

21<sup>st</sup> November 2024

Dear Councillor,

You are summoned to attend a meeting of Blackbird Leys Parish Council on Tuesday 26<sup>th</sup> November 2024 at 7pm at the **Leys Pools & Leisure Centre Pegasus Rd, Oxford OX4 6JL**.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The meeting will be recorded for the purpose of minute taking, in accordance with our Standing Orders. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

The press and public are welcome to attend.

Yours sincerely

*Emma Kearney*

Parish Clerk

#### **AGENDA**

**1. APOLOGIES**

To be received.

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

To receive any Declarations of Interest.

**3. MINUTES OF THE PREVIOUS MEETING**

To confirm as a true record the minutes of the full parish council meeting held on Tuesday 29<sup>th</sup> October 2024.

**4. PUBLIC PARTICIPATION**

Members of the public can address the meeting if the chairman has been made aware. Members of the public are permitted to report on the proceedings of this meeting, including through filming, photography, audio recording, or providing oral/written commentary. Those wishing to record the meeting are asked to notify the Chairman of their intentions prior to the start of the meeting

**5. REGENERATION UPDATE**

To receive an update from Oxford City Council and Peabody.

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

To receive a report.

**7. NEIGHBOURHOOD PLAN WORKING GROUP MEMBERS**

To appoint

**8. NEIGHBOURHOOD PLAN CONSULTANT APPOINTMENT**

1. To appoint ONH as Neighbourhood Plan consultant.
2. **To authorise the Clerk to**
  1. Issue formal appointment documentation
  2. Confirm reporting procedures

3. **To note supporting documents**
  1. Process statement
  2. OALC advice (12/11/24)
  3. Original proposal (24/07/24)

**9. COMMUNITY CENTRE APPLICATION**

1. To note the planning application has been submitted.
2. To agree to appoint a consultant to review and make recommendations to the council.
3. To decide which quotation to accept.
4. To agree for the costs to be paid out of the Neighbourhood Plan Reserves allocation.

**10. DRAFT BUDGET 2025-26**

To review and approve

**11. PC PROPERTY**

To note the property will be moved from the Bowls Club to the Clerks house.

**12. FINANCIAL MATTERS**

1. **Income**

To note the income received
2. **Finance Report**

To note.
3. **Budget Update**

To be received.
4. **Budget Virement**
  - i. To move £1500.00 from General Reserves to Salary to cover staff costs.
  - ii. To move £350.00 from Staff Costs Reserves to Pension to cover staff costs.
  - iii. To move £300.00 from General Reserves to Hall Hire.
5. **Internal Financial Controller**

To confirm the review of the invoices against the November and December 2024 cashbook.
6. **Purchases**

To agree to purchase the items listed on the November and December 2024 cashbook.
7. **Cashbook Payments**

To agree to make the payments for the items listed on the November and December 2024 cashbook.

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

*Standing order 3(d)*

**13. STAFFING MATTERS**

1. To appoint a third member to the Staffing Committee  
**To agree**
2. The date and venue for Clerk's Annual Appraisal 2024
3. The national pay increase for 2024-24.
4. To payback of national pay increase from April - Nov 2024
5. The pension adjustment.
6. To pay the pension back pay from April - Nov 2024

**14. To propose Items for the next agenda**

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*).

**15. Important Dates**

1. Planning Committee – Tuesday 17<sup>th</sup> December 2024 at 7pm
2. Neighbourhood Plan Working Group – Online - Thursday 12<sup>th</sup> December at 7pm  
If you wish to be considered to join our working group please contact the clerk.
3. Full Parish Council – Tuesday 28<sup>th</sup> January 2025 at 7pm

**Meetings are currently being held at the Leys Pools & Leisure Centre Pegasus Rd, Oxford  
OX4 6JL**

Meetings will be posted on our website [www.blackbirdleyparishcouncil.gov.uk](http://www.blackbirdleyparishcouncil.gov.uk)  
Alternatively, please contact the clerk on [clerk@blackbirdleyparishcouncil.gov.uk](mailto:clerk@blackbirdleyparishcouncil.gov.uk)  
or on mobile number **07806813774**

Better still come along to one of our meetings.