28<sup>th</sup> February 2023, at 7.00 pm held at Blackbird Leys Community Centre

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- MEMBERS PRESENT:** Parish Councillors: Imade Edosomwan (Chairman), Pete Nowland (Vice Chair), Anthony Church, Gill Taylor and David Newman.
- OTHER COUNCILLORS:** City Councillors: None.  
County Councillor: Imade Edosomwan.
- OFFICERS PRESENT:** None
- OTHERS PRESENT:** **Oxford City Council Principal Regeneration Manager:** Elaine Swapp  
**Peabody Senior Development Manager:** Mona Barry  
**Peabody Community Investment Coordinator:** None  
**Members of the Public:** Two  
**Community Groups:** Friendleys
- APOLOGIES:** The following apologies were received:  
**Parish Councillor:** Ewa Gluza, Maggie Lewis, and Olamide Odelajo.  
**City Council Councillors:** Hosnieh Djafari-Marbini and Rae Humberstone.
- FC00140/22** It was **NOTED** that the clerk was unable to attend the meeting, Cllr Church with the agreement of the Staffing Committee and Chairman will take the meeting minutes.
- FC00141/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None
- FC00142/22** **Minutes of the previous meeting**  
It was **RESOLVED** by unanimous vote as to accept the minutes of the full parish council meeting held on Tuesday 31<sup>st</sup> January 2023 as a true record.  
This was proposed by Cllr Taylor and seconded by Cllr Nowland.
- FC00143/22** **Community Reports**  
The community groups present gave their reports.
- FC00144/22** **Public Participation**  
A resident attended and expressed an interest in becoming a parish councillor.
- FC00145/22** **Regeneration Update**  
To an update from Oxford City Council and Peabody was received.
- FC00146/22** **County and City Councillor Reports**  
The councillors present gave their reports.
- FC00147/22** **Parish Councillor Reports**  
The councillors present gave their reports.
- FC00148/22** **Committees and Working Groups**  
The following updates were received.  
**Planning Committee**  
It was **NOTED** Tuesday 14<sup>th</sup> March 2023 is the date of the next meeting.

**1. Events Committee**

It was **NOTED** Tuesday 21<sup>st</sup> March 2023 is the date of the next meeting.

**2. Strategic Aims Working Group**

It was **NOTED** the date of the next meeting will be arranged.

**3. Grants Working Group**

No update

**FC00149/22**

**Large Grants 2023**

**1. Agnes Smith Advise Bureau**

It was **RESOLVED** by unanimous vote to award £2,500, to support the cost of Electricity £900.00, Broadband £250.00, Phone £250.00, Photocopy/Printing £500.00, and Postage £600.00.

The Parish Council awarded this funding using the power of Citizens Advise Bureau from the Local Government Act 1972 S 142 (2A).

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

**2. Blackbird Leys Adventure Playground**

It was **RESOLVED** by unanimous vote to award £2,500, to support the cost of insurance.

The Parish Council awarded this funding using the power of Local Govt (Miscellaneous Provisions) Act 1976 s 19 (3).

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

**FC00150/22**

**Large Grant 2022**

**Oxford Community Action**

It was **NOTED** that the parish council had received the financial information requested for the 2022 large grant application, and there were enough funds remaining the grants allocation.

It was **RESOLVED** by unanimous vote to award £1,750, to support the cost of one branch of Oxford Community Action’s activities, which involves delivering weekly food parcels to over 500 households from BAME communities across Oxford who are experiencing food poverty.

The Parish Council awarded this funding using the power of Recreation from the Local Government Act 1972 Section 137.

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

**FC00151/22**

**Reserves 2023-24**

It was **RESOLVED** by unanimous vote to approve the reserves allocation for 2023-24.

