

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 28<sup>th</sup> April 2020, at 7.00 pm held virtually.

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**MEMBERS PRESENT:** Parish Councillors John Dillon (Chair), Mark Franks, Ewa Gluza, Maggie Lewis, Imade Edosomwan, Robert Davies and Deborah McIlveen.

**OTHER COUNCILLORS:** City Councillors: Hosnieh Djafari-Marbini, Sian Taylor and Rae Humberstone.  
County Councillor: Deborah McIlveen

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

**OTHERS PRESENT:** **Oxford City Council Communities and Neighbourhoods:** Hollie Tuckwell  
**Members of the Public:** Two members of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Peter Nowland, Olamide Odelajo and Anthony Church.  
**City Council Councillors:** None.  
**Thames Valley Police:** PCSO Anna Guzinska

### FC001/20 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

Cllr McIlveen has declared an interest for -

- I. Blackbird Leys Adventure Playground (B.L.A.P).
- II. The Leys Community Development Initiative (C.D.I).
- III. Pegasus School.

Cllr Robert Davies has declared an interest for

- I. Casual Basketball Leagues.

### FC002/20 **MINUTES OF PREVIOUS MEETINGS**

It was **RESOLVED** to accept the minutes for the Parish Council Meeting held on 25<sup>th</sup> February 2020.

- a) It was commented by Cllr Smith that meeting minute reference FC218/19 a) iii should read '*is approximately £100 million and it will only generate approximately £80 million from the sales values.*'
- b) It was commented in meeting minute FC 203/19 c) 4.4. that 'Leys Festival' had not been added to Cllr Lewis' Councillor Responsibilities.
- c) No meeting was held on 31<sup>st</sup> March due to the Coronavirus outbreak.

### FC003/20 **PUBLIC PARTICIPATION**

None

### FC004/20 **APPROVAL OF PARISH COUNCIL INSURANCE POLICY**

It was **AGREED** to approve the annual insurance policy for 2020 – 2021.

### FC005/20 **APPROVAL OF PARISH COUNCIL VIRTUAL MEETING POLICY**

It was **AGREED** to approve the parish council virtual meeting policy.

### FC006/20 **COMMUNITY LARDER**

- a) Discussions were held regarding the Community Larder and some complaints being raised.
- b) It was commented that City Council employees had stepped in to support the operation of the larder to ensure it remained functioning during the lockdown, and continued to support residents. It was further commented that the larder

was a community initiative, and would be handed back to the volunteers as soon as possible. A meeting has been scheduled to discuss these points.

- c) It was further commented of the good work carried out by Hollie Tuckwell and Jayne Watson, and suggested the clerk send a 'thank you' email from the parish council acknowledging this.

It was **AGREED** to add an agenda item to the May meeting, to follow up after the meeting had taken place.

**Action: Clerk to add 'Community Larder' to the May agenda.**

**Clerk to send 'thank you' email to Hollie Tuckwell and Jayne Watson.**

**FC007/20**

#### **CRISIS DONATIONS**

- a) Discussions were held regarding the support the parish council could offer to residents during the Covid-19 outbreak. It was advised by the clerk donations could be made to community groups working in the parish, and a budget virement could be agreed to fund this.
- b) It was suggested to use the budget from the Leys Festival 2020, as the event had been cancelled.
- c) It was commented
  - I. The Oxford Polish Association have a budget of £300, for those in need.
  - II. Blackbird Leys Adventure Playgroup (B.L.A.P) are giving out vouchers for food for school children.
  - III. The Community Development Initiative (C.D.I) are supporting the young people.
  - IV. Agnes Smith are supporting people on the estate and their families.

There were discussion highlighting the good work in the community.

It was **AGREED** to add this to the May agenda for further discussion.

**Action: Clerk to add 'budget virement' to the May agenda.**

**FC008/20**

#### **LEYS FESTIVAL**

- a) The festival has been postponed until next year, any work on the festival can be paused until further notice.
- b) The Oxford University has confirmed the £500 funding for the exhibition.
- c) All suppliers have been contacted and postponed until next year.

**FC009/20**

#### **COMMUNITY PARTNERSHIP REPORT**

##### **HOLLIE TUCKWELL**

- a) There is a shortage of volunteers for the parish, if there are volunteers outside the parish that can assist with prescriptions collections, shopping or collecting larder boxes. Please flag this with the Oxford Hub when registering to volunteer.
- b) Community Partnership meeting invite will be scheduled for next week, and an invite will be circulated.
- c) Supporting Agnes Smith with leafleting, to get the message across the estate that they are open and can support.
- d) Locality Support Hub has been open for 4 weeks now, and having a high number of referrals. Contacting Friendly's and other residents with a telephone call.

## REPORT FROM OXFORD CITY AND COUNTY COUNCILLORS

FC010/20

### CLLR TAYLOR

- a) Full council meeting 30<sup>th</sup> March was cancelled, there were things that needed a decision namely the Blackbird Leys Development Project and approval of the detail design, this is due to be sign-off by the Chief Executive. Due to government funding it will be good for Blackbird Leys once this has been signed-off.
- b) Planning is still being processed.
- c) The Oxford Hub is doing an amazing job.
- d) Pleased the parish noticeboards planning has been approved and is looking forward to seeing them.

FC011/20

### CLLR HUMBERSTONE

- a) Reported issues from residents with the Oxford Hub, regarding deliveries and food allergies.  
*Action: Cllr Humberstone to update with Hollie with details of the complaint to follow-up.*

FC012/20

### CLLR MCILVEEN

- a) County Council meeting is going ahead, as a virtual meeting. Decisions will be made and there are scheduled to be around 60 councillors involved.
- b) County Council has spent £1, 000, 000 on P.P.E.
- c) 17,000 people should have had shielding letters, but they have not received them. This accesses food deliveries and other support.
- d) Concern raised by a resident that carers were attending without P.P.E.
- e) Community Development Initiative (C.D.I) Youth Club was locked down, and the City Council was going to stop funding. However, as the CDI are remote working to support the youth in the estate by providing dongles and laptops.
- f) Domestic Violence has increased, working with the City and County Council and a local group.

FC013/20

### Grant Applications 2020 - Outcome

#### 1) Dovecote Voluntary Parent Committee

- i. It was **RESOLVED** by unanimous vote to award the full amount of £1,200, the grant is towards providing a low-cost family trip away from the estate during long summer holiday. Also, towards insurance needed for the organisation to continue low-cost facilities to families.
- ii. The Parish Council awarded this money using Section 137 of the Local Government Act 1972.

*Action: Clerk to write outcome letter and raise cheque*

#### 2) Blackbird Leys Neighbourhood Support Scheme (Agnes Smith)

- i. It was **RESOLVED** by a unanimous vote to award the full amount of £5,000.00, the grant is towards telephone/internet, electricity, photocopying, information resources, stationery, office supplies, and office maintenance.
- ii. Parish Council awarded this money using powers of Citizens Advice Bureau, from the Local Government Act 1972.

*Action: Clerk to write outcome letter and raise cheque*

**3) Leys Information Technology Zone CIC**

- i. It was **RESOLVED** by a unanimous vote to award the full amount of £3,445.00, for company costs, telephone and broadband, office rent, printing, stationery, publicity materials, website costs and hub hire.
- ii. Parish Council awarded this money using powers of Conference Facilities.

**Action: Clerk to write outcome letter and raise cheque**

**4) Raw Workshop**

- i. It was **RESOLVED** to award the partial amount of £3,000, to support the RAW Potential programme working with young people from 12 -21 for whom conventional pathways have not worked.
- ii. The Parish Council awarded this money using Section 137 of the Local Government Act 1972

**Action: Clerk to write outcome letter and raise cheque**

***Cllr McIlveen was moved to the waiting room while these applications were considered.***

**5) Pegasus School**

- i. It was **RESOLVED** by a unanimous vote to award the full grant amount of £5,000, to improve the reception classrooms.
- ii. The Parish Council awarded this money using Section 137 of the Local Government Act 1972.

**Action: Clerk to write outcome letter and raise cheque**

**6) Leys CDI**

- 1) There were discussions regarding the need for the parish council to fund the rent for this group, there were further discussions regarding two application being submitted for the same charity.
- 2) It was **AGREED** to ask the following questions
  - a. Who owes the Glow Hall?
  - b. What happens to the profit from hiring the Glow Hall?

**Action: Clerk to email applicant questions and to arrange an extraordinary meeting.**

**7) Leys News**

- i. There were discussions regarding the need for the parish council to fund this application.
- ii. It was **AGREED** to ask Leys News to join the emergency meeting.

**Action: Clerk to contact applicant to arrange an extraordinary meeting to discuss application further.**

***Cllr Davies was moved to the waiting room while this application was considered.***

**8) Casual Basketball League**

- i. It was **RESOLVED** by a unanimous vote to award the full grant amount of £600, to purchase the equipment required Basketballs, Jersey bibs, 2 x scoreboards, referee/official uniforms and referee whistles.
- ii. The Parish Council awarded this money using Section 137 of the Local Government Act 1972.

**Action: Clerk to write outcome letter and raise cheque**

***Cllr Davies re-joined the meeting.***

9) **Friendleys**

- i. It was **RESOLVED** by a unanimous vote to award the full grant of £1,000, for hall hire for 50 weeks of the year.
- ii. The Parish Council awarded this money using the powers of conference centres.

**Action: Clerk to write outcome letter and raise cheque**

10) **Blackbird Leys Adventure Playgroup**

- i. It was **RESOLVED** by a unanimous vote to award the full grant of £5,000, to have the football pitch resurfaced with Eco Mulch.
- ii. The parish council awarded this money using the power of conference facilities.

**Action: Clerk to write outcome letter and raise cheque**

**FC014/20 CASHBOOK**

It was **AGREED** to pay the following payments

- 1) Clerk's April salary, £\*\*\*\*\* by standing order.
- 2) Oxford City Council hall hire for May, £20, by standing order.
- 3) Zurich Insurance for the annual renewal of the parish council's insurance policy, £668.45 by cheque no. 101337.
- 4) Clerk's expenses, planning application - locations maps and block plans £89.40. Viking stationary orders £75.29 total of £164.69, cheque no. 101338.
- 5) Dovecote grant award for 2020, £1,2000, by cheque no. 101340.
- 6) Blackbird Leys Neighbourhood Support Scheme (Agnes Smith), grant award for 2020 of £5,000 by cheque no. 101341.
- 7) Leys Information Technology Zone CIC (Blitz), grant award for 2020 of £3,445.00 by cheque no. 101342.
- 8) Raw Workshop, grant award for 2020 of £3,000, by cheque no. 101343.
- 9) Pegasus School, grant award for 2020 of £5,000, by cheque no. 101344.
- 10) Casual Basketball League, grant award for 2020 of £600, by cheque no. 101345.
- 11) Friendly's, grant award for 2020 of £1,000, by cheque no. 101346.
- 12) Blackbird Leys Adventure Playground grant award for 2020 of £5,000, by cheque no. 101347.

## TO REVIEW THE FOLLOWING PLANNING APPLICATIONS

Applications: were considered:

Application Reference	Address	Ward	Deadline	Outcome
<b>a) 19/03278/FUL DEL</b> Erection of a two storey 1 x 2 bed dwelling house (Use Class C3) (Part retrospective) (Amended plans)	10A Knights Road Oxford Oxfordshire OX4 6DF	Northfield Brook Ward	26.04.2020	No objections
<b>b) 20/00778/FUL DEL</b> Erection of a single storey rear and side extension.	14 Frys Hill Oxford Oxfordshire OX4 7GN	Northfield Brook Ward	26.04.2020	No objections
<b>c) 20/00778/FUL DEL</b> Erection of a single storey rear and side extension.	14 Frys Hill Oxford Oxfordshire OX4 7GN	Northfield Brook Ward	26.04.2020	No objections
<b>d) 20/00688/LBC DEL</b> Demolition of Church of the Holy Family in association with erection of replacement Church, 21 residential units, and community facilities.	Holy Family Church 1 Cuddesdon Way Oxford OX4 6JH	Blackbird Leys Ward	29.04.2020	See point h)
<b>e) 20/00681/CT3 DEL</b> Formation of 49no. parking spaces and 3no. disabled bays, alterations to landscaping and cycle parking.	Land On The East Side Of Field Avenue Oxford Oxfordshire	Blackbird Leys Ward	30.04.2020	No objections
<b>f) 20/00763/CT3 DEL</b> Formation of 11no. parking spaces and alterations to landscaping.	Grassed Area At Kent Close Oxford Oxfordshire	Blackbird Leys Ward	01.05.2020	No objections
<b>g) 20/00765/CT3 DEL</b> Erection of 15no. car parking spaces	Amenity Land At Sandy Lane Oxford	Blackbird Leys Ward	28.04.2020	No objections

h) It was **AGREED** the parish council would support the application as outlined in c) and have made the following for consideration.

- i. The new development appears to be overlooking the school.
- ii. A generation of architecture would be lost, could this be incorporated into the new church design.
- iii. An opportunity to preserve a part of the history of the church, for example, could the existing font be relocated to the new church.

**Action: Clerk to write a letter to the planning department**

**Cllr Humberstone to raise the issue of the school being overlooked.**

FC016/20

**TABLE OF ACTIONS**

Item No	Minutes Reference	ACTION	FOR	WHEN
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
5	9	Chairman to contact Community Payback to feedback good work on the estate.	Chairman	May Meeting
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
11	FC047/19 g) Hedges	Chairman to send photographs to Cllr Smith to follow up.	Chairman/LS	ASAP
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
30	FC0103/19 c) Twinning	To invite Angela Charlton to a Parish Council meeting to discuss twinning.	EG	ASAP
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP

35	FC0119/19 d) Quotation	To request a quotation to install the noticeboards for Direct Services	Clerk	ASAP
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
52	FC194/19 6) 19/02958/ FUL DEL	To investigate planning application and report back if necessary.	MF	ASAP
53	FC201/19 Resident Parking Issue	To contact resident to discuss.	RH	ASAP
54	FC202/19 a) Druce Way Parking	To contact resident to discuss.	RH	ASAP
55	FC202/19 b) Rubbish on the estate	To email Maya from 'Spucin' up the Leys' to ask when the next local litter pick is.	Clerk	ASAP
56	FC203/19 b) i. Noticeboard Update	Clerk to complete location plans and block maps.	Clerk	ASAP
57	FC203/19 b) ii Noticeboard Update	Clerk to contact Direct Services for a quotation.	Clerk	ASAP
58	FC203/19 b) iii Advertising agendas	Cllr Church to ask permission at the library.	AC	ASAP
59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
60	FC207/19 e) Dog Fouling	Nick Prior to liaise with the parish council to arrange a date.	NP/Clerk	ASAP
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
62	FC211/19 a) Oxford Mail Contact	Clerk to make contact and obtain preferred email address to send future agenda's to.	Clerk	ASAP
63	FC216/19 e) Lord Lieutenant	Clerk to liaise with Lieutenants office.	Clerk	ASAP
64	FC006/20 Community Larder b)	Clerk to add Community Larder to the May agenda for an update	Clerk	May
65	FC006/20 Community Larder b)	Clerk to send 'thank you' email to HT and JW	Clerk	ASAP
66	FC007/20 Crisis Donations	Clerk to add budget virement to the May agenda for consideration	Clerk	May

67	FC011/20	Cllr Humberstone to provide HT with details of complaint regarding larder	RH/HT	May
68	FC013/20 1) Dovecote Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
69	FC013/20 2) BNSS Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
70	FC013/20 3) LITZ CIC Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
71	FC013/20 4) Raw Workshop Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
72	FC013/20 5) Pegasus Sch Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
73	FC013/20 6) Leys CDI Grant App	Clerk to email applicant questions and to arrange an emergency meeting.	Clerk	ASAP
74	FC013/20 7) Leys News Grant App	Clerk to email applicant to arrange an emergency meeting.	Clerk	ASAP
75	FC013/20 8) Casual Basketball Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
76	FC013/20 10) Friendleys Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
77	FC013/20 9) B.L.A.P Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
78	FC015/20 h) Planning application	Clerk to write letter in support of Holy Church planning application with consideration.	Clerk	29/04/2020
79	FC015/20 h) Planning application	Cllr Humberstone to raise the issue of the school being overlooked.	RH	ASAP
80	EM022/20 Leys CDI Grant	Clerk to write outcome letter and raise cheque	Clerk	ASAP

**FC017/20**

**DATE OF NEXT MEETING**

To note the date of the next meeting is Tuesday 26<sup>th</sup> May 2020 at 7.00pm

*Meeting closed at 21.45*

**SIGNED:** \_\_\_\_\_

**Councillor**

**Chairman 26<sup>th</sup> May 2020**

DRAFT

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Extraordinary Meeting held on Thursday, 7<sup>th</sup> May 2020, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors John Dillon (Chair), Mark Franks, Ewa Gluza, Maggie Lewis, Imade Edosomwan, Robert Davies and Olamide Oladejo.

**OTHER COUNCILLORS:** None

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

**OTHERS PRESENT:** **Oxford City Council Communities and Neighbourhoods:** None  
**Members of the Public:** One member of the public.  
**Leys CDI:** Sasha East  
**Leys News:** Janet Pavelin and Naomi Abitabile.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Peter Nowland, Deborah McIlveen and Anthony Church.  
**City Council Councillors:** None.

