

BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 25th February 2025, at 7pm held at the Leys Leisure Centre.

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- MEMBERS PRESENT:** **Parish Councillors:** Imade Edosomwan (Chair), Peter Nowland, Gill Taylor, David Newman, Kathy Balsamo, Hassan Sabriye, and Natalie Webb.
- OTHER COUNCILLORS:** **City Councillor:**, Linda Smith, Lubar Arshad, Hosnieh Djafari-Marbini and Simon Ottino.
County Councillor: Imade Edosomwan.
- OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney
- OTHERS PRESENT:** **Blackbird Leys Adventure Playground**, representing the **Leys Engine initiative:** Sue Price
Members of the Public: 8
- APOLOGIES:** The following apologies were received:
Parish Councillor: Anthony Church (Vice) and Maggie Lewis
Oxford City Council Regeneration Manager: Karoline Soisalo de Mendonca.
Peabody Development Manager: Kristina Hall.
- FC0116/24** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None
- FC0117/24** **MINUTES OF THE PREVIOUS MEETING**
It was **RESOLVED** by unanimous vote to accept the minutes for the parish council meeting held on Tuesday 28th January 2025 as a true record.
This was proposed by Cllr Nowland and seconded by Cllr Edosomwan.
- FC0118/24** **PUBLIC PARTICIPATION**
Members of the public attended and made comments on the relevant item on agenda, and it was **NOTED**.
 1. Residents expressed concerns regarding the Northbrook House Demolition plans
 2. Opportunities with Leys Engine and the parish council's new website.
 3. Interest in providing broadcasting training opportunities for local residents.
- FC0119/24** **REGENERATION UPDATE**
A report from Oxford City Council and Peabody was circulated.
- FC0120/24** **CO-OPTION**
 1. It was **RESOLVED** by unanimous vote co-opt Daniel Wadsworth.
 - I. To Blackbird Leys Ward.
 - II. To the planning committee and strategic aims working group.
This was proposed by Cllr Nowland and seconded by Cllr Edosomwan
 2. It was **RESOLVED** by unanimous vote co-opt Melissa Latchman
 - I. To Blackbird Leys Ward
 - II. To the strategic aims working group.
This was proposed by Cllr Edosomwan and seconded by Cllr Sabriye.
 3. It was **AGREED to DEFER** the co-option of Rae Humberstone to the next agenda.
 4. It was **RESOLVED** by unanimous vote co-opt Kieran Watson.
 - I. To Northfield Brook Ward
 - II. To the website working group.
This was proposed by Cllr Sabriye and seconded by Cllr Edosomwan.
- FC0121/24** **COUNTY, CITY AND PARISH COUNCILLOR REPORTS**
The councillors present gave their reports.

FC0122/24 NORTHBROOK HOUSE DEMOLITION PLANS

1. There were discussions regarding the City Council's proposal to demolish Northbrook House.
2. It was **RESOLVED** by unanimous vote to appoint Cllr Taylor as the representative on this matter, to discuss the residents' concerns and report back to the parish council.

FC0123/24 COMMITTEE AND WORKING GROUP UPDATE**1. Planning Committee**

The Planning Committee could not meet due to lack of quorum, the planning applications have been moved to this full council agenda for consideration.

2. Neighbourhood Plan Working Group**I. Update**

Cllr Newman reported that work is ongoing to develop an action plan for the Neighbourhood Plan with the aim to launch in July.

II. Blackbird Leys Designation

It was **NOTED** that the Cabinet has approved Blackbird Leys Parish as a designated neighbourhood area.

3. Website Working Group**I. Update**

- Cllr Newman reported that the Website Working Group had reviewed a demonstration from a software provider and has begun gathering information requirements for the website design.
- Discussion emphasised the importance of collaboration with the Leys Engine initiative to avoid duplication of effort

4. Working Groups Terms of Reference

It was **RESOLVED** by unanimous vote to approve the Website Working Group Terms of Reference with an amendment to the Duration section, changing it to read 'until launch of the website'.

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

FC0124/24 PLANNING APPLICATIONS

To review the following applications

	Application Reference	Address	Ward	Deadline	Outcome
1.	24/02828/VAR Variation of condition 2 (Approved Plans), 14 (EV Charging), 30 (Play Strategy), 53 (Lighting Design Strategy) and 68 (Minimum Floor Area) of planning permission 23/00405/OUTFUL.	Land At Blackbird Leys Road And Knights Road Oxford	Blackbird Leys	27.02.2025	No objection
2.	25/00168/FUL Continued use as motorcycle training area (Sui Generis). Retention of 3no. portable cabins and bicycle shelter.	Storage Area Adjacent Recreation Ground Sandy Lane Oxford	Blackbird Leys	28.02.2025	No objection
3.	25/00284/FUL Demolition of the existing garage. Erection of a 2 storey side extension to create a 1 x 1-bed dwelling (Use Class C3). Erection	55 Field Avenue Oxford	Blackbird Leys	13.03.2025	No objection

	of an ASHP to rear elevation. Provision of dropped kerb, private amenity space and bin and cycle storage.				
5.	25/00105/FUL Erection of a part single, part two storey side and rear extension and external stair to create 2 x 1 bed flats (Use Class C3). Erection of a single storey rear extension to existing dwelling. Provision of car parking, bin and cycle storage, air source heat pumps and alterations to landscaping. (Amended description and plans)	33 Blackbird Leys Road Oxford	Blackbird Leys	27.02.2025	No objection

FC0125/24

PARISH COUNCIL FUNDING

1. Clarity of Parish Council Funding Process

It was **NOTED** that small grants are the only mechanism to award money to community groups. This means at present the CIL fund can only be spent on parish council-led projects and not given to external organisations.