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

Type	Amount	Description
<b>Total funds held</b>	£58,600.00	Bank Balance 24th Feb 2023
<b>Uncashed payments</b>	-£7,500	Staff costs Feb & Mar, stationery order, printer ink and allocation for large grant 2022.
<b>CIL Fund</b>	-£17,465	For infrastructure in the parish
<b>General Reserves</b>	-£10,175	
<b>Earmarked Reserves</b>		
Elections	-£5,000	Reserved in the event of an election in 2026
New Councillor cost	-£1,210	Mailbox (£65), plus roles and responsibilities training (£120), plus one other course (£60) = £245 per new councillor, 5 vacancies.

Events	-£5,000	Additional funds to host events *inc. £1,000 donation from Peabody.
Insurance excess	-£500	£100 per claim.
Crisis Fund	-£3,000	To support with the cost living crisis.
Staff costs	-£1,000	National increase, overtime, or a locum clerk.
Training	-£2,000	Additional budget for training needs.
Grants	-£3,000	For large and small grant awards.
Programme 1	-£500	Strategic aims.
Programme 2	-£500	Strategic aims.
Programme 3	-£500	Strategic aims.
Programme 4	-£500	Strategic aims.
Legal costs	-£750	To hire a solicitor if the council sees it necessary.
<b>Remaining</b>	<b>£0.38</b>	

#### **FC00152/22 Financial Matters**

##### **1. Income**

None

##### **2. Internal Financial Controller**

It was **NOTED** Cllr Edosomwan confirmed the checks between the cashbook and the invoices for February 2023 as correct.

##### **3. Purchases**

It was **RESOLVED** by unanimous vote to agree to purchase the following cashbook payments.

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

09/02/2023	Unity Trust Bank	Bank Charges	£3.00
28/02/2023	Oxford Community action	Grant	£1,750.00
28/02/2023	Anthony Church	Printer Ink	£42.99
28/02/2023	Amazon	Stationery order	£50.15
28/02/2023	Oxford City Council	Jack Argent Hire - January	£43.20
28/02/2023	HMRC	Month 10	Confidential
12/02/2023	OCC Pension Fund	February contribution	Confidential
25/02/2023	Clerk	February Wages	Confidential
		Total	£4,069.22

##### **4. Cashbook**

It was **RESOLVED** by unanimous vote to agree to pay the cashbook purchases.

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

#### **FC00153/22 Items for the next agenda**

It was **NOTED** proposals need to be submitted to the clerk in writing at least 10 clear days before the meeting it is proposed for. (As per standing order 9B).

- Provision of toilets in the park.
- Change of name from BBL Parish Council to The Leys Parish Council



**FC00154/22** **Dates of the next meetings** (Jack Argent Room of the BBL community centre)  
Planning Committee – Tuesday 14th March 2023 at 7pm  
Events Committee Meeting – Tuesday 21st March 2023 at 7pm.  
Full Parish Council – Tuesday 28th March 2023 at 7pm.

The meeting ends at 21.10.

SIGNED: \_\_\_\_\_ Cllr Edosomwan (Chairman)

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Full Council Meeting held on Tuesday, 28<sup>th</sup> March 2023, at 7.00 pm held at Blackbird Leys Community Centre