### EM018/20 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

Cllr Robert Davies has declared an interest for  
I. Leys News.

### **GRANT APPLICATIONS**

#### EM019/20 **Leys Community Development Initiative (CDI)**

There were question regarding this year's application to be answered namely –

##### **a) *Who owns the Glow Hall?***

*The Glow Hall is owned by the City Council and is on a 5-year lease.*

##### **b) *What happens to the profit from hiring out the Glow Hall?***

*There has not been much profit for the last few years.*

There were discussion regarding the running of the CDI and the usage of the Glow Hall.

***Cllr Davies was moved to the waiting room while this application was considered***

***Cllr Lewis left the meeting.***

#### EM020/20

##### **Ley News**

There were discussions regarding the viability of the paper over the next 12 months, and issues with delivery.

***The councillors exercised the right to exclude the public and press.***

#### EM021/20

It was **RESOLVED** to not award Leys News grant request this year.

***Cllr Davies re-joined the meeting***

#### EM022/20

It was **RESOLVED** to award the partial amount of £3,755 to Leys CDI to pay rent/service charges to Oxford City council. The parish council awarded these monies using the power of conference centres.

***Action: Clerk to write outcome letter and raise cheque, and to add action and payment to April 2020 meeting minutes.***

Meeting ends 21.15

**SIGNED:** \_\_\_\_\_

**Councillor Robert Davies (Chairman)**

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 26<sup>th</sup> May 2020, at 7.00 pm held virtually.

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**MEMBERS PRESENT:** Parish Councillors John Dillon (Chair), Peter Nowland (Vice Chair), Olamide Odelajo, Anthony Church, Mark Franks, Ewa Gluza, Maggie Lewis, Imade Edosomwan, Robert Davies and Deborah McIlveen.

**OTHER COUNCILLORS:** **City Councillors:** Linda Smith, Sian Taylor and Rae Humberstone.  
**County Councillor:** Deborah McIlveen

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

**OTHERS PRESENT:** **Members of the Public:** Six members of the public.

**APOLOGIES:** The following apologies were received:  
**Thames Valley Police:** Heidi Cornick  
**Oxford City Council Communities and Neighbourhoods:** Hollie Tuckwell  
**Community Response Team:** Vivienne Glynn

**FC019/20** **ELECTION OF THE CHAIRMAN**  
It was **RESOLVED** for Cllr Robert Davies to be elected as Chairman for the council for 2020-2021.  
Proposed by Cllr Robert Davies and seconded by Cllr Imade Edosomwan  
**Action: Clerk to send Acceptance of Office form**

**FC020/20** **ELECTION OF VICE CHAIRMAN**  
It was **RESOLVED** for Cllr Peter Nowland to be elected as Vice Chairman for the council for 2020-2021.  
Proposed by Cllr Peter Nowland and seconded by Cllr Robert Davies.  
**Action: Clerk to send Acceptance of Office form**

**FC021/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
a) The Clerk advised it is the Councillor's responsibility to disclose any declarations of interest as it is not the role of the Clerk. If there are any concerns that a Councillor has not properly disclosed please refer your complaints to the Monitoring Officer directly.  
b) Cllr McIlveen has declared an interest for –  
i. The Leys Community Development Initiative (C.D.I).

**FC022/20** **MINUTES OF PREVIOUS MEETINGS**  
a) Discussions were held regarding the level of detail in the meeting minutes, the Clerk advised the meeting minutes document the meeting outcomes.  
b) It was commented that there were accuracy issues with April 2020 Meeting Minutes and that '*FC012/20 CLLR MCILVEEN a) County Council meeting is going ahead, as a virtual meeting. Decisions will be made and there are scheduled to be around 60 councils involved*'  
*Should read '...be around 60 councillors involved'.*  
**Action: Clerk to amend the typo.**  
c) It was commented that there were accuracy issues with Extra Ordinary Meeting held on 7<sup>th</sup> May. As it was documented that the City Councillors gave their apologies to this meeting, however, they were not invited.  
**Action: Clerk to remove City Councillors apologies.**  
d) It was commented by a Parish Councillor there was 'no vote' called regarding the Church planning application, and it was recorded as 'It was AGREED'. The

clerk advised that there was no vote called and therefore no vote could be included in the meeting minutes.

It was further commented that in future, a vote could be called for important decisions, rather than being proposed to 'AGREE'.

- e) It was commented by a Parish Councillor that some of the City Councillors had influenced the Parish Council's decision in regards to the Church planning application, and at times had interfered with the process. It was further commented that the Clerk had contacted the Vicar with regards to the application and different comments to what was agreed in the meeting were submitted. The Clerk advised that what was agreed in the meeting and documented in the meeting minutes was the output from the Parish Council.
- f) It was suggested the recording of the April meeting be preserved should a formal complaint arise.

**FC023/20**

## **PUBLIC PARTICIPATION**

### **SPINDLEBERRY PARK NATURE RESERVE**

- a) A resident from Knights Road attended to raise concerns regarding a 'change of use' for the land known as 'Spindleberry Park Nature Reserve'.  
In the 35 years the resident has lived on the estate this land has always been a children's play area. Originally a BMX track then Section 106 money was used to change into a football field.  
In 2013 the land use was changed to 'Building Land'. To the resident's knowledge there has been no consultation or agreement with any residents of Knight's Road for this change of use to take place. The resident has repeatedly requested the documents from the City Council but is yet to receive a response. The resident raised that the proposed housing on the site is market sales not social housing.  
The resident commented that they resented the Parish Council going forward with this planning application without consultation, and it was within the Parish Council's gift to ask the estate via a Parish Poll if the land could be obtained by transferring the management of all the Spindleberry Nature Park to the Parish Council. The City Council would then negotiate to give the Parish Council a lease for the site.
- b) The resident would like the Parish Council to hold a referendum to get the view of the residents on what the land should be used for before the planning application goes any further.
- c) The Chairman advised that this was something that would be looked into, however, there would be cost implications.
- d) A second resident spoke to reiterate the first resident's points and to also comment they were totally against housing being built on brown belt land as the land is well used and is the only land on this side of the estate.
- e) It was commented by a Parish Councillor there had been a query raised regarding the accuracy of the plans at a City Council meeting held last year. As the Nature Park had been documented as being in the parish of Littlemore not Blackbird Leys. It was acknowledged at the City Council meeting this was an error with the plans. It was further commented that this error supported the concerns of the residents regarding the lack of consultation, as how could the residents have been consulted if the land was documented in the wrong parish.
- f) It was commented by a Parish Councillor that the resident was correct as the proposed housing on the Nature Park would be sold at the full market price. Also, if a Parish Poll was held and the results were in favour of the land being managed by the Parish Council, the City Council could consider renting it, and this would be at a fair market rate.

- g) It was commented by a Parish Councillor that the Parish Council needs to be more involved in asking the residents their views on the regeneration.
- h) It was commented by a City Councillor not to consider the Spindleberry Park Nature Reserve in isolation as the whole project involves both sites (this site and the District Centre). Even with the market sales the regeneration project still requires a £20,000,000 public subsidy. The project would give 75% affordable housing, the new Community Centre, the new shops and new public space in the District Centre, and to consider the project as a whole. The regeneration is relying on the market sales from the housing on Knights Road, and would not be able to proceed without these sales.
- i) The resident commented the City Council has collected an enormous amount of rent from the shops for past 55 to 60 years, and monies from this should have been saved for such projects. The resident further commented it is unfair for the children of Blackbird Leys to lose their play area. The resident proceeded to formally request this issue was added to next month's agenda so it can be voted on.

**Action: Clerk to add to next month's agenda to discuss holding a Parish Poll, and agree next steps.**

FC024/20

#### **UPDATE FROM THE CLERK**

##### **a) Grant Letters and Cheques**

Clerk advised the grant outcome letters have been sent to all applicants, and cheques have been drafted ready for signature.

##### **b) Clerk Overtime**

The Clerk advised in order to assist with the SSEN Grant application 25 additional hours had been worked this month. Although the Clerk was not intending to claim overtime it needed to be noted that assisting with additional tasks meant the Clerks duties were compromised. This was highlighted in the concerns raised by some Councillors with regards to last month's Meeting Minutes.

##### **c) Noticeboards Installation Quotation**

- i. The Clerk advised the quotation from Direct Services had been received and circulated to the Parish Councillors for approval.
- ii. Once the final noticeboard's planning application had been approved, the Clerk can arrange for the noticeboards to be delivered to the Direct Services free of charge ready for installation.
- iii. Discussions were held regarding the free storage of the noticeboards, and a big thank you was to be past on from the Parish Council to those involved.
- iv. It was queried how the noticeboards were being paid for as there was no cost allocation in the budget. The Clerk advised this was being paid for from the CIL fund.
- v. It was queried by a Parish Councillor how many quotations had been obtained. The Clerk advised three companies had been contacted 1. Replied to say the job was too small, 2. Did not respond, 3. Direct Services provided a quotation.
- vi. It was commented by a Parish Councillor that it was less risk for Direct Services to complete the works, and if it was not completed in a satisfactory way, we can go back to them. Also, it has taken such a long time to get to this stage, it was in the best interest of the community to have the noticeboards installed as soon as possible.

- vii. It was **AGREED** by majority vote to proceed with the Direct Services quotation.  
Cllr Franks abstained.

**d) Asset Register**

- i. The Clerk advised the updated Asset Register for 2020 had been circulated to the Parish Councillors for approval.
- ii. There were discussions regarding the printer that is located at Cllr Dillon's house, it was confirmed that the printer would stay there for now.

**e) Parish Councillors Reports**

- a) There were discussions held regarding reinstating Councillors sending their reports in advance of the meetings to the Clerk, so they could be included on the agenda. This way questions could be asked during the meeting to make the meeting more productive.

**f) Meeting Minute Actions**

- a) The Clerk advised for the Councillors to review the Meeting Minute Actions listed at the end of each months Meeting Minutes. These actions could form part of their report.
- b) The Clerk advised that moving forward it would be better if only items on the agenda were minuted.
- c) The Clerk further advised Councillors should not be acting on behalf of the Parish Council unless they have a minuted action.

**g) Emailing**

- a) It was suggested by a Parish Councillor due to the volume of emails being sent when emailing 'urgent' or emails with a deadline, please include this on the email description so it can be seen.

FC025/20

**BUDGET VIREMENT**

***To agree to move Leys Festival fund to Covid-19 fund £5,000.***

- a) There were discussions held to clarify this virement was to move a budget allocation from the Leys Festival to a Covid-19 Fund.
- b) The Clerk advised in order to spend funds for a different reason than outlined a budget virement needed to take place first.
- c) The Clerk clarified that next year's Leys Festival funds could be allocated from next year's budget.
- d) The Clerk confirmed the proposal for this virement came from a Parish Councillor asking how the Parish Council was supporting the Community during the Covid-19 outbreak. Due to this, it was proposed, as the Leys Festival was cancelled the money could be used for a Covid-19 fund, hence this decision being added to this month's agenda.
- e) The Clerk advised this virement was for donations to a Community group to support during Covid-19, and could not be awarded to an individual.
- f) It was commented by a Parish Councillor there was no obligation to spend this money if it was not needed, and it was to assist in an emergency in line with the Covid-19 outbreak.
- g) It was **AGREED** by a vote to move the Leys Festival fund to a Covid-19 fund total of £5,000.
- h) Cllr Franks abstained from voting.

FC026/20

**SSEN GRANT APPLICATION**

***To accept or decline the funds as outlined in the application***

- a) The Clerk advised some of the Councillors had asked for this grant application to be completed to bring some extra money into the parish.

- b) The Clerk confirmed the Parish Council was successful in their application of £1,900, although, the grant award did not include the telephone costs, DBS checks or the cakes for the old people's home.
- c) The Clerk advised that this had been a good exercise but has highlighted there is disconnect within the Parish Council. This has identified the need for the mission statement and the strategic aims to be in place.
- d) It was commented by a Parish Councillor we should accept the money, and also to thank the Clerk for all of the hard work.
- e) It was queried by a Parish Councillor if there was a meeting to discuss the grant application. The Clerk advised there had been a meeting amongst the Councillors to discuss ideas, and the decisions were driven by the grant description. The Chairman commented that some of the Councillors had also attended the Partnership meeting to generate extra ideas.
- f) It was queried by a Parish Councillor if the money for the grant was restricted, or could it be used elsewhere. It was commented that the grant was restricted.
- g) The Parish Councillor raised concerns that the application was not agreed. The Clerk advised that the grant application deadline fell in between the Parish Council meetings, however, there was support from Councillors to try and obtain this money, and this agenda item was added to agree or decline the grant money.
- h) The Parish Councillor queried why their proposal outlining criteria of who the Parish Council supports and how funding was allocated was not added to this month's agenda. The Clerk further advised that there was a lack of policy across the Parish Council and the mission statement and the strategic aims needed to be agreed first. The proposal could be reviewed once these were in place.
- i) It was commented by a Parish Councillor there were two issues that needed to be addressed -
  - i. Funding by the Parish Council via the grants policy.
  - ii. Funding that Parish Council applies for.
 Both of these issues need clarity.
- j) It was **AGREED** by majority vote to accept the grant money as outlined in the application.

**Action: Clerk to organise awarding funds.**

**FC027/20**

#### **CLOCKHOUSE PROJECT GRANT APPLICATION**

##### ***To consider the Grants Working Group recommendation***

- a) The Grants Working Group met and made a recommendation to award the partial amount of £1,245 to the Clockhouse Project. It was recommended to award the partial amount as, our grants award is up to £5,000, and the CDI have already been awarded £3,755. This is also what the parish council can afford.
- b) There were discussions held as concerns were raised regarding the Parish Council going over budget to award this grant.
- c) It was **AGREED** by majority vote to award the grant money as per the Grants Working Group recommendation.
- d) Cllr Franks and Cllr McIlveen abstained from voting.

**Action: Clerk to send outcome letter and raise cheque.**

**FC028/20**

#### **CASHBOOK**

- a) It was **AGREED** to pay the following payments -
  - 13) Clerk's May salary, £\*\*\* by standing order.
  - 14) Oxford City Council, Hall Hire for June, £20.00, by standing order.

- 15) Leys CDI – Clockhouse, Grant Award 2020-21, £1,245.00, by cheque number 101346.
  - 16) Leys CDI – Youth, Grant Award 2020-21, £3,755.00, by cheque number 101346.
  - 17) Oxford Association of Local Councils, Annual Subscriptions 2020-21, £2,147.65, by cheque number 101347.
  - 18) Clerk via expenses, Wix Website Host Annual Fee, £86.40 by cheque number 101348.
  - 19) Clerk via expenses, Wix.Gov Email Annual Fee, £60.04 by cheque number 101348.
  - 20) Clerk via expenses, Parish Mobile Phone Credit, £20.00, by cheque number 101348.
  - 21) Clerk via expenses, Microsoft Key for Spare Laptop, £26.83, by cheque number 101348.
- b) It was queried by a Parish Councillor why the Parish Council were still paying rent when the hall had not been used. The Clerk advised that the standing order would be put 'on stop', Oxford City Council had been contacted and would issue a credit note.
- c) The Clerk requested Cllr Edosomwan as the Internal Financial Controller to compare the invoices saved to the Dropbox against the invoices listed on the cashbook remotely, as this would normally take place in the meeting.
- Action: Cllr Edosomwan to view monthly cashbook invoices**
- d) **BUDGET POSITION**  
Clerk confirms budget position

Month	SALARIES	HALL HIRE	HMRC	WAH	PENSION	STATIONERY
BUDGET	Confidential	£240.00	Confidential	Conf	Conf	£300.00
APRIL	Payment made	-£20.00	£0	£0	£0.00	-£75.29
MAY	Payment made-	-£20.00	£0	£0	£0.00	£0.00
REMAINING	Confidential	£200.00	Confidential	Conf	Conf	£224.71

Month	POSTAGE	TELEPHONE	OFFICE 365	DROPBOX	CYBER SECURITY
BUDGET	£50.00	£50.00	£150.00	£150.00	£100.00
APRIL	£0.00	£0.00	£0.00	£0.00	£0.00
MAY	£0.00	-£30.00	-£26.82	£0.00	£0.00
REMAINING	£50.00	£20.00	£123.18	£150.00	£100.00

Month	ONLINE BANK ACC	OALC MEM	SLCC MEM	EXPENSES	INSURANCE
BUDGET	£100.00	£2,100.00	£220.00	£50.00	£965.00
APRIL	£0.00	£0.00	£0.00	£0.00	-£680.45
MAY	£0.00	-£2,147.65	£0.00	£0.00	£0.00
REMAINING	£100.00	-£47.65	£220.00	£50.00	£284.55

Month	AUDIT	TRAINING	GRANTS	COVID-19	CHAIRMAN
BUDGET	£900.00	£1,800.00	£28,000.00	£5,000.00	Conf
APRIL	£0.00	£0.00	-£24,245.00	£0.00	£0.00

MAY	£0.00	£0.00	-£5,000.00	£0.00	£0.00
REMAINING	£900.00	£1,800.00	-£1,245.00	£5,000.00	Conf

FC029/20

**ITEMS FOR THE NEXT AGENDA**

- a) Discuss holding a Parish Poll, and agree next steps
- b) Freedom of Information Policy
- c) Deleting Policy
- d) Strategic Aims working group
- e) Risk Assessments
- f) Co-option

*Action: Clerk to confirm if this can take place remotely.*

FC030/20

**MEETING EXTENDED**

It was **AGREED** to extend the meeting by 15 minutes to 21.05.