It was further **NOTED** that the parish council is developing strategic plans for these funds.

2. Update on CIL funding

It was **NOTED** the current CIL fund balance of £62,300.67 and outlined spending deadlines for various portions of the funds.

It was further **NOTED** an extension had been granted due to COVID, and that recommending how to spend this money was part of the strategic aim working group's tasks.

Cllr Ottino raised the topic of lighting at Gillians Park (with an estimated cost of approximately £61,000) which had not been included on the agenda.

It was **NOTED** that Cllr Ottino had included this proposal in his report following the clerk's decision not to add it to the formal agenda. The clerk explained that proper council procedures require items for decision to be properly listed on the agenda. As this item was not on the agenda, no formal decision could be made.

3. Noticeboards

It was **RESOLVED** by unanimous vote to appoint Cllr Wadsworth to research parish council noticeboards and make recommendations.

This was proposed by Cllr Newman and seconded by Cllr Edosomwan

FC0126/24

FINANCIAL MATTERS

1. Income

It was **NOTED** that there was no income to report.

2. Finance Report

The finance report was **NOTED**.

3. New Councillor Expenses

1. Mailboxes

It was **RESOLVED** by unanimous vote to approve the purchase of mailboxes for new councillors.

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

2. Training

It was **RESOLVED** by unanimous vote to organise the roles and responsibilities training for new councillors

This was proposed by Cllr Nowland and seconded by Cllr Taylor

4. Budget Update

The following budget update was received

Apr 24 - Feb 25	Budget									
	Hall Hire	Stationery	Bank Charges	Travel	Mobile	Office 365	Memberships	Insurance	Info Cert	Audit fee
Budgeted	£1,350.00	£300.00	£108.00	£400.00	£144.00	£80.00	£2,400.00	£800.00	£45.00	£650.00
Remaining	£422.50	£219.30	£21.60	£206.75	£6.60	£80.00	£151.42	£30.46	£10.00	£0.00
Spent	£927.50	£80.70	£86.40	£193.25	£137.40	£0.00	£2,248.58	£769.54	£35.00	£673.00

Strategic Aims									
Small Grants	Salary	Pension	HMRC	NP GRANT	Com Engage Promo	Comm mapping	Leys Fete	Exploring R place	Learning about R com
£4,000.00	£19,080.00	£5,200.00	£5,400.00	£10,000.00	£1,000.00	£1,050.00	£6,500.00	£850.00	£3,600.00
£810.00	£1,714.54	£1.69	£801.60	£8,588.80	£1,000.00	£1,050.00	£6,500.00	£850.00	£3,600.00
£3,190.00	£17,365.46	£5,198.31	£6,201.60	£1,411.20	£0.00	£480.00	£0.00	£0.00	£0.00

Dropbox	Training	Improving the place	Annual Meeting	Mailboxes	CIL Fund	General Reserves	NHP	SA - Large Grant	Rebranding	Elections
£200.00	£2,000.00	£2,600.00	£300.00	£865.00	£62,531.07	£1,200.00	£12,000.00	£3,000.00	£4,000.00	£5,000.00
£1.00	£1,754.00	£2,600.00	£207.93	£65.52	£62,300.67	£810.00	£12,000.00	£3,000.00	£4,000.00	£5,000.00
£199.00	£246.00	£0.00	£92.07	£799.48	£230.40	£390.00	£0.00	£0.00	£0.00	£0.00

5. Asset Register

The updated asset register for 2024-25 was **NOTED**.

6. Risk Assessment

The updates to the risk assessment for 2024-25 was **NOTED**.

7. Signatory

It was **RESOLVED** by unanimous vote to add Cllr Webb and Cllr Latchman as signatories to the bank account.

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

8. Internal Financial Controller

Cllr Edosomwan confirmed the invoices against the February 2025 cashbook were verified as correct.

9. Purchases

It was **RESOLVED** by unanimous vote to agree to purchase the items listed on the February 2025 cashbook.

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

10. Cashbook Payments

It was **RESOLVED** by unanimous vote to authorise the payments for the items listed on the February 2025 cashbook.

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

Date	Payee	Description	Total
01/02/2025	Lloyds Bank	July Corporate Card Monthly Fee	£3.00
10/01/2025	Ox County Council	Feb Pension	£474.10
12/02/2025	HG3	Feb Mobile Phone Charge	£12.54
25/02/2025	Groundwork UK	Unspent Grant NPG-14155	£8,588.80
25/02/2025	Clerk	Mileage to meeting 18.02.2025	£11.70
25/02/2025	Clerk	February Wages	£1532.22
25/02/2025	Clerk	Work for Home All.	£24.00
25/02/2025	More Leisure	Hall Hire	£125.00
		Total	£10,771.36

FC0127/24

STAFFING MATTERS

I. To appoint an additional councillor to the staffing committee

It was **RESOLVED** by unanimous vote to appoint Cllr Newman to the staffing committee.

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

II. To arrange the date of the appraisal

It was agreed that the Clerk's appraisal would be arranged between Cllr Newman and Cllr Taylor before the end of the financial year.

FC0128/24

TO PROPOSE ITEMS FOR THE NEXT AGENDA

All proposals were reminded to be submitted to the clerk in writing at least 10 clear days before the meeting as per standing order 9B.

SIGNED: _____

Councillor Edosomwan: - Chair

The meeting closed at 20.59