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- MEMBERS PRESENT:** **Parish Councillors:** Imade Edosomwan (Chairman), Pete Nowland (Vice Chair), Anthony Church, Gill Taylor, David Newman, Ewa Gluza and Maggie Lewis.
- OTHER COUNCILLORS:** **City Councillors:** None.  
**County Councillor:** Imade Edosomwan.
- OFFICERS PRESENT:** None
- OTHERS PRESENT:** **Oxford City Council Principal Regeneration Manager:** Karoline Mendonca.  
**Peabody Project Director:** Alex Neate.  
**Members of the Public:** Five.  
**Community Groups:** Friendleys, The Leys Neighbourhood Watch and Oxford Polish Association.
- APOLOGIES:** The following apologies were received:  
**Parish Councillor:** Olamide Odelajo  
**City Council Councillors:** Rae Humberstone  
**Peabody Senior Development Manager:** Mona Barry
- FC00155/22** It was **NOTED** that the clerk was unable to attend the meeting, Cllr Church with the agreement of the Staffing Committee and Chairman will take the meeting minutes.
- FC00156/22** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None
- FC00157/22** **Minutes of the previous meeting**  
It was **RESOLVED** by unanimous vote to accept the minutes of the full parish council meeting held on Tuesday 28<sup>th</sup> February 2023 as a true record.  
This was proposed by Cllr Taylor and seconded by Cllr Nowland.
- FC00158/22** **Community Reports**  
The community groups present gave their reports.
- FC00159/22** **Public Participation**  
Two members of the public expressed an interest in becoming a parish councillor.
- FC00160/22** **Regeneration Update**  
An update from Oxford City Council and Peabody was received.
- FC00161/22** **County and City Councillor Reports**  
The councillors present gave their reports.
- FC00162/22** **Parish Councillor Reports**  
The councillors present gave their reports.
- FC00163/22** **Committees and Working Groups**  
The following updates were received.  
**Planning Committee**  
It was **NOTED** Tuesday 11<sup>th</sup> April 2023 is the date of the next meeting, and the regeneration application has been submitted.

**1. Events Committee**

It was **NOTED** Tuesday 21<sup>st</sup> March 2023 meeting was not held and it was proposed the next meeting be held on 18<sup>th</sup> April 2023.

**2. Grants Working Group**

No update

**FC00164/22 Regeneration Planning Application**

It was **RESOLVED** by unanimous vote to request an extension of one month from Oxford City Council to respond to the regeneration planning application.

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

**FC00165/22 Bowls Club**

It was **RESOLVED** by unanimous vote to approve the proposal for the Parish Council to move to the Bowls Club for all activities.

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

**FC00166/22 Bullnose Morris**

It was **RESOLVED** by unanimous vote to approve the proposal for parish councillors to meet with Greene King and discuss the next steps for the site.

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

**FC00167/22 Strategic Aims 2023 – 2026**

An overview of the strategic aims was received.

**FC00168/22 Financial Matters**

**1. Quarterly Budget Update**

The following update was received.

	1	2	3	4	5
	Hall Hire	Stationery	Postage	Telephone	Dropbox
APRIL	£0.00	£42.24	£0.00	£0.00	£0.00
MAY	£84.80	£0.00	£0.00	£0.00	£0.00
JUNE	£0.00	£40.37	£0.00	£0.00	£0.00
JULY	£95.40	£0.00	£0.00	£0.00	£199.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£10.60	£0.00	£0.00	£0.00	£0.00
OCTOBER	£42.40	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£53.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£43.20	£96.66	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£84.00	£0.00
<b>SPENT</b>	<b>£329.40</b>	<b>£179.27</b>	<b>£0.00</b>	<b>£84.00</b>	<b>£199.00</b>
BUDGETED	£506.25	£500.00	£28.00	£80.00	£199.99
SPEND	£0.00	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£176.85</b>	<b>£320.73</b>	<b>£28.00</b>	<b>-£4.00</b>	<b>£0.99</b>

	6	7	8	9	10
	Expenses	Office 365	Memberships	Insurance	Info Cert
APRIL	£0.00	£0.00	£2,461.57	£749.67	£0.00
MAY	£0.00	£79.99	£0.00	£0.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£40.00
JULY	£0.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£35.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£5.00
<b>SPENT</b>	<b>£0.00</b>	<b>£79.99</b>	<b>£2,461.57</b>	<b>£749.67</b>	<b>£80.00</b>
BUDGETED	£150.00	£79.99	£2,470.00	£750.00	£35.00
SPEND	£0.00	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£150.00</b>	<b>£0.00</b>	<b>£8.43</b>	<b>£0.33</b>	<b>-£45.00</b>