## TO REVIEW THE FOLLOWING PLANNING APPLICATIONS

Applications: were considered:

Application Reference	Address	Ward	Deadline	Outcome
<b>1. 20/00865/FUL DEL</b> Change of use of basement office from (Use Class B1) to non-residential institution (Use Class D1).	190-196 Premier Place Garsington Road Oxford OX4 6FG	Blackbird Leys Ward	26.05.2020	No objections
<b>2. 20/00992/H42 DEL</b> Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.5m, for which the maximum height would be 3.56m, and for which the height of the eaves would be 2.5m	7 Peregrine Road Oxford Oxfordshire OX4 6E	Northfield Brook Ward	24.05.2020	No objections
<b>3. 20/01040/FUL DEL</b> Erection of two storey side extension to create 2 x 1-bed flats (Use Class C3). Formation of dropped kerb. Provision of car parking and bin and cycle stores.	124 Balfour Road Oxford OX4 6BT	Blackbird Leys Ward	09.06.2020	No objections
<b>4. 20/01109/FUL DEL</b> Sub-division of existing dwelling into 2 x 1-Bed dwellings (Use Class C3). Formation of external staircase to rear elevation. Formation of canopy to side elevation. Alterations to side extension roof from pitched to flat. Provision of car parking, bin and cycle stores.	14 Mallard Close Oxford OX4 6EN	Northfield Brook Ward	16.06.2020	No objections
<b>5. 18/03405/FUL COMM</b> Formation of 11no. parking spaces and alterations to landscaping.	Holy Family Church 1 Cuddesdon Way Oxford OX4 6JH	Blackbird Leys Ward	11.06.2020	<b>Action:</b> <b>Chairman to clarify planning application details.</b>

Item No	Minutes Reference	ACTION	FOR	WHEN
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
5	9	Chairman to contact Community Payback to feedback good work on the estate.	Chairman	May Meeting
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
11	FC047/19 g) Hedges	Chairman to send photographs to Cllr Smith to follow up.	Chairman/LS	ASAP
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
30	FC0103/19 c) Twinning	To invite Angela Charlton to a Parish Council meeting to discuss twinning.	EG	ASAP
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP
35	FC0119/19 d) Quotation	To request a quotation to install the noticeboards for Direct Services	Clerk	ASAP
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP

Item No	Minutes Reference	Action	FOR	WHEN
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
52	FC194/19 6) 19/02958/ FUL DEL	To investigate planning application and report back if necessary.	MF	ASAP
53	FC201/19 Resident Parking Issue	To contact resident to discuss.	RH	ASAP
54	FC202/19 a) Druce Way Parking	To contact resident to discuss.	RH	ASAP
55	FC202/19 b) Rubbish on the estate	To email Maya from 'Spucin' up the Leys' to ask when the next local litter pick is.	Clerk	ASAP
56	FC203/19 b) i. Noticeboard Update	Clerk to complete location plans and block maps.	Clerk	ASAP
57	FC203/19 b) ii Noticeboard Update	Clerk to contact Direct Services for a quotation.	Clerk	ASAP
58	FC203/19 b) iii Advertising agendas	Cllr Church to ask permission at the library.	AC	ASAP
59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
60	FC207/19 e) Dog Fouling	Nick Prior to liaise with the parish council to arrange a date.	NP/Clerk	ASAP
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
62	FC211/19 a) Oxford Mail Contact	Clerk to make contact and obtain preferred email address to send future agenda's to.	Clerk	ASAP
63	FC216/19 e) Lord Lieutenant	Clerk to liaise with Lieutenants office.	Clerk	ASAP
64	FC006/20 Community Larder	Clerk to add Community Larder to the May agenda for an update	Clerk	May
65	FC006/20 Community Larder	Clerk to send 'thank you' email to H Tuckwell and J Watson	Clerk	May
66	FC007/20 Crisis Donations	Clerk to add budget virement to the May agenda for consideration	Clerk	May
67	FC011/20	Cllr Humberstone to provide Hollie with update on resident's complaint regarding larder	RH/HT	May
68	FC013/20 1) Dovecote Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
69	FC013/20 2) BNSS Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
70	FC013/20 3) LITZ CIC Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP

71	FC013/20 4) Raw Workshop Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
<b>Item No</b>	<b>Minutes Reference</b>	<b>Action</b>	<b>FOR</b>	<b>WHEN</b>
72	FC013/20 5) Pegasus School Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
73	FC013/20 6) Leys CDI Grant App	Clerk to email applicant questions and to arrange an emergency meeting.	Clerk	ASAP
74	FC013/20 7) Leys News Grant App	Clerk to email applicant to arrange an emergency meeting.	Clerk	ASAP
75	FC013/20 8) Casual Basketball Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
76	FC013/20 10) Friendleys Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
77	FC013/20 9) B.L.A.P Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
78	FC015/20 h) Planning application	Clerk to write letter in support of Holy Church planning application with consideration.	Clerk	29/04/2020
79	FC015/20 h) Planning application	ClIr Humberstone to raise the issue of the school being overlooked.	RH	ASAP
80	EM022/20 Leys CDI Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
81	FC019/20 Election of the Chairman	Clerk to send out Acceptance of Office form	Clerk	ASAP
82	FC020/20 Election of the Vice Chairman	Clerk to send out Acceptance of Office form	Clerk	ASAP
83	FC022/20 b) Minutes of the previous meeting	Clerk to amend typo	Clerk	ASAP
84	FC022/20 c) Minutes of the previous meeting	Clerk to remove City Councillors for the apologies	Clerk	ASAP
85	FC023/20 Spindleberry Nature Park	Clerk to add to next month's agenda to discuss holding a Parish Poll and agree next steps	Clerk	ASAP
86	FC026/20 SEN Grant Application	Clerk to organise awarding funds	Clerk	ASAP
87	FC027/20 Clockhouse Project Grant Application	Clerk to send outcome letter raise cheque	Clerk	ASAP
88	FC028/20 Cashbook c)	ClIr Edosomwan to compare the cashbook to the invoices on Dropbox	Clerk	Monthly
89	FC029/20 Co-option	Clerk to confirm if this can take place remotely	Clerk	ASAP
90	FC031/20 Planning 18/03405/FUL/COMM	Chairman to clarify planning application details	RD	ASAP

**FC033/20**

**DATE OF NEXT MEETING**

To note the date of the next meeting is Tuesday 30<sup>th</sup> June 2020 at 7.00pm

*Meeting closed at 21.15*

**SIGNED:** \_\_\_\_\_

**Councillor Robert Davies** (*Chairman*)

DRAFT

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 30<sup>th</sup> June 2020, at 7.00 pm held virtually.

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**MEMBERS PRESENT:** Parish Councillors Robert Davies (Chair), Peter Nowland (Vice Chair), Olamide Odelajo, Mark Franks, Ewa Gluza, Maggie Lewis, Imade Edosomwan, John Dillon and Deborah McIlveen.

**OTHER COUNCILLORS:** **City Councillors:** Linda Smith, Sian Taylor, Hosnieh Djafari-Marbini and Rae Humberstone.  
**County Councillor:** Deborah McIlveen

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

**OTHERS PRESENT:** **Members of the Public:** Four members of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anthony Church  
**Oxford City Council Communities and Neighbourhoods:** Hollie Tuckwell

**FC034/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC035/20** **CHAIRMAN'S WELCOME**  
**Advertisement for Parish Councillors**  
a) A Discussion began to approve an advert for use around the estate advertising for Parish Councillors. A City Councillor queried the process and suggested the Clerk contact Election Services for advice.  
The Clerk advised they were aware of the process due to previously taking advice from Election Services.  
Due to the concerns raised by the City Councillor it was proposed by the Chairman for this agenda item to be deferred for the Clerk to double check the process.  
**Action: Clerk to contact Election Services regarding advertising for Parish Councillors.**

**FC036/20** **MINUTES OF PREVIOUS MEETINGS**  
a) It was **RESOLVED** by majority vote to accept the meeting minutes for the Parish Council Meeting held on 28<sup>th</sup> April 2020.  
b) It was **RESOLVED** by majority vote to accept the meeting minutes for the Parish Council Meeting held on 7<sup>th</sup> April 2020.  
c) It was **RESOLVED** by majority vote to accept the meeting minutes for the Parish Council Meeting held on 30<sup>th</sup> May 2020.

**FC037/20** **PUBLIC PARTICIPATION**  
a) **Meeting Minutes**  
A member of the public suggested that the meeting minutes should detail who had made which comment.  
The Clerk advised that the Parish Council makes its decisions as a whole, and the meeting minutes were written in this particular style to allow those in the meeting to speak more freely, to avoid grandstanding and also to adhere with GPRD regulations.

**b) Spindlebury Nature Park Update**

A resident commented that they intended to 'call-in' the adopted Local Plan as the Planning Inspectorate was led to believe the plan was completed with consultation, the residents believe no consultation took place.

The resident asked the Parish Council to request from the City Council the consultation documents from a meeting that should have happened in 2013, to change the use of the land. Other requests by the resident for this information have been responded to with links to the Local Plan not the consultation documents.

A City Councillor commented when they took office in 2014-15 there were plans to use this land for housing. They further commented there had been confusion on social media as there were two pieces of land, the football pitch and the Nature Reserve. The City Councillor agreed to email a request for the consultation documents from 2013 to board member with planning responsibility, and would report back at the next parish council meeting.

The resident commented the land has always been one piece of land, and there had been no consultation to split the land into two. It was alleged this split had taken place by the City Council to give builders prime building land at the detriment of the children's football pitch on the estate.

Another City Councillor commented the resident could complete a Freedom of Information request, and that a new local plan has recently been approved. They further commented the Parish Council should carry out the request for information as per the resident's request.

The Clerk advised the Parish Council could not agree to take action on items that were not agenda items.

**Action: Cllr Taylor to email request for consultation documents from 2013 to board member with planning responsibility**

**FC038/20**

**CO-OPTION**

- a) A City Councillor commented that there needed to be a vacancy advertised before a co-option took place.  
The Clerk advised that when a Councillor leaves a vacancy is actioned, however, there are permanent vacancies at Blackbird Leys Parish Council and it is these that have been filled via co-options. The Clerk continued to advise that the past four co-options have all taken place via the same process, and the Clerk had been in contact with Elections Services to notify them each time of the newly co-opted Councillor.
- b) It was **AGREED** by majority vote to co-option Lorenzo De Gregori to Blackbird Leys Parish Council.

**FC039/20**

**PARISH POLICIES**

- a) The Clerk advised that the Parish Council was coming very close to becoming compliant for the first time in 30 years, and a requirement for some of these policy to aid this -
- b) It was **AGREED** by majority vote to approve the Risk Assessments for 2020.
- c) It was **AGREED** by majority vote to approve the Freedom of Information Policy.
- d) It was **AGREED** by majority vote to approve the Representation Protocol.
- e) It was **AGREED** by majority vote to approve the Communication Policy.
- f) It was **AGREED** by majority vote to approve the Asset register for 2020.

**FC040/20**

**TO SET-UP A PLANNING COMMITTEE**

- a) Discussions were held with regards to setting-up a Planning Committee, there were concerns raised by a Parish Councillor about delegating powers to a small group of people instead of the whole parish council being involved in the decision

making, also, concerns were raised about being able to attend two meetings a month. These concerns were reiterated by another Parish Councillor and also a City Councillor.

- b) It was commented that planning is being too rushed in the full council meetings and not enough time allocated especially for complex planning issues. It was suggested the agenda could be less full to allow more time. It was further commented that for some planning applications the whole parish council meeting still would not be enough time.
- c) Discussion were held regarding the number of Councillors that review the planning applications before the full council meeting, and how it may be beneficial for a small group with the expertise to do this. It was commented that it is useful for Councillors with more expertise to share their knowledge.
- d) A City Councillor commented it would be beneficial to have a representative from the Parish Council to attend the Planning Committee meetings at the Town Hall.
- e) It was suggested by a Parish Councillor, a compromise could be to have a working group instead of the committee, and commented that the most the Parish Council could do was 'call-in' any planning application.
- f) The Clerk advised the agenda item was for a committee, this could not be altered in the meeting.
- g) It was **AGREED** by a majority vote to set-up a Planning Committee with delegated powers.

**FC041/20**

#### **PLANNING COMMITTEE - DELEGATED POWERS**

- a) To have delegated power to determine the Parish Council's policy in relation to National, Regional, County and District plans and policies.
- b) To have delegated power to determine the Parish Council's policy in relation to Planning Guidance.
- c) 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.
- d) 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).
- e) 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.
- f) To have preliminary discussions on all other planning related consultations that come before the Council.
- g) To have delegated power to comment on all highways consultations.
- h) Planning Committee shall hold meetings on a monthly basis.
- i) Additional meetings can be called if required by Chair of Committee.

**FC042/20**

#### **TERMS OF REFERENCE**

The following terms of reference were **AGREED** -

- a) It was proposed by Cllr Lewis and seconded by Cllr Nowland for Cllr Franks to be the Planning Committee Chairman.
- b) The meeting minutes to be taken by Lorenzo De Gregori.
- c) The Planning Committee will meet on the second Monday of the month via Zoom.

- d) Planning Committee members –
  - 1. Mark Franks (Chair)
  - 2. Peter Nowland
  - 3. Robert Davies
  - 4. Imade Edosomwan
  - 5. Olamide Odelajo
  - 6. Lorenzo De Gregori (Minutes)
  - 7. Maggie Lewis
- e) The Planning Committee needs to have 5 Councillors in order to hold a meeting.
- f) The Clerk will create, circulate and ensure the agenda is displayed.
- g) The Clerk will receive the completed meeting minutes and include them with the relevant months meeting minutes.

**FC043/20**

**UPDATE FROM THE CLERK**

- a) **Working Hours**  
Clerk advised the Council approx. 20 hours overtime was worked this month, and is hoping to wind down to the agreed hours now the policies have been completed.
- b) **Councillors photo**  
Need to be taken for the website, if councillors have a preferred recent professional photo would be good if they could be sent in to the Clerk.
- c) **Completed Actions**  
The clerk has completed most of the meeting minute actions, please refer to table at the end of the meeting minute (Meeting ref: FC048/20).
- d) **Register of Interest**  
No register received from Councillor McIlveen, Councillor McIlveen confirmed it would be sent in.
- e) **Internal Audit Actions**  
The Clerk has completed all the internal actions for 2019-20.
- f) **AGAR Figure**  
These have been completed and it will be brought back to next month's meeting for approval, once signed off by the internal auditor.

**FC044/20**

**TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**

Application Reference	Address	Ward	Deadline	Outcome
<b>1. 20/01190/FUL DEL</b> Formation of storage shed	3 Spindleberry Close Oxford OX4 6DU	Northfield Brook Ward	01.07.2020 21.07.2020	No objections
<b>2. 20/01244/H42 DEL</b> Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, for which the maximum height would be 2.8m, and for which the height of the eaves would be 2.8m.	21 Bergamot Place Oxford Oxfordshire OX4 7GL	Northfield Brook Ward	26.06.2020	No objections
<b>3. 20/01280/T56 DEL</b> Proposed 20m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works	Land at The Junction of Harrow Road And Watlington Road	Blackbird Leys Ward	11.07.2020	No objections

	Cowley Oxford Oxfordshire			
<b>4. 20/01333/T56 DEL</b> Application for prior approval to install 1no. 20m telecommunications street works pole, 1no. equipment cabinet, 1no. meter cabinet and associated ancillary works.	Site East of Redwood Close Grenoble Road Oxford Oxfordshire	Blackbird Leys Ward	12.07.2020	No objections
<b>5. 20/01408/VAR DEL</b> Variation of condition 2 (Develop in accordance with approved plans) of planning permission 16/02624/FUL (Erection of a two-storey side extension to form 1 x 2-bed dwelling house (Use Class C3). Provision of private amenity space, car parking and bin and cycle store. Erection of a two-storey rear extension to existing dwelling house.)) to allow alterations to the proposed roof design.	17 Kestrel Crescent Oxford Oxfordshire OX4 6DY	Northfield Brook Ward	20.07.2020	No objections
<b>6. 20/00320/FUL</b> Installation of an underground 33kV electricity cable from National Grid Cowley substation to Redbridge Park and Ride and Horspath Road. Construction of a substation and security fencing at Redbridge Park and Ride, associated infrastructure and the use of existing park and ride land for EV charging	Land Running from Land South Of Grenoble Road To Horspath Depot (Horspath Road) And Redbridge Park And Ride (Abingdon Road) Grenoble Road Oxford Oxfordshire	Lye Valley Ward	01.07.2020	No objections

**FC045/20**

**FINANCIAL MATTERS  
CASHBOOK PAYMENTS**

Cllr Edosomwan the Internal Financial Controller verified the following cashbook payments against the invoices, and confirmed they are correct.

