

21st May 2025

Dear Councillor,

You are summoned to attend a meeting for Blackbird Leys Parish Council on Tuesday 27th May 2025 at 7.00pm, at the Leys Pool and Leisure Centre, Pegasus Road, Oxford OX4 6JL.

Yours sincerely

Emma Kearney

AGENDA

Annual Meeting of the Council

1. ELECTION OF THE CHAIRMAN

- 1.1** To elect a chairman and receive their 'acceptance of office' form.
- 1.2** To agree for the chairman to attend the Chairmanship training course by the OALC (Oxfordshire Association of Local Councils) if it has not already been attended.
- 1.3** To confirm the date of the 'Annual Meeting of the Parish' 2026.

2. ELECTION OF THE VICE-CHAIRMAN

- 2.1** To elect a vice-chairman.
- 2.2** To agree for the vice-chairman to attend training by the OALC (Oxfordshire Association of Local Councils) if it has not already been attended.

3. DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

To be received.

4. APOLOGIES

To be received.

5. PUBLIC PARTICIPATION

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

6. REGENERATION UPDATE

To be received.

7. MINUTES OF THE PREVIOUS MEETING

To confirm as a true record the minutes of the full parish council meeting held Tuesday 25th March 2025.

8. NOTICEBOARDS

To agree

- 8.1** Who will update the boards for 2025-26.
- 8.2** To provide the ink, paper and any equipment necessary to support.
- 8.3** The amount to be spent.

9. VENUE

To continue to hold meetings at the Leys Sports Centre at a rate of £25 per hours.

10. COMMITTEES AND WORKING GROUPS

To review the Terms of Reference and elect the members and key roles.

11. Planning Committee

To agree to –

- 11.1** Continue with the planning committee.
- 11.2** Continue with the current delegated powers/terms of reference.
- 11.3** Continue with the committee quorum of 3 councillors.
- 11.4** Hold the planning committee meeting on the third Tuesday of the month or propose another date and time.
- 11.5** Planning Committee Chairman.
- 11.6** Planning Committee Vice Chairman.

12. Staffing Committee

To agree to -

- 12.1** Continue with the staffing committee.
 - 12.2** The terms of reference for the committee
- To elect the following roles -
- 12.3** Staffing Committee Chairman.
 - 12.4** Two councillors to serve on the Staffing Committee.
 - 12.5** An alternative member to the Staffing Committee.
 - 12.6** To agree the clerk's annual appraisal date to be held in October 2025.
 - 12.7** To agree for appraisal training for the Staffing Committee members if they have not already attended.

13. Strategic Aims Working Group

To agree to

- 13.1** Continue with the Strategic Aims Working Group.
The group to work on the strategic aims draft proposal.
- 13.2** Appoint members.
- 13.3** Hold the working group meeting on the third Tuesday of the month after the planning meeting with flexibility to hold either the Neighbourhood Plan Working Group Strategic Aims Working Group meeting, or both, as required.

14. Events Committee

To agree to

- 14.1** Continue with the Events Committee.
- 14.2** The terms of reference.
- 14.3** Appoint members.
- 14.4** Appoint a chairman.
- 14.5** The next meeting dates.

15. Neighbourhood Plan Working Group

To agree to

- 15.1** Continue with the Neighbourhood Plan Working Group.
- 15.2** Review and approve the terms of reference.
- 15.3** Appoint a Chairman and Vice Chairman of the Working Group.
- 15.4** Confirm the quorum for Working Group meetings as 3 parish councillors
- 15.5** Confirm members
- 15.6** Hold the working group meeting on the third Tuesday of the month after the planning meeting with flexibility to hold either the Neighbourhood Plan Working Group Strategic Aims Working Group meeting, or both, as required.

15.7 Hold optional monthly check-in sessions on the first Tuesday of each month at 7pm via Zoom for coordination, progress updates, agenda preparation, training, and collaboration between formal meetings.

16. Website Working Group

To agree to

16.1 Continue with the Website Working Group.

16.2 Review the terms of reference.

16.3 Confirm members.

17. Video Production Working Group

To agree to

17.1 Continue with the Video Production Working Group.

17.2 Review the terms of reference.

17.3 Confirm members.

18. POLICIES, PROCEDURE AND DOCUMENT REVIEW

To review and adopt the following policies.

18.1 Code of Conduct (*No Change*)

18.2 Communication Policy (*No Change*)

18.3 Complaints Procedure (*No Change*)

18.4 Equality and Diversity Policy (*No Change*)

18.5 Financial Regulations 2024 (*Adopted March 2025*)

18.6 Health and Safety/Statement (*No Change*)

18.7 Privacy Policy (*No Change*)

18.8 Publication Scheme (*No Change*)

18.9 Standing Orders 2025 (*Draft for review*)

18.10 Training and Development Policy (*No Change*)

18.11 Small Grants Policy. (*No Change*)

19. REVIEW OF MEMBERSHIPS AND SUBSCRIPTIONS

To confirm the following annual memberships and subscriptions for 2025-26 as per the approved budget:

19.1 OALC (Oxfordshire Association of Local Councils) - £2,500.00 (budgeted)

19.2 SLCC (Society of Local Council Clerks) -£150.00 (budgeted)

19.3 Information Commissioner's Office (ICO) - £45.00 (budgeted)

19.4 Website - 12 mailboxes - £800.00 (budgeted)

19.6 Office 365 - £80.00 (budgeted)

19.7 Dropbox - £200.00 (budgeted)

19.8 Mapping Software (Parish Online) - £550.00 (budgeted)

To consider approval of:

19.9 Oxfordshire Neighbourhood Planning Alliance - £25.00 (to be taken from Membership budget)

19.10 Norton Antivirus subscription - £50.00 approximately (to be taken from Stationery budget).

20. REPRESENTATIVES

To appoint a councillor to act as a representative for the following portfolios, as per the Representative Protocol.

- 20.1 Planning**
- 20.2 Health and wellbeing**
- 20.3 Environment and climate change**
- 20.4 Transport**
- 20.5 Community Safety**
- 20.6 Website**

21. FINANCIAL MATTERS

21.1 Precept figure 2025-26

To confirm the precept figure for 2025-2026.

21.2 Grants

To continue awarding grants as per the policy in place.

21.3 Review of Insurance Arrangements

To confirm current insurance cover and confirm arrangements for 2025-26.

21.4 Income

To confirm income for May 2025

21.5 Cashbook Purchase

To agree to purchase the cashbook items for May 2025.

21.6 Cashbook Payments

To agree to pay for the cashbook items for May 2025.

21.7 Standing Orders/Direct Debits

To agree to continue to pay the

- i. Clerk's salary.
- ii. Pension.
- iii. HMRC contributions.
- iv. Mobile phone contract
- v. Debit Card
- vi. Bank Account Fee

21.8 Internal Financial Controller

To elect for 2025-26.

21.9 Bank Mandate Review

To agree the following approved signatories

- i. Cllr Church
- ii. Cllr Newman
- iii. Cllr Lewis
- iv. Cllr Webb
- v. Cllr Latchman

22. CO-OPTION

To co-opt Rae Humberstone to the Blackbird Leys Wards

23. TO PROPOSE ITEMS FOR THE NEXT AGENDA

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).