	11	12	13	14	15
	Audit Internal	Audit External	Training	Grants	Grant remainder
APRIL	£0.00	£0.00	£0.00	£5,950.00	£0.00
MAY	£230.00	£0.00	£528.00	£0.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£159.00
JULY	£0.00	£0.00	£0.00	£1,500.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£360.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£0.00	£0.00	£3,050.00	£0.00
NOVEMBER	£0.00	£0.00	£132.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£48.00	£500.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£1,750.00	£0.00
<b>SPENT</b>	<b>£230.00</b>	<b>£360.00</b>	<b>£708.00</b>	<b>£12,750.00</b>	<b>£159.00</b>
BUDGETED	£230.00	£360.00	£736.00	£15,000.00	£500.00
SPEND	£0.00	£0.00	£136.00	£0.00	£0.00
<b>REMAINING</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£28.00</b>	<b>£2,250.00</b>	<b>£341.00</b>

	16				17
	Events				
	Jubilee	Christmas	Leys Fete	Cost of Living	Emergency Fund
APRIL	£0.00	£0.00	£0.00	£0.00	£0.00
MAY	£0.00	£0.00	£0.00	£0.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£0.00
JULY	£1,205.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£0.00	£3,280.00	£0.00	£0.00
NOVEMBER	£0.00	£1,282.22	£0.00	£0.00	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£195.93	£0.00
<b>SPENT</b>	<b>£1,205.00</b>	<b>£1,282.22</b>	<b>£3,280.00</b>	<b>£195.93</b>	<b>£0.00</b>
BUDGETED	£1,000.00	£1,500.00	£6,000.00	£1,000.00	£968.00
SPEND	£785.00	£500.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£580.00</b>	<b>£217.78</b>	<b>£2,720.00</b>	<b>£804.07</b>	<b>£968.00</b>

	18	19	20	21	22
	Annual Meeting	Clerk Laptop	.GOV	Councillor emails	External Funding
APRIL	£0.00	£369.00	£0.00	£0.00	£0.00
MAY	£0.00	£0.00	£60.04	£0.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£0.00
JULY	£0.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
OCTOBER	£0.00	£0.00	£0.00	£0.00	£0.00
NOVEMBER	£0.00	£0.00	£0.00	£493.81	£0.00
DECEMBER	£0.00	£0.00	£0.00	£0.00	£0.00
JANUARY	£0.00	£0.00	£0.00	£0.00	£0.00
FEBRUARY	£0.00	£0.00	£0.00	£0.00	£0.00
MARCH	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SPENT</b>	<b>£0.00</b>	<b>£369.00</b>	<b>£60.04</b>	<b>£493.81</b>	<b>£0.00</b>
BUDGETED	£300.00	£400.00	£65.00	£910.00	£0.00
SPEND	£0.00	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£300.00</b>	<b>£31.00</b>	<b>£4.96</b>	<b>£416.19</b>	<b>£0.00</b>

	Z3	Z4	Z5	Z6
	Online Bank Acc Fee	Bank Card Fee	No Budget	CIL Fund - Linnet Cls
APRIL	£0.00	£0.00	£138.42	£0.00
MAY	£0.00	£0.00	£0.00	£0.00
JUNE	£18.00	£0.00	£0.00	£0.00
JULY	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£50.00	£0.00	£0.00
SEPTEMBER	£18.00	£3.00	£0.00	£1,853.40
OCTOBER	£0.00	£3.00	£253.99	£495.00
NOVEMBER	£0.00	£3.00	£0.00	£0.00
DECEMBER	£18.00	£3.00	£0.00	£0.00
JANUARY	£0.00	£3.00	£0.00	£0.00
FEBRUARY	£0.00	£3.00	£0.00	£0.00
MARCH	£0.00	£3.00	£0.00	£0.00
<b>SPENT</b>	<b>£54.00</b>	<b>£71.00</b>	<b>£392.41</b>	<b>£2,348.40</b>
BUDGETED	£72.00	£86.00	£0.00	£3,468.00
SPEND	£0.00	£0.00	£0.00	£0.00
<b>REMAINING</b>	<b>£18.00</b>	<b>£15.00</b>	<b>-£392.41</b>	<b>£1,119.60</b>