- 1) Oxford City Council – Hall Hire - £20.00 – Standing Order
- 2) Clerk Salary – See June Timesheet - £\*\*\* – Standing Order
- 3) Clerk via expenses – Landline Costs - £26.97 – Cheque No. 101349
- 4) Clerk via expenses – Annual Dropbox - £95.88 – Cheque No. 101349
- 5) Viking – Printing – Inv. 254503 - £46.46 – Cheque No. 101350
- 6) Viking – Postage – Inv. 358413 - £7.80 – Cheque No. 101350
- 7) Viking – Stationery – Inv. 358413 - £72.95 – Cheque No. 101350
- 8) O.A.L.C – Chairman Training – Inv. W-1178 – £36.00 Cheque No. 101351
- 9) Clockhouse – SSEN Grant – £1,012.00 Cheque No. 101352
- 10) Oxford Hub – SSEN Grant - £400.00 – Cheque No. 101353
- 11) Homestart – SSEN Grant - £540.00 – Cheque No. 101354

**Total Cashbook payments**

**£3, 244.06**

**FC046/20**

**AMENDMENTS TO STANDING ORDERS**

- a) It was **AGREED** by majority vote to add to the standing orders '*A minimum term of 12 months to be served before standing for Chairman or Vice Chairman*'.
- b) There were discussions that the statement 'Councillors must be on a least one working group ideally two' needed to include 'Committee' as well as 'Working Group', This needs to be amended and then can be added to next month's agenda.
- c) It was **AGREED** by majority vote to add to the standing orders 'Councillors must attend the Roles and Responsibilities course within the first 12 months of joining the Parish Council'.

**Action: Clerk to update standing orders with points a) & c)**

**Action: Clerk to amend b) and add to next month's agenda.**

***It was proposed the meeting be extended by 15 minutes.***

**FC047/20**

**APPROVE ITEMS FOR NEXT AGENDA**

- a) Leys News are invited to attend the public participation next month.
- b) AGAR Figures
- c) Strategic Aims

# FC048/20 MEETING ACTIONS

Item No	Minutes Reference	ACTION	FOR	WHEN
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
5	9	Chairman to contact Community Payback to feedback good work on the estate.	Chairman	Complete
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
11	FC047/19 g) Hedges	Chairman to send photographs to Cllr Smith to follow up.	Chairman/LS	Complete
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
30	FC0103/19 c) Twinning	To invite Angela Charlton to a Parish Council meeting to discuss twinning.	EG	Complete
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP
35	FC0119/19 d) Quotation	To request a quotation to install the noticeboards for Direct Services	Clerk	Complete
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP

48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
52	FC194/19 6) 19/02958/ FUL DEL	To investigate planning application and report back if necessary.	MF	ASAP
53	FC201/19 Resident Parking Issue	To contact resident to discuss.	RH	ASAP
54	FC202/19 a) Druce Way Parking	To contact resident to discuss.	RH	ASAP
55	FC202/19 b) Rubbish on the estate	To email Maya from 'Spucin' up the Leys' to ask when the next local litter pick is.	Clerk	Complete
56	FC203/19 b) i. Noticeboard Update	Clerk to complete location plans and block maps.	Clerk	Complete
57	FC203/19 b) ii Noticeboard Update	Clerk to contact Direct Services for a quotation.	Clerk	Complete
58	FC203/19 b) iii Advertising agendas	Cllr Church to ask permission at the library.	AC	Completed
59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
60	FC207/19 e) Dog Fouling	Nick Prior to liaise with the parish council to arrange a date.	NP/Clerk	ASAP
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
62	FC211/19 a) Oxford Mail Contact	Clerk to make contact and obtain preferred email address to send future agenda's to.	Clerk	Complete
63	FC216/19 e) Lord Lieutenant	Clerk to liaise with Lieutenants office.	Clerk	Complete
64	FC006/20 Community Larder	Clerk to add Community Larder to the May agenda for an update	Clerk	Complete
65	FC006/20 Community Larder	Clerk to send 'thank you' email to H Tuckwell and J Watson	Clerk	Complete
66	FC007/20 Crisis Donations	Clerk to add budget virement to the May agenda for consideration	Clerk	Complete
67	FC011/20	Cllr Humberstone to provide Hollie with update on residents complaint regarding larder	RH/HT	May
68	FC013/20 1) Dovecote Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
69	FC013/20 2) BNSS Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
70	FC013/20 3) LITZ CIC Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
71	FC013/20 4) Raw Workshop Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete

72	FC013/20 5) Pegasus Sch Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
73	FC013/20 6) Leys CDI Grant App	Clerk to email applicant questions and to arrange an emergency meeting.	Clerk	Complete
74	FC013/20 7) Leys News Grant App	Clerk to email applicant to arrange an emergency meeting.	Clerk	Complete
75	FC013/20 8) Casual Basketball Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
76	FC013/20 10) Friendleys Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
77	FC013/20 9) B.L.A.P Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
78	FC015/20 h) Planning application	Clerk to write letter in support of Holy Church planning application with consideration.	Clerk	Complete
79	FC015/20 h) Planning application	Cllr Humberstone to raise the issue of the school being overlooked.	RH	ASAP
80	EM022/20 Leys CDI Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
81	FC019/20 Election of the Chairman	Clerk to send out Acceptance of Office form	Clerk	Complete
82	FC020/20 Election of the Vice Chairman	Clerk to send out Acceptance of Office form	Clerk	Complete
83	FC022/20 b) Minutes of the previous meeting	Clerk to amend typo	Clerk	Complete
84	FC022/20 c) Minutes of the previous meeting	Clerk to remove City Councillors for the apologies	Clerk	Complete
85	FC023/20 Spindleberry Nature Park	Clerk to add to next months agenda to discuss holding a Parish Poll and agree next steps	Clerk	Complete
86	FC026/20 SSEN Grant Application	Clerk to organise awarding funds	Clerk	Complete
87	FC027/20 Clockhouse Project Grant Application	Clerk to send outcome letter raise cheque	Clerk	Complete
88	FC028/20 Cashbook c)	Cllr Edosomwan to compare the cashbook to the invoices on Dropbox each month	Clerk	Complete
89	FC029/20 Co-option	Clerk to confirm if this can take place remotely	Clerk	Complete
90	FC031/20 Planning 18/03405/FUL/COMM	Chairman to clarify planning application details	RD	ASAP
91	FC035/20 Advertisement for Parish Councillors	Clerk to contact Election Services to double check advertising	Clerk	ASAP
92	FC037/20 Spindlebury Nature Park	Cllr Taylor to email to request consultation documents from 2013	ST	ASAP
93	FC047/20 a) & c) Updating Standing Orders	Clerk to update point a) and c)	Clerk	ASAP
94	FC47/20 b) Amend and add to July agenda	Clerk to amend and add to July agenda	Clerk	ASAP

**FC049/20**

**DATE OF NEXT MEETING**

To note the date of the next meeting is Tuesday 28<sup>th</sup> July 2020 at 7.00pm

*Meeting closed at 21.15*

**SIGNED:** \_\_\_\_\_

**Councillor Robert Davies** (*Chairman*)

DRAFT

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 28<sup>th</sup> July 2020, at 7.00 pm held virtually.

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**MEMBERS PRESENT:** Parish Councillors Robert Davies (Chair), Peter Nowland (Vice Chair), Olamide Odelajo, Mark Franks, Maggie Lewis, Imade Edosomwan and Lorenzo De Gregori.

**OTHER COUNCILLORS:** **City Councillors:** None  
**County Councillor:** None

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

**OTHERS PRESENT:** **Members of the Public:** Seven members of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anthony Church, Ewa Gluza and Deborah McIlveen.  
**City Councillors:** Sian Taylor and Rae Humberstone.  
**Oxford City Council Communities and Neighbourhoods:** Alex Fleet Community Response Team.

**FC050/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC051/20** **LORD LIEUTENANT**  
The Lord Lieutenant of Oxfordshire attended to introduce himself and outline the work he does.  
The Lord Lieutenant represents her Majesty the Queen in the County, there are 98 Lord Lieutenants in total across the Country. They are appointed by the Queen on the advice of the Prime Minister.  
Lord Lieutenants are volunteers and must retire at the age of 75, the work they do is what it is thought the Queen would do for the County. Namely bringing people together, working together on projects for the benefit of the communities, and to draw thread of activities together.  
There are also 42 Deputy Lieutenants appointed to work in Oxfordshire, to support this work. Sara Fernandez is a Deputy Lieutenant for Oxfordshire, lives on the estate, and has good local knowledge.  
In order to be successful good coverage is needed, this is established by representatives. The representatives can be from businesses, churches, volunteer organisations, and from the civic community. The Lord Lieutenants and their Deputy's are in no way political as the Queen is not, they have no power, but aim to bring people together. They can also arrange Royal visits and have been involved with the recent visits.  
The Lord Lieutenant commented responses for the Covid outbreak in the Oxford community has been noticeably good.

**FC052/20** **PUBLIC PARTICIPATION**  
**c) Leys News Update**

Attended to provide an update to the community and confirmed the paper and the and digital version been issued.  
They have been working with the Oxford Hub and have The Ley's News distributed with the food parcels.  
The paper has been promoted via Facebook; however, they are also working on the paper version for the older residents.  
There have been discussions of Leys News merging with other groups, as the funding situation is dire.

There was an appeal for the Parish Council to continue to support the paper. A resident asked why the Leys News had not reported on both sides of the story with regards to the impact of the regeneration on residents. Leys News advised they would contact the resident outside of the meeting to discuss further.

**d) Spindlebury Nature Park Update**

The Clerk advised this agenda item was added to receive an update from a City Councillor who agreed to make enquires. Unfortunately, the City Councillor had given their apologies for this meeting, but had emailed the Parish Council to confirm they had not received the update.

The resident confirmed they have applied for a 'Freedom of information' request to the City Council, and will provide the update at the next meeting in September.

**e) Intention to join the Parish Council**

A resident expressed their intention to join the Parish Council, they are involved with the Clockhouse Project, Oxford Together, Oxford Mutual Aid, amongst other organisations.

They will work together with the Clerk to ensure all criteria is met.

**FC053/20**

**MINUTES OF PREVIOUS MEETINGS**

It was **RESOLVED** by majority vote to accept the meeting minutes for the Parish Council meeting held on Tuesday 30<sup>th</sup> June 2020 as a true record.

**FC054/20**

**TO RECEIVE THE CHAIRMANS WELCOME**

- a) The Chairman reiterated his welcome.
- b) It was advised that this month the reports for County, City and Parish Councillor's had been re-introduced as an agenda item. As it is good to have information on what is happening and is due to happen on the estate.
- c) It was advised the 'Chat' function in the Zoom meetings is only to be used in emergencies, and any questions to be addressed to the Chairman in the first instance.
- d) The Chairman confirmed that he had some ideas for the CIL fund, namely benches and brightening up. These ideas would circulate to the Parish Councils for discussion.
- e) The Chairman advised there is a new development taking place just off Abingdon Road, which is likely to have a full basketball court.

**FC055/20**

**UPDATE FROM THE CLERK**

**g) Deferring CILCA until 2021**

The Clerk advised she would need to defer her CILCA qualification until next year.

**h) Noticeboards Update**

The Clerk advised that the noticeboard would be taken to Direct Services on Thursday and she was having a meeting there to finalise the installation date.

**i) Reporting in meetings**

The Clerk advised that in order to make the meetings more productive it would be beneficial for the reports to be sent in advance. The Clerk further commented that it would be good to have some actions for Parish Councillors in the meeting.

**FC056/20**

**TO RECEIVE REPORTS**

- a) Parish Councillors
  - i. **Cllr Edosomwan** updated that he has completed some litter picking around the estate.

- ii. **Cllr Franks** updated the first Planning Committee went well, the applications were discussed and agreed.  
There were concerns regarding how the Planning Committee can engage with the residents to ensure they representing their views. There was concerns regarding an H.M.O (House of Multiple Occupancy), and research had to take place to ensure the Planning Committee were knowledgeable in this area.
- iii. **Cllr De Gregori** updated that he has been researching about the CIL fund and also reading for the Planning Committee.
- iv. **Cllr Lewis** updated that Neighbourhood Watch has been slow as they cannot go knocking on door. Has set-up Oxford Neighbourhood Watch on Facebook, and there are residents that have joined. Heidi McCormack has now left Thames Valley Police.
- v. **Cllr Oladejo** updated with regards to a resident from the Nigerian community was being bullied by her landlord, this has been sorted by herself and another Councillors.  
Has been delivering food to residents on the estate.

**b) City Councillors**

None

**c) County Councillors**

None

**FC057/20**

**TO RECEIVE COMMUNITY/LOCALITY REPORTS  
COMMUNITY RESPONSE TEAM**

- a) 40 cases, most of which are noise complaints, CRT are currently getting back to normal work with some restrictions on house visits.  
The Out of Hours service is currently Friday and Saturday only, from 22:00 to 01:00.

**FC058/20**

**TO REVIEW AND APPROVE YEAR END AUDIT FIGURES 2019-2020**

- a) It was **AGREED** to Internal Audit Report was reviewed and approved by unanimous vote.
- b) It was **AGREED** to approve the figures Governance Statement by unanimous vote.
- c) It was **AGREED** to approve the Signed Accounting Statement by unanimous vote.

**FC059/20**

**TO AGREE COUNCILLOR TRAINING**

It was **AGREED** for the Councillors and the Clerk to attend the following training courses -

- a) Oxfordshire Community and Voluntary Action - Cllr Lewis, Cllr Olamide and Emma Kearney.
- b) Roles and Responsibilities – Cllr Davies, Cllr Edosomwan, Cllr Frank, Cllr De Gregori, Cllr Oladejo and Cllr Lewis.
- c) Financial Management for Councillors Online – Cllr De Gregori.
- d) Budgeting and Financial Control Online – Cllr Edosomwan

**FC060/20**

**FINANCIAL MATTERS  
CASHBOOK PAYMENTS**

- a) Cllr Edosomwan the Internal Financial Controller verified the following cashbook payments against the invoices, and confirmed they are correct.
- b) It was **AGREED** to pay the training course invoices on the July payment run by unanimous vote.

c) It was **AGREED** to pay the following Cashbook payments –

Ref	Date	Payee	Item	Invoice No	Total	Cheque No
1	28/07/2020	CLERK EXPENSES	ZOOM	INV31132095	£143.88	101355
2	28/07/2020	CLERK EXPENSES	HMRC	SEE RECEIPTS	£72.47	101355
3	28/07/2020	CLERK EXPENSES	HMRC	SEE RECEIPTS	£116.82	101355
4	28/07/2020	CLERK EXPENSES	TELEPHONE	SEE RECEIPTS	£20.00	101355
5	28/07/2020	CLERK EXPENSES	EK TRAINING	SEE RECEIPTS	£70.00	101355
6	28/07/2020	CLERK EXPENSES	OO TRAINING	SEE RECEIPTS	£70.00	101355
7	28/07/2020	CLERK EXPENSES	ML TRAINING	SEE RECEIPTS	£70.00	101355
8	28/07/2020	JANE OLDS	AUDIT	J096	£150.00	101356
9	28/07/2020	VIKING	PRINTING	605995	£62.70	101357
10	28/07/2020	OALC	MF CHAIRMAN	W1294	£36.00	101358
11	28/07/2020	OALC	RD R&R TRAINING	W1295	£90.00	101358
12	28/07/2020	OALC	IE R&R TRAINING	W1296	£90.00	101358
13	28/07/2020	OALC	LG R&R TRAINING	W1297	£90.00	101358
14	28/07/2020	OALC	ML R&R TRAINING	W1298	£90.00	101358
15	28/07/2020	OALC	OO R&R TRAINING	W1299	£90.00	101358
16	28/07/2020	OALC	MF R&R TRAINING	W1300	£90.00	101358
17	25/07/2020	CLERK SALARY	SALARY	SEE TIMESHEET	£***	S/O
					£2,337.87	

#### FC061/20 PLANNING COMMITTEE MEETING OUTCOME

Minutes of the Council Meeting held on Monday 13<sup>th</sup> July 2020, at 7.00 pm virtually

- Members Present - Parish Councillors: Mark Franks (Chairman), Lorenzo De Gregori, Anthony Church, Robert Davies and Olamide Odelajo.
- Others Present - Members of the Public – None.
- Apologies - The following apologies were received - Parish Councillor - Maggie Lewis.
- Declarations of Interest & Application for Dispensation – None.
- To consider the following planning applications from Oxford City Council -

Application Reference	Address	Ward	Deadline	Outcome
<b>1. 20/01450/FUL DEL</b> Change of use from a House in Multiple Occupation (Use Class C4) to a larger House in Multiple Occupation (Sui Generis). Provision of car parking, bin and bicycle stores.	130 Sandy Lane Oxford OX4 6LQ	Blackbird Leys Ward	28.07.2020	Councillors Object. Multiple Occupation (Sui Generis) does not limit the amount of people that can live in the house and would cause a potential parking issue and over occupation of the building which would impact the neighbours.

<b>2. 20/01450/FUL DEL</b> Change of use from a House in Multiple Occupation (Use Class C4) to a larger House in Multiple Occupation (Sui Generis). Formation of dropped kerb and access, provision of car parking, bin and bicycle stores (amended description)	130 Sandy Lane Oxford OX4 6LQ	Blackbird Leys Ward	29.07.2020	Councillors Object. As outlined in 1. 20/01450/FUL DEL
<b>3. 20/01548/FUL DEL</b> Erection of a part single part two storey rear extension and formation of 1no. rear dormer.	20 Moorbank Oxford, Oxfordshire OX4 6HZ	Blackbird Leys Ward	05.08.2020	No objections.

- f) The date of the next meeting is Monday 10<sup>th</sup> August 2020 at 7.00pm, the meeting closed at 19:30.
- g) The meeting minutes were confirmed as a true record by the Chairman Mark Franks.  
*Action: Cllr De Gregori to comment the objections to the application on behalf of the Parish Council.*

**FC062/20 UPDATE PLANNING COMMITTEE MEMBERS**

It was **AGREED** for Cllr Lewis to stand-down from the Planning Committee and for Cllr Church join by unanimous vote.

**FC063/20 APPROVE ITEMS FOR NEXT AGENDA**

Items for next meeting to be held on Tuesday 29<sup>th</sup> September 2020

- d) To invite the Boxing Club to attend Public Participation to explain their letter.
- e) Setting-up strategic aims working group
- f) Approve changes to the Standing Orders – ‘all Councillors are on one ideally two working group or Committee’.
- g) To discuss CIL spending ideas
- h) Process for advertising for Parish Councillors

*The meeting was extended by 15 minutes.*

**FC064/20 STAFFING MATTERS**

- a) It was **AGREED** to increase the Clerk’s pay in line with the National increase, and to backdate from when the increase was actioned in 1<sup>st</sup> April 2019 by unanimous vote.
- b) It was **AGREED** for the Clerk to organise a review of the Clerk’s hours.  
*Action: Clerk arrange pay increase and back payment.*  
*Action: Clerk to arrange a review of the working hours.*

# FC065/20 MEETING ACTIONS

Item No	Minutes Reference	ACTION	FOR	WHEN
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
52	FC194/19 6) 19/02958/ FUL DEL	To investigate planning application and report back if necessary.	MF	ASAP
53	FC201/19 Resident Parking Issue	To contact resident to discuss.	RH	ASAP
54	FC202/19 a) Druce Way Parking	To contact resident to discuss.	RH	ASAP

59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
60	FC207/19 e) Dog Fouling	Nick Prior to liaise with the parish council to arrange a date.	NP/Clerk	ASAP
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
67	FC011/20	Cllr Humberstone to provide Hollie with update on residents complaint regarding larder	RH/HT	May
75	FC013/20 8) Casual Basketball Grant App	Clerk to write outcome letter and raise cheque	Clerk	ASAP
79	FC015/20 h) Planning application	Cllr Humberstone to raise the issue of the school being overlooked.	RH	ASAP
90	FC031/20 Planning 18/03405/FUL/COMM	Chairman to clarify planning application details	RD	ASAP
91	FC035/20 Advertisement for Parish Councillors	Clerk to contact Election Services to double check advertising	Clerk	ASAP
92	FC037/20 Spindlebury Nature Park	Cllr Taylor to email to request consultation documents from 2013	ST	ASAP
93	FC047/20 a) & c) Updating Standing Orders	Clerk to update point a) and c)	Clerk	ASAP
94	FC47/20 b) Amend and add to July agenda	Clerk to amend and add to July agenda	Clerk	ASAP
95	FC061/20 a) & b) Cllr De Gregori to notify City Council of objections to planning applications.	Cllr De Gregori to comment the objections to the application on behalf of the Parish Council.	LG	ASAP
96	FC064/20 a) Clerk spine point pay rise	Clerk arrange pay increase and back payment.	Clerk	ASAP
97	FC064/20 b) Clerk working hours review	Clerk to arrange a review of the working hours	Clerk	ASAP

**FC066/19**

**DATE OF NEXT MEETING**

To note the date of the next meeting is Tuesday 29<sup>th</sup> September 2020 at 7.00pm

*Meeting closed at 21.15*

**SIGNED:** \_\_\_\_\_

**Councillor Robert Davies** (*Chairman*)

## BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the Council Meeting held on Tuesday 29<sup>th</sup> September, 2020, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors Robert Davies (Chair), Peter Nowland (Vice Chair), John Dillon, Olamide Odelajo, Mark Franks, Maggie Lewis, Imade Edosomwan, Ewa Gluza, Deborah McIlveen, and Lorenzo De Gregori.

**OTHER COUNCILLORS:** **City Councillors:** Linda Smith and Hosnieh Djafari-Marbini  
**County Councillor:** Deborah McIlveen.

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

**OTHERS PRESENT:** **Members of the Public:** Four members of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anthony Church  
**City Councillors:** Sian Taylor and Rae Humberstone  
**Oxford City Council Communities and Neighbourhoods:** None

### FC070/20 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

a) Councillor Smith declared being on Raw Management Board.

### FC071/20 **MINUTES OF PREVIOUS MEETINGS**

It was **RESOLVED** by majority vote to accept the meeting minutes for the Parish Council meeting held on Tuesday 28<sup>th</sup> July 2020 as a true record.

### FC072/20 **PUBLIC PARTICIPATION**

#### a) **Oxford Blackbird Leys Amateur Boxing Club**

Attended further to writing to ask the Parish Council to support their new clubhouse located at the back of the Leisure Centre. The Club needs to find between £400,000 – 500,000 for this new venture. Any support the Parish Council can offer would be greatly appreciated.

The Boxing Club were thanked for their hard work in the Community by the Councillors.

It was proposed for the Parish Council to agree to support the Boxing Club in this venture, however, as it was not an agenda item no vote could take place. It was further commented that at this stage it is not clear what is being asked of the Parish Council.

#### b) **SPINDELBERRY NATURE PARK**

A resident attended the meeting to provide an update on the outcome of a 'Freedom of Information' request regarding the change of use for the land at Spindleberry Nature Park.

The resident commented as soon as the planning application for this site is submitted, they will be putting in a disagreement for the way it has been misrepresented.

### FC073/20 **TO RECEIVE THE CHAIRMANS REPORT**

#### **CIL Fund Ideas**

a) The Chairman advised the responses to the email sent out in July requesting ideas from Councillors on how to spend the CIL fund money.

The ideas that were received were –

1. Neighbourhood Watch signs
2. Community Speed Watch

3. 'Welcome' signs.
  4. Dog bins around the park.
  5. As it is noticeable that there are no dog bins at some of the park exits.
  6. Making the parks more user friendly.
  7. Benches to support socialising.
  8. Smart Art Graffiti for Gillians Park similar to the display at Cowley Centre.
  9. Environmental Improvements to some railings that could be repainted Also that have over grown hedges.
- b) It was commented that the timing of the email of just before the summer break may have impacted the response, it was requested the email be re-sent.

**Action: Chairman to resend the CIL Fund email.**

**FC074/20**

#### **UPDATE FROM THE CLERK**

The Clerk advised that the monthly report had been circulated to all Councillors.

##### **a) To receive Internal Audit Actions**

The Clerk advised due to becoming complaint the actions were mostly recommendations, but it would be best practise to complete, although some would have a monetary implication namely:

##### **i. Councillor Emails**

It was recommended for Councillors to have a Parish Council email address.

##### **ii. Councillors Photos**

The website needs to be updated with more information. It has been an action for sometime to have the Councillors photos uploaded. The Clerk requested if any of the Councillors had a professional photo to please send it in.

Alternately, the Clerk will arrange to have the photos taken.

##### **iii. Setting-up Online banking with account signatories**

The Clerk appealed for the bank signatories to set-up online banking so electronic banking could be used.

The Clerk advised they were still using their personnel bank account to pay bills and being reimbursed.

The cheque book is still being used and required the Clerk to meet and have the cheques signed.

##### **b) Clarifying the Planning Committee Meeting Minute Process**

- i. The Clerk advised that initially it was intended to insert the Planning Committee meeting minutes into the Full Parish Council meeting minutes, however, after completing this task it became problematic. So, the Planning Committee meeting minutes will have their own numbering and will be completely separate.

- ii. The Clerk advised the Planning minute minutes must be circulated with the Planning agenda as it is imperative these minutes are approved at the following meeting by the Committee otherwise, they will be working unlawfully.

**FC075/20**

##### **a) NOTICEBOARDS**

Discussion were held regarding the options to fix the recently installed noticeboards as the plastic sliding doors were easy to bend and the lock could easily be by-passed, this had led to vandalism.

**Option 1** – The Parish Council had been in touch with Raw who provided a quotation to supply 4 new doors per noticeboard (2 on each side).

**Option 2** – It was suggested the Parish Council could opt for just 2 new doors on one side this would half the cost of the option 1.

**Option 3** - Cllr Dillon investigating an option with a resident who owned a local business and wanted to assist with this project and was willing to provide a majority of the material for free.

- To replace the current 3mm plastic doors with 5mm.
- To insert a pin to the centre of each board to enable locking.
- To use a padlock with the pin to secure the doors.
- To provide 3 sets of padlock keys.  
One set to the Clerk, and the other sets to the custodians of the noticeboards once they had been agreed.
- To install a board at the back of each noticeboard to make pushing in the drawing pins easier.

It was **RESOLVED** majority vote for Cllr Dillon to complete the works as outlined in Option 3 for a budget cost of approximately £300.

**b) BENCH NAME CORRECTION**

1. There were discussions regarding the circumstances that led to one of the names on the memorial bench being incorrectly spelt.
2. It was commented it would have been good to have had this rectified free of charge as it was for the community.
3. The Clerk circulated a quotation provided by RAW to the Parish Councillors.
4. It was proposed to accept the quotation provided by Raw to correct the name on the bench, this received no votes from the Councillors.
5. It was **AGREED** by majority to obtain alternative quotations from other sources.

*Action: Clerk and Councillors to obtain additional quotations*

FC076/20

**CO-OPTION**

- a) It was **AGREED** by unanimous vote to co-option Julio Cesar Gonzalez to Blackbird Leys Parish Council and to the Planning Committee.

FC077/20

**TO RECEIVE REPORTS**

**Parish Councillors**

**1. Cllr Franks**

1. Investigated a complaint regarding resident parking, the issue is on-going and has been logged with the Community Response Team.
2. Highlighted that the grants awards are coming up soon and we need to review the process if the Parish Council is still intended to do so.

*Action: Clerk to recirculated grant process recommendations.*

**2. Cllr Dillon**

1. See Noticeboards FC075/20
2. In reference to Cllr Franks 2. i. It was commented that the issues highlighted have been investigated before. There is small piece of land that is being used to park cars on, and this is not the resident's land.
3. Has completed litter-picking around the estate.

**3. Cllr Gluza**

1. Has completed litter-picking
2. Is working with a University to work within the community.

3. Raised concerns regarding what is happening with the Bullnose Morris pub reopening?

**4. Cllr McIlveen**

1. Litter and rubbish.
2. Street lighting.
3. Sorrel Road Allotment AGM coming up this weekend.
4. Has worked with CDI, Agnes Smith and BLAP.
5. Has dealt with issues regarding parking.
6. Motorbikes going up and down Blackberry Lane.
7. Would like previously circulated criteria for scoring and monitoring grants to be reviewed along with the Clerk's recommendations.

**Action: Clerk to recirculate Cllr McIlveen's proposal for grant scoring criteria**

**5. Cllr Lewis**

1. Updated that after checking it has been reported the Bullnose Morris would open, but couldn't confirm the date.
2. Two new Neighbourhood Watch Coordinators have joined thanks to Cllr Humberstone and also the Community Facebook page. Several new members through Community Facebook page and lots of supporters in Blackbird Ley.
3. Police gave a statement on the Community Facebook page to allay fears regarding an incident on Fry's Hill.
4. Gave an Information Consultation on public spaces protection order dog fouling and drinking consumption in open spaces, this is available on the Oxford City website until November.
5. Illegal fishing at Spindleberry pond, awaiting confirmation if a license is needed.
6. Reports of drug dealing from an address in Blackbird Leys.
7. Information has been giving out regarding track and trace.
8. Resident struggling with there rent, this has been supported by Catalyst.
9. Suspended Coffees - you buy two coffees instead of one and the other is given to a homeless person.
10. Promoting exercise as a report has highlighted children are suffering by not getting enough exercise at the moment.
11. Some local groups have been asked to complete a survey for Oxford University regarding the frustration for care-givers and receivers during the lockdown.
12. Some cats and dog have been reunited with their owners.

**6. Cllr Nowland**

1. Would like the grants system reviewed, and also to incorporate an emergency fund.
2. Raised concerns regarding the amount of money being given to some community groups via the grants systems.
3. Would like to have is considered to have the noticeboard at Dunnock Way dedicated to Jennifer Pegg: with a small plaque.
4. Raised concern regarding the rise in homelessness.
5. Working with the 'Homeless feeding homeless' group.
6. Raised concerns that children on the estate are going to school hungry.

**7. Cllr Edosomwan**

1. Litter-picking in the area.
2. Homeness issue in front of the church.
3. Re-iterated the need for an emergency fund.

**8. Cllr Oladejo**

1. Continued working with other Councillors to provide support in the Nigerian community.
2. Providing weekly support to people of colour that are in need.
3. Requested to the other Councillors to pass on details of residents that need support as willing to assist.

**City Councillors**

**9. Cllr Smith**

1. Has set-up a petition to keep the Post Office at Top Shops via change.org.
2. Announced the Leys Leisure Centre will open on Monday 5<sup>th</sup> October. At first it will be the gym, sports hall and 3G pitch, and hopefully the pool will open for organise groups soon.

**10. Cllr Djafari-Marbini**

1. Addressing casework around fences, hedges, litter and graffiti.
2. Providing telephone support and it has been good to speak to people, they have reported they feel safe and supported.
3. Working around the issue of food poverty, with Oxford Mutual Aid and Community Action Group.
4. There has been a change around the provision of support for vulnerable people from the City Council. Has a meeting with Marie Tidbull so has requested if there are any issues on the estate around food poverty please get in touch so they can be ironed out. There is a fund available for people who cannot afford the SOFEA sign-up fee so this can be paid for.
5. Working with the Community Safety Officers from the Council to get the people to feel safe and secure whilst honouring the regulations.
6. Has been on Jack FM to get the message out to the students that are coming back.

**County Councillors**

**11. Cllr McIlveen**

1. In the September County Council meeting it was proposed to cut £15 million from the budget. Which mainly effected things like SEND (Special educational needs), removing the youth services that has previously had a £1 million put into, adult services all the things from people that need the most support. This was opposed, but lost by one vote.  
There will be £15 million of cuts, the County Council has agreed to write to the government as this money that wasn't budgeted for because of Covid. It was promised by the government it would refund all local authorities all money spent outside of the budget; These cuts will involve job losses.
2. The bus gate proposal has been deterred as it there was no proper plan to how it would work for the residents.
3. Resources for Public Health to do better testing and tracing, people are having problems getting tests.

**FC078/20**

**TO RECEIVE COMMUNITY/LOCALITY REPORTS**

**a) Safe Leys**

- i. Have had posters and business cards made with the new free telephone number.
- ii. Next steps are to meet with the Thames Valley Police Sergeant

- iii. Would like to advertise their services on the Parish Councillors noticeboards.

**Action: DM to send the aims and key outline of Safe Leys to the Clerk to circulate to the Councillors.**

FC079/20

# **FINANCIAL MATTERS**

## **CASHBOOK PAYMENTS**

- d) Cllr Edosomwan the Internal Financial Controller verified the following cashbook payments against the invoices; and confirmed they are correct.

### **September Cashbook**

DATE	PAYEE	ITEM	INVOICE NO	TOTAL
25/09/2020	CLERK	SALARY	SEE TIMESHEET	£***
30/09/2020	CLERK via expenses	HOURLY RATE INCREASE FOR 2019	SEE BREAKDOWN	£***
30/09/2020	CLERK via expenses	MOBILE TELEPHONE CREDIT	SEE RECEIPT	£20.00
30/09/2020	CLERK via expenses	POSTAGE STAMPS X12	SEE RECEIPT	£7.80
30/09/2020	CLERK via expenses	MILEAGE	SEE EXPENSES	£10.00
30/09/2020	CLERK via expenses	MIILEAGE	SEE EXPENSES	£10.96
30/09/2020	CLERK via expenses	HMRC - MONTH 4	SEE PRINTOUT	£***
30/09/2020	CLERK via expenses	HMRC - MONTH 5	SEE PRINTOUT	£***
30/09/2020	MOORE	EXTERNAL AUDIT 2018-19	INV 301487	£300.00
30/09/2020	OXFORD DIRECT SERVICES	NOTICEBOARDS INSTALL	OPP-4695	£2,530.62

**£4,187.78**

- e) It was **AGREED** by unanimous vote to approve the external auditor's findings from 2019.
- f) It was **AGREED** by unanimous vote to appoint Jane Olds as the Parish Councils Internal Auditor.
1. The Clerk advised the current internal auditor had made changes to their terms as follows -
    - a. The timetable of workload would be brought forward to aid a timely submission.
    - b. The contract would roll-on year by year unless cancelled in July.
  2. The Clerk advised the internal audit was still cost effective.
- g) The Clerk advised the Parish Council of the budget position.