	Total per month	Conf. Payments
APRIL	£9,710.90	In budget
MAY	£1,119.63	In budget
JUNE	£257.37	In budget
JULY	£2,999.40	In budget
AUGUST	£50.00	In budget
SEPTEMBER	£2,245.00	In budget
OCTOBER	£7,782.06	In budget
NOVEMBER	£1,911.03	In budget
DECEMBER	£56.00	In budget
JANUARY	£800.80	In budget
FEBRUARY	£142.86	In budget
MARCH	£2,037.93	Over Budget
<b>SPENT</b>	<b>£29,112.98</b>	
BUDGETED		
SPEND		
<b>REMAINING</b>		

It was **NOTED** the council had gone overbudget with

1. **Telephone** by £4
2. **Information Certificate** The information certificate figure is for this year's certificate, and last year's as there was a delay in approving the payment due to a lack of signatories.
3. **No budget** – this includes expenditure for locum clerk cover, an up-to-date Arnold Baker (13th edition), and a desk for the clerk. This type of expenditure is now covered in our reserve's allocation.
4. **Confidential Payments** (staff costs) - this has gone over budget by the amount of the two national increases, back pay and the increase in contributions to the HMRC.

**2. Income**

The following income was **NOTED**.

25/03/2023	Overpay on wages due to DD not being changed	£13.48
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**3. Internal Financial Controller**

It was **NOTED** Cllr Edosomwan confirmed the checks between the cashbook and the invoices for March 2023 as correct.

**4. Planning Specialist**

It was **RESOLVED** by unanimous vote to appoint a planning specialist to support with the regeneration planning application at a budget cost of £3,000 + vat to be taken from the general reserves.

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

**5. Purchases**

It was **RESOLVED** by unanimous vote to purchase the items listed on the March 2023 cashbook.

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

Date	Payee	Description	Amount
28/11/2022	Amazon	Prime - for Christmas event	£96.00
01/03/2023	ICO Certificate	Remaining for 2022 -23	£5.00
13/03/2023	Lloyds Bank	Multi Card Monthly Payment Feb	£3.00
28/03/2023	Cllr Newman	1000 leaflets	£57.14
28/03/2023	Cllr Newman	25 posters	£19.93
28/03/2023	Cllr Newman	Promoted post	£40.00
28/03/2023	Cllr Newman	Insulation materials	£40.33
28/03/2023	Cllr Newman	Insulation materials	£7.99
28/03/2023	Cllr Newman	Coffee cups	£10.00
28/03/2023	Cllr Newman	Pens, biscuits (craft & refreshments)	£18.54
28/03/2023	Cllr Newman	Hot cross buns (refreshments)	£2.00
28/03/2023	Oxford Community action	Grant	£1,750.00
28/03/2023	3 Telecommunications	Handset and Contract charge (cc)	£84.00
28/03/2023	Oxford County Council	Pension Contributions	Conf
28/03/2023	Clerk	Wages	Conf
28/03/2023	HMRC	Contributions	TBA
		<b>Total</b>	<b>£3,901.14</b>

**6. Cashbook Payments**

It was **RESOLVED** to make the payments for the items listed on the March 2023 cashbook.

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

**FC00169/22 Items for the next agenda**

It was **NOTED** councillors need to submit proposals to the clerk in writing at least 10 clear days before the meeting it is proposed for. (As per standing order 9B).

**Proposed Items**

- To set the date of the Annual meeting of the electors.
- Change of name of Parish Council (Cllr Church).
- To seek a meeting place on Greater Leys to hold alternate meetings.
- Strategic Aims Update

**FC00170/22 Date of the next meetings** (Jack Argent Room of the BBL community centre)

Planning Committee – Tuesday 11<sup>th</sup> April 2023 at 7pm

Events Committee Meeting – 18<sup>th</sup> April 2023

Strategic Aims working group - TBA.

Full Parish Council – Tuesday 25<sup>th</sup> April 2023 at 7pm.

The meeting ends at 21.30.

SIGNED: \_\_\_\_\_ Cllr Edosomwan - Chairman