Month	SALARIES	HMRC	HALL HIRE	WAH	PENSION	STATIONERY
APRIL	Paid	£0.00	£20.00	£0.00	£0.00	£75.29
MAY	Paid	£0.00	£20.00	£0.00	£0.00	£0.00
JUNE	Paid	£0.00	£20.00	£0.00	£0.00	£119.41
JULY	Paid	Paid	£0.00	£0.00	£0.00	£62.70
AUGUST	Paid	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	Paid	Paid	£0.00	£0.00	£0.00	£0.00
SPENT	Confidential	Confidential	£60.00	£0.00	£0.00	£257.40

BUDGETED	Confidential	Confidential	£240.00	Confidential	Confidential	£300.00
REMAINING	Confidential	Confidential	£180.00	Confidential	Confidential	£42.60

Month	POSTAGE	TELEPHONE	OFFICE 365	DROPBOX	CYBER SECURITY	ONLINE BANK ACC
APRIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MAY	£0.00	£30.00	£22.99	£0.00	£0.00	£0.00
JUNE	£7.80	£26.97	£0.00	£95.88	£0.00	£0.00
JULY	£0.00	£20.00	£0.00	£0.00	£0.00	£0.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£7.80	£20.00	£0.00	£0.00	£0.00	£0.00
SPENT	£15.60	£96.97	£22.99	£95.88	£0.00	£0.00
BUDGETED	£50.00	£50.00	£150.00	£150.00	£100.00	£100.00
REMAINING	£34.40	<b>-£46.97</b>	£127.01	£54.12	£100.00	£100.00

Month	OALC MEM	SLCC MEM	EXPENSES	INSURANCE	AUDIT	TRAINING
APRIL	£0.00	£0.00	£0.00	£680.45	£0.00	£0.00
MAY	£2,147.65	£0.00	£0.00	£0.00	£0.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£0.00	£36.00
JULY	£0.00	£0.00	£0.00	£0.00	£150.00	£786.00
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£0.00	£300.00	£0.00
SPENT	£2,147.65	£0.00	£0.00	£680.45	£450.00	£822.00
BUDGETED	£2,100.00	£220.00	£50.00	£965.00	£900.00	£1,800.00
REMAINING	<b>-£47.65</b>	£220.00	£50.00	£284.55	£450.00	£978.00

Month	GRANTS	COVID-19	CHAIRMAN	CIL FUND	EXT. FUND	NO BUDGET
APRIL	£24,245.00	£0.00	£0.00	£89.40	£0.00	£0.00
MAY	£5,000.00	£0.00	£0.00	£146.44	£0.00	£0.00
JUNE	£0.00	£0.00	£0.00	£0.00	£1,952.00	£0.00
JULY	£0.00	£0.00	£0.00	£0.00	£0.00	£143.88
AUGUST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SEPTEMBER	£0.00	£0.00	£0.00	£2,530.62	£0.00	£20.96
SPENT	£29,245.00	£0.00	£0.00	£2,766.46	£1,952.00	£164.84
BUDGETED	£28,000.00	£5,000.00	Confidential	£0.00	£0.00	£0.00
REMAINING	<b>-£1,245.00</b>	£5,000.00	Confidential	£2,766.46	£1,952.00	<b>-£164.84</b>

- h) The Clerk advised there was a need for a budget virement for printing as the printing needs have been higher than budgeted.
- The Clerk proposed a budget virement of £200 to 'Stationery' from the 'Insurance'. The 'insurance was budgeted at £965, but the actual was £680.45. So, there is £284.55 available.
  - It was **AGREED** by unanimous vote to complete a budget virement of £200 from 'Insurance' to 'Stationery'.

***The meeting was extended by 30 minutes.***

**FC080/20      PLANNING COMMITTEE MEETING OUTCOME**

The Planning Chairman gave an update regarding meeting held on Monday 14<sup>th</sup> September.

**FC081/20      PROPOSED ITEMS FOR NEXT AGENDA**

1. Grants system review.
2. Proposal to support the Boxing Club.
3. Proposal to dedicate the Northfield Brook Noticeboard to Jennifer Pegg.

**FC082/20      STAFFING MATTERS**

- c) It was **AGREED** by majority vote to increase for the April 2020.
- d) It was **RESOLVED** for the Chairman and the Vice Chairman to conduct the Clerk's appraisal by majority vote.
- e) It was proposed to amend standing order 22 c) to *'The chairman of the Council, **the vice-chairman and a third party selected by the Clerk** shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk to the Council/Responsible Financial Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council'.*

**Action: Clerk to add proposal to next agenda**

**FC083/20 MEETING ACTIONS**

Item No	Minutes Reference	ACTION	FOR	WHEN
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
52	FC194/19 6) 19/02958/ FUL DEL	To investigate planning application and report back if necessary.	MF	ASAP
53	FC201/19 Resident Parking Issue	To contact resident to discuss.	RH	ASAP
54	FC202/19 a) Druce Way Parking	To contact resident to discuss.	RH	ASAP

59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
60	FC207/19 e) Dog Fouling	Nick Prior to liaise with the parish council to arrange a date.	NP/Clerk	Completed
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
67	FC011/20	Cllr Humberstone to provide Hollie with update on residents complaint regarding larder	RH/HT	May
75	FC013/20 8) Casual Basketball Grant App	Clerk to write outcome letter and raise cheque	Clerk	Complete
79	FC015/20 h) Planning application	Cllr Humberstone to raise the issue of the school being overlooked.	RH	ASAP
90	FC031/20 Planning 18/03405/FUL/COMM	Chairman to clarify planning application details	RD	ASAP
91	FC035/20 Advertisement for Parish Councillors	Clerk to contact Election Services to double check advertising	Clerk	ASAP
92	FC037/20 Spindlebury Nature Park	Cllr Taylor to email to request consultation documents from 2013	ST	Complete
93	FC047/20 a) & c) Updating Standing Orders	Clerk to update point a) and c)	Clerk	ASAP
94	FC47/20 b) Amend and add to July agenda	Clerk to amend and add to July agenda	Clerk	ASAP
95	FC061/20 a) & b) Cllr De Gregori to notify City Council of objections to planning applications.	Cllr De Gregori to comment the objections to the application on behalf of the Parish Council.	LG	ASAP
96	FC064/20 a) Clerk spine point pay rise	Clerk arrange pay increase and back payment.	Clerk	Completed
97	FC064/20 b) Clerk working hours review	Clerk to arrange a review of the working hours	Clerk	Completed
98	FC073/20 b) CIL Fund Ideas	Chairman to re-circulate the CIL fund idea email	Chairman	ASAP
99	FC075/20 a) Noticeboards	Cllr Dillon to carry noticeboard works as per option 3	Cllr Dillon	ASAP
100	FC075/20 a) Bench Name Change	Cllrs and Clerk to obtain alternative quotations.	Cllrs & Clerk	ASAP
101	FC077/20 a) Grant System Review	Clerk to recirculated grant process recommendations	Clerk	ASAP
102	FC077/20 d) Grant Scoring Criteria	Clerk to recirculate Cllr McIlveen's proposal for grant scoring criteria	Clerk	ASAP
103	FC078/20 Safe Leys	DM to send the aims and key outline of Safe Leys to the Clerk to circulate to the Councillors.	DM	ASAP
104	FC082/20 Staffing Matters	Clerk to add proposal to next agenda	Clerk	October

**FC084/20**

**DATE OF NEXT MEETING**

To note the date of the next meeting is Tuesday 27<sup>th</sup> October 2020 at 7.00pm

*Meeting closed at 21.31*

**SIGNED:** \_\_\_\_\_

**Councillor Robert Davies** (*Chairman*)

DRAFT

## BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the Council Meeting held on Tuesday 27<sup>th</sup> October, 2020, at 7.00 pm held virtually.

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**MEMBERS PRESENT:** Parish Councillors Robert Davies (Chair), Peter Nowland (Vice Chair), John Dillon, Mark Franks, Maggie Lewis, Imade Edosomwan, Ewa Gluza, Deborah McIlveen, Lorenzo De Gregori and Julio Gonzalez.

**OTHER COUNCILLORS:** **City Councillors:** Linda Smith, Hosnieh Djafari-Marbini, and Rae Humberstone.  
**County Councillor:** Deborah McIlveen.

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

**OTHERS PRESENT:** **Oxford City Council:** Andrew Humpherson  
**Communities and Neighbourhoods:** Godfrey Chizema

**Members of the Public:** Three members of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anthony Church and Olamide Odelajo.  
**City Councillors:** Sian Taylor

**FC085/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC086/20** **MINUTES OF PREVIOUS MEETINGS**  
It was **RESOLVED** by majority vote to accept the meeting minutes for the Parish Council meeting held on Tuesday 29<sup>th</sup> September 2020 as a true record.

**FC087/20** **REGENERATION UPDATE**  
Andrew Humpherson the Oxford City Council Regeneration Manager, attended and gave an update regarding the regeneration.

**FC088/20** **CHAIRMAN REPORT**  
None

**FC089/20** **CLERK REPORT**  
The Clerk report was received.

**FC090/20** **DEDICATION OF NOTICEBOARD**  
It was **AGREED** by unanimous vote to dedicate the Northfield Brook noticeboard to Jennifer Pegg, and have a plaque made and installed.  
**Action: Clerk to arrange plaque and installation**

**FC091/20** **TO BECOME A HOME-START SUPPORTER**  
It was **AGREED** by majority vote to become a supporter of Home-Start by displaying our logo in the supporter's part of their website.  
**Action: Clerk to send the parish logo to home-start**

**FC092/20** **TO AMEND/UPDATE THE FOLLOWING STANDING ORDERS**  
a) It was **AGREED** by majority vote to include 'Councillors must be on at least one committee or working group; ideally two'.  
**Action: Clerk to update standing orders**

- b) Discussions were held and there needs to be clarity and changes to the wording before this amendment can be agreed.  
*'To amend standing orders 22 c) 'The chairman of the Council, the vice-chairman and a third party selected by the Clerk shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk to the Council/Responsible Financial Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council'.*

**Action: Clerk to check requirement and revise wording.**

**FC093/20**

**GRANTS POLICY REVIEW**

- a) It was **AGREED** by majority vote -
- I. To update the 'Terms of Reference' for the Grants Working Group to include, 'To review the current Grant Policy and make recommendations at the November Full Parish Council meeting'.
  - II. To arrange a Grants Working Group meeting to review the policy.
- b) The Chairman called an Extraordinary Meeting to be held on Tuesday 3<sup>rd</sup> November at 19.00 to add and remove Grants Working Group members.

**Action: Clerk to arrange meetings and supporting documents**

**FC094/20**

**TO SET-UP A STRATEGIC AIMS WORKING GROUP**

- a) It was **AGREED** by majority vote -
1. The terms of reference would be 'to review and amend the existing draft of the strategic aims, and make recommendations back to the full parish council'.
  2. The Strategic Aims Working Group members would be
    - i. Cllr Lewis
    - ii. Cllr McIlveen
    - iii. Cllr Gluza
    - iv. Cllr Nowland
    - v. Cllr Edosomwan
  3. To arrange a Strategic Aims Working Group meeting.

**Action: Clerk to set-up meeting via zoom**

**FC095/20**

**TO RECEIVE COUNCILLOR REPORTS**

- a) **Parish Councillors**  
 The reports were received.

*The meeting was extended by 30 minutes*

- b) **City Councillors**  
 The reports were received.
- c) **County Councillor**  
 The report was received.

**FC096/20**

**TO RECEIVE COMMUNITY GROUP REPORTS**

None

**FC097/20**

**FINANCIAL MATTERS**

- a) The Internal Financial Controller to confirmed the review of invoices against the cashbook was correct.
- b) It was **AGREED** by majority vote to pay the cashbook payments for October.

**Action: Clerk to arrange electronic payments**

DATE	PAYEE	ITEM	INVOICE NO	TOTAL	CHEQUE NO
27/10/2020	CLERK	SALARY	SEE TIMESHEET	<b>CONFIDENTIAL</b>	S/O
27/10/2020	CLERK	NATIONAL HRLY RATE 2020	SEE BREAKDOWN	<b>CONFIDENTIAL</b>	Bacs
20/10/2020	CHAIRMAN	CHAIRMAN ALLOWANCE	SEE PAYSIP	<b>CONFIDENTIAL</b>	Bacs
27/10/2020	SLCC	CANCELLATION OF CILCA	129624	<b>£30.00</b>	Bacs
27/10/2020	VIKING	STATIONERY	80230	<b>£7.64</b>	Bacs
27/10/2020	VIKING	STATIONERY	75406	<b>£76.57</b>	Bacs
27/10/2020	HMRC	HMRC	CONFIDENTIAL	<b>CONFIDENTIAL</b>	Bacs

TOTAL **£1,865.92**

- c) It was **AGREED** by majority to adopt the Financial Regulations to the latest edition 2019, to include electronic payments.

**Action: Clerk to upload to the website and adopt policy changes.**

- d) It was **AGREED** by unanimous vote to complete a budget virement of £80 from 'Insurance' to 'telephone'.

**Action: Clerk to complete budget virement**

#### FC098/20

#### TO PROPOSE ITEMS FOR THE NEXT AGENDA

- To agree budget proposal for 2021-2022
- To agree recommendations from Grants Working Group on the Grant Policy change.
- To include an agenda item of 'Regeneration' to the Planning Committee agenda
  - To have clarified the project policy for keyworker houses.
- Clerks Appraisal report

#### FC099/20

#### DATES FOR THE NEXT MEETINGS

- Extraordinary meeting – Tuesday 3<sup>rd</sup> November 2020 – via Zoom
- Planning Committee – Monday 9th November 2020 – via Zoom.
- Full Parish Council – Tuesday 24th November 2020 – via Zoom.

#### FC100/20

#### STAFFING MATTERS

Discussions were held regarding the report from the Clerk's appraisal, this will be addressed at the next meeting.

**FC101/20      ACTIONS**

<b>Item No</b>	<b>Minutes Reference</b>	<b>ACTION</b>	<b>FOR</b>	<b>WHEN</b>
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
53	FC201/19 Resident Parking Issue	To contact resident to discuss.	RH	ASAP
54	FC202/19 a) Druce Way Parking	To contact resident to discuss.	RH	ASAP

59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
67	FC011/20	Cllr Humberstone to provide Hollie with update on resident's complaint regarding larder	RH/HT	May
79	FC015/20 h) Planning application	Cllr Humberstone to raise the issue of the school being overlooked.	RH	ASAP
90	FC031/20 Planning 18/03405/FUL/COMM	Chairman to clarify planning application details	RD	ASAP
91	FC035/20 Advertisement for Parish Councillors	Clerk to contact Election Services to double check advertising	Clerk	ASAP
93	FC047/20 a) & c) Updating Standing Orders	Clerk to update point a) and c)	Clerk	ASAP
94	FC47/20 b) Amend and add to July agenda	Clerk to amend and add to July agenda	Clerk	ASAP
95	FC061/20 a) & b) Cllr De Gregori to notify City Council of objections to planning applications.	Cllr De Gregori to comment the objections to the application on behalf of the Parish Council.	LG	ASAP
98	FC073/20 b) CIL Fund Ideas	Chairman to re-circulate the CIL fund idea email	Chairman	ASAP
99	FC075/20 a) Noticeboards	Cllr Dillon to carry noticeboard works as per option 3	Cllr Dillon	ASAP
100	FC075/20 a) Bench Name Change	Cllrs and Clerk to obtain alternative quotations.	Cllrs & Clerk	ASAP
101	FC077/20 a) Grant System Review	Clerk to recirculated grant process recommendations	Clerk	Completed
102	FC077/20 d) Grant Scoring Criteria	Clerk to recirculate Cllr McIlveen's proposal for grant scoring criteria	Clerk	Completed
103	FC078/20 Safe Leys	DM to send the aims and key outline of Safe Leys to the Clerk to circulate to the Councillors.	DM	ASAP
104	FC090/20 Dedication of Noticeboard	Clerk to arrange plaque and installation	Clerk	Once repaired
105	FC091/20 To become a Home-Start Supporter	Clerk to send the parish logo to home-start	Clerk	ASAP

106	FC092/20 a) To update standing orders	Clerk to update standing orders	Clerk	ASAP
107	FC092/20 b) To update standing orders	Clerk to take advice on who should attend an appraisal, and revise wording.	Clerk	ASAP
108	FC093/20 Grant Policy Review	Clerk to arrange meetings and supporting documents	Clerk	ASAP
109	FC094/20 a) 2. To set up strategic aims WG	Clerk to set-up meeting via zoom	Clerk	ASAP
110	FC097/20 a) Finance matters	Clerk to arrange electronic payments	Clerk	ASAP
111	FC097/20 b) To adopt the Financial Regs 2019	Clerk to upload to the website and adopt policy changes	Clerk	ASAP
112	FC097/20 c) Budget Virement	Clerk to move £80 from 'Insurance' to 'Telephone'	Clerk	ASAP

#### FC102/20

#### DATE OF NEXT MEETING

To note the date of the next meeting is Full Parish Council Tuesday 24th November 2020 via Zoom at 7.00pm

*Meeting closed at 21.31*

SIGNED: \_\_\_\_\_

**Councillor Robert Davies** *(Chairman)*

## BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the Extraordinary Meeting held on Tuesday 3<sup>rd</sup> Nov, 2020, at 7.00 pm held virtually.

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**MEMBERS PRESENT:** Parish Councillors Robert Davies (Chair), Peter Nowland (Vice Chair), Imade Edosomwan, Ewa Gluza, Julio Gonzalez, Deborah McIlveen, and Lorenzo De Gregori.

**OTHER COUNCILLORS:** **City Councillors:** None.  
**County Councillor:** Deborah McIlveen.

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

**OTHERS PRESENT:** None

**Members of the Public:** One member of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Olamide Odelajo.  
**City Councillors:** None

**FC0103/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC0104/20** **GRANTS WORKING GROUP**

- a) It was AGREED by unanimous vote for Cllr Edosomwan to be added to the Grants Working Group.
- b) Grants Working Group Members are –
  - 1. Cllr Church
  - 2. Cllr Gluza
  - 3. Cllr Nowland
  - 4. Cllr Odelajo
  - 5. Cllr Davies
  - 6. Cllr Edosomwan

**FC0105/20** **PLANNING COMMITTEE**

- a) It was AGREED by unanimous vote for Cllr Church to become Chairman of the planning committee.
- b) It was AGREED by unanimous vote for Cllr Edosomwan to become Vice Chairman of the planning committee.
- c) The Planning Committee members are –
  - 1. Cllr Church
  - 2. Cllr Edosomwan
  - 3. Cllr Davies
  - 4. Cllr Gonzalez
  - 5. Cllr De Gregori
  - 6. Cllr Odelajo
  - 7. Cllr Nowland

**FC0106/20** *Meeting closed at 19.20*

**SIGNED:** \_\_\_\_\_ **Councillor Robert Davies (Chairman)**

## **BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES**

Minutes of the Extraordinary Meeting held on Friday 20<sup>th</sup> November, 2020, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors Robert Davies (Chair), Peter Nowland (Vice Chair), Imade Edosomwan, Ewa Gluza, Anthony Church, Julio Gonzalez and Olamide Oladejo.

**OTHER COUNCILLORS:** City Councillors: Linda Smith  
County Councillor: None

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

**OTHERS PRESENT:** Oxford Mail: One attendee

**Members of the Public:** Five member of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Deborah McIlveen  
**City Councillors:** Rae Humberstone.  
**County Councillor:** Deborah McIlveen

**FC0107/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**FC0108/20** **REGENERATION**  
**The proposal to FAILED**  
Discussions were held between all parties present and it was **NOT AGREED** for the Chairman to speak about the regeneration project on behalf of the parish council and the residents.  
A recorded vote was called and voting was as follows –  
**For (1)**  
Cllr Nowland  
**Against (3)**  
Cllr Edosomwan  
Cllr Lewis  
Cllr Gluza  
**Abstained (3)**  
Cllr Gonzalez  
Cllr Church  
Cllr Odelajo

**FC0109/20** *Meeting closed at 20.05*

**SIGNED:** \_\_\_\_\_ **Councillor Robert Davies (Chairman)**

## BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the parish council meeting held on Tuesday 24<sup>th</sup> November 2020, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors Robert Davies (Chair), Peter Nowland (Vice Chair), Imade Edosomwan, Ewa Gluza, Julio Gonzalez, Olamide Oladejo, John Dillon, Maggie Lewis, Lorenzo De Gregori and Deborah McIlveen.

**OTHER COUNCILLORS:** **City Councillors:** Hosnieh Djafari-Marbini.  
**County Councillor:** Deborah McIlveen.

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

**OTHERS PRESENT:** **Oxford Mail:** One attendee.  
**Oxford City Council Regeneration Manager:** Andrew Humpherson.  
**Oxford City Council Locality Coordinator:** Joseph Barrett.  
**Oxford City Council Community Response Team:** Joseph Ulett.

**Members of the Public:** Three members of the public.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anthony Church.  
**City Councillors:** Rae Humberstone.  
**County Councillor:** None.

**FC0110/20** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
Cllr Gluza Oxford Polish Association  
Cllr Lewis Neighbourhood Watch

**FC0111/20** **PUBLIC PARTICIPATION**  
Members of the public made their comments.

**FC0112/20** **REGENERATION PROJECT**  
An update from the City Council was received.

**FC0113/20** **OXFORD LIVING WAGE**  
It was **AGREED** by majority vote for the Council to self-accredit as part of the Oxford Living Wage.  
**Action: Clerk to arrange**

**FC0114/20** **COVID FUND DONATION**  
It was **AGREED** by a majority vote to donate £250 to the Oxford Polish Association, for the production of leaflets for the over 50's.  
**Action: Clerk to arrange payment on receipt of an invoice**

**FC0115/20** **REVIEW OF GRANT POLICY**  
It was **AGREED** by a majority vote to accept the recommendations made by the Grants Working Group for the Grants Policy review.  
**Action: Clerk to make policy changes, upload to the website and email grant awardees.**

**FC0116/20**

**BUDGET PROPOSAL FOR 2021-2022**

It was **AGREED** by a majority vote to accept the budget proposal for 2021-2022.

**FC0117/20**

**UPDATE FROM THE CLERK**

An update from the clerk was received.

It was **AGREED** by unanimous vote to purchase an up-to-date Arnold Baker from the 'training budget' at a cost of £119.99.

*Action: Clerk to arrange purchase*

**FC0118/20**

**TO RECEIVE PARISH/CITY AND COUNTY COUNCILLOR REPORTS**

The reports were received.

*The meeting was extended by 30 minutes*

**FC0119/20**

**COMMUNITY GROUPS REPORT**

The reports were received.

**FC0120/20**

**FINANCE MATTERS**

a) Internal financial controller confirmed the cashbook payments against the cashbook.

b) It was **AGREED** by majority vote to approve the cashbook for November and December.

DATE	PAYEE	ITEM	INVOICE	TOTAL
24/11/2020	OXFORD DIRECT SERVICES	NOTICEBOARDS INSTALL	5313873816	£2,422.62
24/11/2020	CLERK via expenses	ICO CERTIFICATE	SEE PRINTOUT	£40.00
25/11/2020	CHAIRMAN	CHAIRMAN ALLOWANCE	SEE PAYSHEET	Private
25/11/2020	CLERK	SALARY	NOV TIMESHEET	Private
25/11/2020	HMRC	HMRC	SEE PRINTOUT	Private
30/11/2020	CLERK	OVERTIME APR-OCT20	NOV PAYSHEET	Private
24/12/2020	CHAIRMAN	CHAIRMAN ALLOWANCE	SEE PAYSHEET	Private
25/12/2020	CLERK	SALARY	DEC TIMESHEET	Private

**Total payments: £5,852.54**

**FC0121/20**

**ITEMS FOR THE NEXT AGENDA**

a) Regeneration

**FC0122/20**

**DATES FOR THE NEXT MEETINGS**

a) Planning Committee – 14<sup>th</sup> December 2020 at 7 pm.

b) Full Parish Council – 26<sup>th</sup> January 2021 at 7 pm.

*Exclusion of the press and public for staffing matters.*

**FC0123/20**

**STAFFING MATTERS**

It was **AGREED** by unanimous vote to accept the recommendations from the clerk's annual appraisal and the parish reserves to be used.

a) Overtime to be paid.

b) The position of clerk will be eligible to join the Oxfordshire Local Government Pension Scheme from December 2018.

c) Weekly hours to be increased to 25 hours from 1<sup>st</sup> December 2020.

d) To purchase a new laptop.

e) To purchase a new printer.

*Action: Clerk to arrange*

**FC0124/20 ACTIONS**

Item No	Minutes Reference	ACTION	FOR	WHEN
1	2	Provide a telephone number of Car-parking contact	DM	TBA
3	4	Provide a list of grant awardee's	DM	TBA
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
6	10	To provide contact details to the Chairman Community Payback	RH	May Meeting
15	FC058/19 f) Parking	Cllr Smith will ask for Balfour Road to be included with the Traffic Engineer.	LS	ASAP
17	FC062/19 a) Noticeboards	Confirm Catalyst offer of a noticeboard as part of the regeneration.	HT	ASAP
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
32	FC0115/19 a) Lighting Concerns	To provide report lighting concerns in Bullnose Morris, Ashmore Place and Druce Way.	DM	ASAP
36	FC0143/19 a) Tuckers Rd garages	Community Response Team to check the garages are still boarded up	CRT	ASAP
41	FC0148/19 a) Report	Cllr McIlveen to report the complaint to the Council	DM	ASAP
46	FC0166/19 f) Operation Boulevard	Ehab Shahab to confirm if dummy signs can be used.	ES	ASAP
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
49	FC190/19 d) Parking	To increase the frequency of Enforcement Officers on the estate.	LS	ASAP
59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
61	FC209/19 c) Safer Leys Meeting	Meeting to be arranged by Cllr McIlveen and circulated to the parish council.	DM	ASAP
90	FC031/20 Planning 18/03405/FUL/COMM	Chairman to clarify planning application details	RD	ASAP

Item No	Minutes Reference	ACTION	FOR	WHEN
91	FC035/20 Advertisement for Parish Councillors	Clerk to contact Election Services to double check advertising	Clerk	ASAP
93	FC047/20 a) & c) Updating Standing Orders	Clerk to update point a) and c)	Clerk	ASAP
94	FC47/20 b) Amend and add to July agenda	Clerk to amend and add to July agenda	Clerk	ASAP
99	FC075/20 a) Noticeboards	CLlr Dillon to carry noticeboard works as per option 3	CLlr Dillon	ASAP
100	FC075/20 a) Bench Name Change	CLlrs and Clerk to obtain alternative quotations.	CLlrs & Clerk	ASAP
103	FC078/20 Safe Leys	DM to send the aims and key outline of Safe Leys to the Clerk to circulate to the Councillors.	DM	ASAP
104	FC090/20 Dedication of Noticeboard	Clerk to arrange plaque and installation	Clerk	Once repaired
107	FC092/20 b) To update standing orders	Clerk to take advice on who stood attend an appraisal, and revise wording.	Clerk	ASAP
113	FC0113/20 Oxford Living Wage	Clerk to arrange self-accreditation	Clerk	ASAP
114	FC0114/20 Covid Fund Donation	Clerk to arrange payment on receipt on a invoice	Clerk	ASAP
115	FC0115/20 Review of grant policy	Clerk to make policy changes, upload to website and notify awardees	Clerk	ASAP
116	FC0117/20 Arnold Baker	Clerk to arrange purchase of Arnold Baker	Clerk	ASAP
117	FC0123/20 Staffing matters	Clerk to arrange updates to staffing matters	Clerk	ASAP

Meeting closed at 21.30

SIGNED: \_\_\_\_\_ Councillor Robert Davies (Chairman)

## BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the parish council meeting held on Tuesday 26<sup>th</sup> January 2021, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors: Robert Davies (Chair), Peter Nowland (Vice Chair), Imade Edosomwan, Ewa Gluza, Julio Gonzalez, Olamide Oladejo, John Dillon, Maggie Lewis, and Lorenzo De Gregori.

**OTHER COUNCILLORS:** **City Councillors:** Hosnieh Djafari-Marbini and Linda Smith.  
**County Councillor:** Deborah McIlveen.

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

**OTHERS PRESENT:** **Oxford Mail:** One attendee.  
**Oxford City Council Regeneration Manager:** Andrew Humpherson.  
**Oxford City Council Locality Coordinator:** Joseph Barrett.  
**Oxford City Council Community Response Team:** Joseph Ulett.

**Members of the public:** Ten members of the public.

**APOLOGIES:** **Parish Councillors:** Anthony Church and Deborah McIlveen  
**City Councillors:** Sian Taylor and Rae Humberstone.  
**County Councillor:** Deborah McIlveen

**FC0125/20** **Declarations of Interest & Applications for Dispensation**  
None

**FC0126/20** **Minutes of the previous meetings**  
It was **AGREED** by unanimous vote to accept the minutes of the extraordinary meeting held on Friday 20<sup>th</sup> November 2020 as a true record.  
It was **AGREED** by unanimous vote to accept and the full parish council meeting held on Tuesday 24<sup>th</sup> November 2020 as a true record.

**FC0127/20** **Public Participation**  
Members of the public made their comments.

**FC0128/20** **Regeneration Project**  
a) An update from the City Council was received.  
b) It was **AGREED** by majority vote to approach the City Council, to ask for a timely extension in works as adequate consultations could not be had due to Covid lockdowns.  
**Action: Planning committee to agree next steps**

**FC0129/20** **To receive an update from the Clerk**  
The clerk provided an update.

**FC0130/20** **Grants Working Group**  
The Grants Working Group agreed their next meeting.  
It was proposed to extend the grants deadline, it was advised that this decision needed to be an agenda item and an extraordinary meeting should be called.  
**Action: Clerk to arrange extraordinary meeting.**

*The meeting was extended by 30 minutes*

**FC0131/20 To receive Councillor Reports**

- a) The Parish Councillors gave their reports.
1. Cllr Nowland advised he would be standing down as Vice Chairman of the Parish Council but staying on as a Councillor.
  2. City County Councillors gave their reports.

**FC0132/20 Community Groups Report**

None

**FC0133/20 Financial Matters**

- a) The Internal Financial Controller confirmed review of invoices against cashbook.
- b) It was **AGREED** by majority vote approve the cashbook payments for January 2021.

DATE	PAYEE	ITEM	INVOICE NO	TOTAL
24/01/2021	OXFORD POLISH ASSOC	BOOKLETS	39/2021	£250.00
24/01/2021	OWA Digital Ltd	2 YR RENEWAL DOMAIN NAME	12390	£118.80
24/01/2021	LEXISNEXIS	COPY OF ARNOLD BAKER	10439160Y	£119.99
24/01/2021	OALC	TRAINING	W-1301	£78.00
24/01/2021	CLERK EXPENSES	MOBILE PHONE CREDIT	SEE RECEIPT	£20.00
24/01/2021	CLERK	SALARY	SEE TIMESHEET	PRIVATE
24/01/2021	CHAIRMAN	ALLOWANCE	SEE PAYSHEET	PRIVATE
24/01/2021	HMRC	EMPLOYEE CONTRIBUTIONS	SEE PRINTOUT	PRIVATE
<b>TOTAL</b>				<b>£2,761.36</b>

**FC0134/20 To propose items for the next agenda**

- a) To agree to extend the grants deadline.
- b) To receive the quarterly budget update

**FC0135/20 Date for the Next Meetings**

- a) Extraordinary Meeting - Friday 29th January
- b) Planning Committee – Monday 8<sup>th</sup> February 2021
- c) Full Parish Council – Tuesday 23<sup>rd</sup> February 2020

*Meeting closed 21.30*

### FC0136/20 Meeting Actions

Item No	Minutes Reference	ACTION	FOR	WHEN
4	6	Complaints procedure source, circulate, review and approve at a full Parish Council Meeting Clerk	Clerk	By July Meeting
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
48	FC186/19 c) 30 <sup>th</sup> Anniversary	Clerk to find out exact date of the 30 <sup>th</sup> Anniversary	Clerk	ASAP
59	FC203/19 d) Speed watch Operation	Clerk to ask HT investigate contacting local schools to see if parents were interested in being involved.	Clerk/HT	ASAP
91	FC035/20 Advertisement for Parish Councillors	Clerk to contact Election Services to double check advertising	Clerk	Complete
93	FC047/20 a) & c) Updating Standing Orders	Clerk to update point a) and c)	Clerk	Complete
94	FC47/20 b) Amend and add to July agenda	Clerk to amend and add to July agenda	Clerk	ASAP
100	FC075/20 a) Bench Name Change	Cllrs and Clerk to obtain alternative quotations.	Cllrs & Clerk	ASAP
104	FC090/20 Dedication of Noticeboard	Clerk to arrange plaque and installation	Clerk	Once repaired
107	FC092/20 b) To update standing orders	Clerk to take advice on who stood attend an appraisal, and revise wording.	Clerk	ASAP
113	FC0113/20 Oxford Living Wage	Clerk to arrange self-accreditation	Clerk	ASAP
114	FC0114/20 Covid Fund Donation	Clerk to arrange payment on receipt on an invoice	Clerk	Complete
115	FC0115/20 Review of grant policy	Clerk to make policy changes, upload to website and notify awardees	Clerk	Complete
116	FC0117/20 Arnold Baker	Clerk to arrange purchase of Arnold Baker	Clerk	Complete
117	FC0123/20 Staffing matters	Clerk to arrange updates to staffing matters	Clerk	Complete
118	FC0128/20 Regeneration Project b)	Planning committee to agree next steps	Plan Com	Complete
119	FC0130/20 Grants Working Group	Clerk to arrange extraordinary meeting	Clerk	Complete

**FC0137/20** Meeting closed at 21.30

**SIGNED:** \_\_\_\_\_ **Councillor Robert Davies (Chairman)**

## BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the Extraordinary meeting held on Friday 29<sup>th</sup> January 2021, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors: Robert Davies (Chair), Imade Edosomwan, Ewa Gluza, Julio Gonzalez, John Dillon, Maggie Lewis, and Lorenzo De Gregori.

**OTHER COUNCILLORS:** City Councillors: None

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

**OTHERS PRESENT:** **Members of the public:** Three members of the public.

**APOLOGIES:**  
**Parish Councillors:** Anthony Church, Peter Nowland and Deborah McIlveen  
**City Councillors:** Rae Humberstone and Hosnieh Djafari-Marbini.  
**County Councillor:** Deborah McIlveen

**FC0138/20**                    **Declarations of Interest & Applications for Dispensation**  
Cllr Gluza Grant Application for Oxford Polish Association.  
*Cllr Gluza moved 'to the waiting room'.*

**FC0139/20**                    **Extension of the Grant Deadline**  
It was AGREED by unanimous vote to extend the dead line by 14 days.  
*Cllr Gluza re-joined the meeting*

**FC0140/20**                    **Community Message**  
a) It was **AGREED** by unanimous vote to use the community message -  
*The Parish Council would like to sympathise with all those who have lost loved ones during this pandemic. Many of you are bereaved, hurt and worrying about the future. We are confident we can come through this together, please stay safe, stay positive.*  
b) It was **AGREED** by unanimous vote to deliver the community message by -  
- Community Facebook groups  
- Oxford Mail  
- Parish Council noticeboards  
- Oxford City Council website  
- Advertised at the Top Shops  
- Leys News Facebook page

**Action: Clerk to create and distribute to groups.**  
**Cllr Lewis to laminate to add to shops and noticeboards.**

**Budget Update**

The quarterly budget update was received

	HALL HIRE	STATIONERY	POSTAGE	TELEPHONE	OFFICE 365
SPENT	£60.00	£341.61	£15.60	£116.97	£22.99
BUDGETED	£240.00	£500.00	£50.00	£50.00	£150.00
REMAINING	£180.00	£158.39	£34.40	<b>-£66.97</b>	£127.01

	DROPBOX	CYBER SECURITY	ONLINE BANK ACC	OALC MEM	SLCC MEM
SPENT	£95.88	£0.00	£0.00	£2,147.65	£0.00
BUDGETED	£150.00	£100.00	£100.00	£2,100.00	£220.00
REMAINING	£54.12	£100.00	£100.00	<b>-£47.65</b>	£220.00

	EXPENSES	INSURANCE	AUDIT	TRAINING	GRANTS
SPENT	£0.00	£680.45	£810.00	£1,049.99	£27,645.00
BUDGETED	£50.00	£765.00	£900.00	£1,800.00	£28,000.00
REMAINING	£50.00	£84.55	£90.00	£750.01	£355.00

	COVID-19	EXT. FUND	NO BUDGET	STAFF COSTS
SPENT	£250.00	£1,952.00	£204.84	£13,872.00
BUDGETED	£5,000.00	£0.00	£0.00	£13,759.07
REMAINING	£4,750.00	£1,952.00	<b>-£204.84</b>	£112.93

**FC0142/20      Items proposed for the next Parish Council Meeting agenda**

- a) CIL Fund Ideas
- b) Strategic Aims recommendations
- c) Community Star

**FC0143/20      *Meeting closed at 20.26***

**SIGNED: \_\_\_\_\_ Councillor Robert Davies (*Chairman*)**

DRAFT

## BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the parish council meeting held on Tuesday 23rd February 2021, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors: Robert Davies (Chair), Peter Nowland, Imade Edosomwan, Ewa Gluza, Julio Gonzalez, John Dillon, Maggie Lewis, Olamide Odelajo, Deborah McIlveen, Anthony Church and Lorenzo De Gregori.

**OTHER COUNCILLORS:** City Councillors: Rae Humberstone and Linda Smith

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

**OTHERS PRESENT:** **Members of the public:** Three  
**Oxford City Council Regeneration Manager:** Andrew Humpherson.  
**Oxford City Council Community Response Team:** Joseph Ulett.

**APOLOGIES:** Parish Councillors: None  
City Councillors: Sian Taylor and Hosnieh Djafari-Marbini.  
County Councillor: None

**FC0144/20** **Declarations of Interest & Applications for Dispensation**  
Cllr Gluza – grant applicant  
Cllr Davies – involved with a grant applicant  
Cllr Edosomwan – involved with a grant applicant

**FC0145/20** **Minutes of the previous meetings**  
It was **AGREED** by majority vote to accept the minutes of the extraordinary meeting held on Friday 29<sup>th</sup> January 2021 as a true record.  
It was **AGREED** by majority vote to accept and the full parish council meeting held on Tuesday 26<sup>th</sup> January 2021 as a true record.

**FC0146/20** **Public Participation**  
Members of the public made their comments.

**FC0147/20** **Neighbourhood Plan Overview**  
An overview was received from Christian Cameron from the City Council.  
**Action: Clerk to circulate information**

**FC0148/20** **Regeneration Project**  
Roo Humpherson from the City Council provided an update.

**FC0149/20** **Community Groups Report**  
The community group gave their update.

**FC0150/20** **Councillor Reports**  
Parish, City and the County Councillors gave their reports.

**FC0151/20** **Casual Vacancy Policy**  
a) It was AGREED by majority vote to approve the 'Casual Vacancy' policy.  
b) It was AGREED by unanimous vote to approve the 'Skills Audit' form.  
c) It was AGREED by majority vote to approve the 'Eligibility of Office' form.  
d) It was AGREED by majority vote to approve the 'Councillor Code of Conduct'.  
e) It was AGREED by majority vote to approve the 'Declaration of Acceptance of Office' form.

- FC0152/20 Co-option**  
a) It was **AGREED** by majority vote to co-opt Sasha East to the Parish Council.  
Cllr East will represent Northfield Brook ward and will also join the planning committee.  
**Action: Clerk process co-option.**

- FC0153/20 Grants Working Group Update**  
a) It was **AGREED** by majority vote to accept the Grants Working Group recommendations.  
**Action: Clerk to contact grant applicants**  
b) It was **AGREED** by majority vote to accept the 'Large Grants Terms and Conditions'.

- FC0154/20 Training Courses**  
It was **AGREED** by majority vote to approve the Councillor training courses.

Course and Councillor	Date	Invoice No.	Cost
CHAIRMANSHIP – Cllr Lewis	31.03.2021	W-1544	£120.00
CHAIRMANSHIP – Cllr Gonzalez	31.03.2021	W-1545	£120.00
NEIGHBOURHOOD PLAN – Cllr Lewis & Cllr Davies	09.03.2021	W-1546	£120.00
NEIGHBOURHOOD PLAN – Cllr Gluza	09.03.2021	W-1556	£60.00
FINDING NEW COUNCILLORS - Cllr Gonzalez	23.03.2021	W-1557	£60.00
COUNCILLOR FUNDAM – Cllr Church	24.08.2021	W-1548	£60.00
THE EXPERIENCED COUNCILLOR - Cllr Church	13.07.2021	W-1547	£60.00
		<b>Total:</b>	<b>£600.00</b>

- FC0155/20 CIL Fund Expenditure**  
1) It was **AGREED** by majority vote to approve for enquiries to be made by Cllr Davies to replace/repair the fence upon entrance to Blackbird Leys over Blackbird Leys Road.  
2) It was **AGREED** by majority vote to approve for enquiries to be made by Cllr Church to fund benches and bird tables to the rear of Pegasus Road.  
1) It was **AGREED** by majority vote to approve for enquiries to be made by Cllr Church to fund planters to Linnett Close.  
**Action: Cllr Davies and Cllr Church to make enquiries and report back at the next meeting.**

- FC0156/20 Financial Matters**  
1) The Internal Financial Controller confirmed the review of the invoices against the cashbook.  
2) It was **AGREED** by majority vote approve the cashbook payments for February 2021.

DATE	PAYEE	ITEM	INVOICE NO	TOTAL
25/02/2021	CLERK	SALARY	SEE TIMESHEET	Private
25/02/2021	CHAIRMAN	CHAIRMAN ALLOWANCE	SEE PAYSHEET	Private
25/02/2021	HMRC	HMRC	SEE PRINTOUT	Private
25/02/2021	OXFORD CITY COUNCIL	FRIENDLEYS RENT GRANT JAN 2019	51361549/0	£80.00
25/02/2021	OXFORD CITY COUNCIL	FRIENDLEYS RENT GRANT FEB 2019	51362533/8	£80.00
25/02/2021	OXFORD CITY COUNCIL	FRIENDLEYS RENT GRANT MAR 2019	51376026/4	£30.00

25/02/2021	AMAZON	PRINTER INK	ASE-DS-INV-GB-42180282	£25.98
25/02/2021	AMAZON	PRINTER	INV-GB-131760751-2021-320	£229.97
25/02/2021	OALC	CHAIRMANSHIP - ML	W-1544	£120.00
25/02/2021	OALC	CHAIRMANSHIP - JG	W-1545	£120.00
25/02/2021	OALC	NEIGHBOURHOOD PLAN - ML & EK	W-1546	£120.00
25/02/2021	OALC	NEIGHBOURHOOD PLAN - EW	W-1556	£60.00
25/02/2021	OALC	FINDING NEW COUNCILLORS - JG	W-1557	£60.00
25/02/2021	OALC	COUNCILLOR FUNDAM - AC	W-1548	£60.00
25/02/2021	OALC	THE EXPERIENCED COUNCILLOR - AC	W-1547	£60.00
<b>Total</b>				<b>£2,881.86</b>

3) It was **AGREED** by unanimous vote to complete budget virement of £500 from the 'reserves' to the 'grants' budget cost.

**Action: Clerk to update 2021-2022 budget**

**FC0157/20**

**To propose items for the next agenda**

- 1) Set up a regeneration working group or committee
- 2) To discuss next steps for Neighbourhood Plan

**FC0158/20**

**Date for the next meeting**

- a) Planning Committee – Monday 8<sup>th</sup> March 2021
- b) Full Parish Council meeting – Tuesday 30<sup>th</sup> March 2021

**FC0159/20 Meeting Actions**

Item No	Minutes Reference	ACTION	FOR	WHEN
4	6	Complaints procedure source, circulate, review and approve	Clerk	July Meeting
27	FC083/19 a) Website	Councillors photos	Clerk	ASAP
98	FC073/20 b) CIL Fund Ideas	Chairman to re-circulate the CIL fund idea email	Chairman	ASAP
99	FC075/20 a) Noticeboards	Cllr Dillon to carry noticeboard works as per option 3	Cllr Dillon	ASAP
100	FC075/20 a) Bench Name Change	Cllrs and Clerk to obtain alternative quotations.	Cllrs & Clerk	ASAP
104	FC090/20 Dedication of Noticeboard	Clerk to arrange plaque and installation	Clerk	Once repaired
107	FC092/20 b) To update standing orders	Clerk to take advice on who should attend an appraisal, and revise wording.	Clerk	ASAP
113	FC0113/20 Oxford Living Wage	Clerk to arrange self-accreditation	Clerk	ASAP
121	FC0140/20 Community Message b)	Cllr Lewis to laminate to add to shops and noticeboards.	ML	ASAP
122	FC0147/20 Neighbourhood Plan Overview	Clerk to circulate information	Clerk	ASAP
123	FC0152/20 Co-option	Clerk to process co-option	Clerk	ASAP
124	FC0153/20 a) Grants Working Group Update	Clerk to contact grant applicants	Clerk	ASAP
125	FC0153/20 b) Grants Working Group Update	To update the process with the 'Large Grants Terms and Conditions'.	Clerk	ASAP
126	FC0155/20 a) CIL Fund Expenditure	To enquire to replace/repair the fence upon entrance to Blackbird Leys over Blackbird Leys Road.	Cllr Davies	ASAP
127	FC0155/20 b) CIL Fund Expenditure	To enquire to fund benches and bird tables to the rear of Pegasus Road	Cllr Church	ASAP
128	FC0155/20 c) CIL Fund Expenditure	To enquire to fund planters to Linnett Close	Cllr Church	ASAP
129	FC0156/20 Financial Matters 3) budget virement	Clerk to update 2021-2022 budget	Clerk	ASAP

**FC0160/20** Meeting closed at 21.00**SIGNED:** \_\_\_\_\_ **Councillor Robert Davies** (Chairman)

## **BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES**

Minutes of the parish council meeting held on Tuesday 30th March 2021, at 7.00 pm held virtually.

**MEMBERS PRESENT:** Parish Councillors: Robert Davies (Chairman), Peter Nowland, Imade Edosomwan, Ewa Gluza, Julio Gonzalez, John Dillon, Maggie Lewis, and Olamide Odelajo.

**OTHER COUNCILLORS:** City Councillors: Rae Humberstone, Linda Smith and Sian Taylor.

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

**OTHERS PRESENT:** Members of the public: Eighteen.  
Oxford City Council Regeneration Manager: None.  
Oxford City Council Community Response Team: Tinashe Chirata.

**APOLOGIES:** Parish Councillors: Deborah McIlveen, Anthony Church and Lorenzo De Gregori.  
City Councillors: Hosnieh Djafari-Marbini.  
County Councillor: Deborah McIlveen.

**FC0161/20 Declarations of Interest & Applications for Dispensation**

1. Cllr Gluza - Oxford Polish Association.
2. Cllr Edosomwan - Oxford Community Action.
3. Cllr East - Leys CDI.
4. Cllr Davies - Leys CDI.

**FC0162/20 Minutes of the previous meetings**

It was **AGREED** by majority vote to accept the full parish council meeting held on Tuesday 23<sup>rd</sup> February 2021.

**FC0163/20 Public Participation**

Members of the public made their comments.

**FC0164/20 Regeneration Project**

No update received this month.

**FC0165/20 Community Groups Report**

The community group gave their report.

**FC0166/20 a) Grants Awards 2021**

Pitches were received from each applicant.

1. Blackbird Leys Neighbourhood Support Scheme - Agnes Smith.
2. Blackbird Leys Adventure Playground – Saturday Family Days.
3. Dovecote Voluntary Parent Committee - Dovecote Children & Families Project.
4. Mother's 4 Justice – Ubuntu.
5. Leys CDI – Creatively Clever Youth Project.

***Cllr East and Cllr Davies were moved to the waiting room.***

6. Oxford Community Action.

***Cllr Edosomwan was moved to the waiting room.***

7. Oxford Polish Association - Community Leaders Academy.

***The meeting was extended by 15 minutes.***

**b) Grants working group meeting date**

A date for the meeting was agreed.

**FC0167/20 To receive councillor reports****1. Parish Councillors****i. Cllr Davies to report back on CIL fund options.**

Permission has been granted for the parish council to replace the wooden panels on the fence upon entrance to Blackbird Leys over Blackbird Leys Road. Quotations are being requested.

**ii. Cllr Church to report on CIL fund options.**

Quote for a bench and a planter at Linnet Road has been received and will be circulated.

**iii. Cllr Dillon to request to temporarily remove the Dunnock Way Noticeboard for work.**

This request is no longer needed, and the noticeboard has been repaired and is now operational.

*The meeting was extended by a further 15 minutes.*

**iv. Update after training**

An update was received.

**2. City Councillors**

No reports received due to lack of time.

**3. County Councillors**

None.

**FC0168/20 Community Asset Investigation**

This item has been moved to the April agenda.

**FC0169/20 Insurance Policy**

It was **AGREED** by majority vote to accept the current providers quotation.

**FC0170/20 Financial Matters**

1. The Internal Financial Controller confirmed the review of the March invoices against the cashbook to be correct.

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

Date	Payee	Description	Invoice No	Price
30/03/2021	OALC	ROLES AND RESPONSIBILITIES - SE	W-1584	£120.00
30/03/2021	AMAZON	INK CARTRIDGES	121306087	£63.31
30/03/2021	AMAZON	HIGH LIGHTERS	11597	£1.95
30/03/2021	AMAZON	PENS	129942777	£3.66
30/03/2021	VIKING	STAMPS	78695	£7.92
30/03/2021	VIKING	STATIONERY	78695	£45.50
30/03/2021	CLERK	SALARY	SEE TIMESHEET	PRIVATE
30/03/2021	CHAIRMAN	ALLOWANCE	SEE PAYSHEET	PRIVATE
30/03/2021	HMRC	EMPLOYEE CONTRI	SEE PRINTOUT	PRIVATE

**TOTAL £1,869.84**

**FC0171/20 Staffing Matters**

1. It was **AGREED** by unanimous vote to defer the clerk's Local Government Pension to start on 1<sup>st</sup> April 2021.

2. The clerk advised the CILCA Qualification was running again, and that it would be good to do this.
3. The clerk advised additional employment had been started at a smaller parish based in Oxfordshire.

**FC0172/20      To propose items for the next agenda**

1. Community Asset.

**FC0173/20      Date for the next meeting**

1. Planning Committee – Monday 12<sup>th</sup> April 2021.
2. Full Parish Council meeting – Tuesday 27<sup>th</sup> April 2021.

**FC0174/20      The meeting closed at 21.30.**

**SIGNED:** \_\_\_\_\_ **Councillor Robert Davies** (*Chairman*)