

## BLACKBIRD LEYS PARISH COUNCIL MINUTES

### Annual Meeting

Minutes of the Council Meeting held on Tuesday, 30<sup>th</sup> May 2023, at 7.00 pm held a Blackbird Leys Community Centre

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**MEMBERS PRESENT:** **Parish Councillors:** Imade Edosomwan (Chair), Peter Nowland (Vice Chair), Anthony Church, Ewa Gluza, Maggie Lewis, Gill Taylor, and David Newman.

**OTHER COUNCILLORS:** **City Councillors:** Hosnieh Djafari-Marbini.  
**County Councillor:** Imade Edosomwan.

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

**OTHERS PRESENT:** **Oxford City Council Communities & Neighbourhoods:** None.  
**Oxford City Council Regeneration Manager:** Karoline Soisalo de Mendonca.  
**Peabody Regeneration Project Director:** Alex Neate.  
**Members of the Public:** 12.

#### **FC017/23 Election of the Chair**

1. It was **RESOLVED** by unanimous vote for Cllr Church to be elected as the chair of the council from May 2023 to October 2023, and Cllr Edosomwan to be elected as the chair of the council from November 2023 to April 2024.  
This was proposed by Cllr Church and seconded by Cllr Edosomwan.  
It was **NOTED** that both Chairs signed an Acceptance of Office form.
2. It was **NOTED** the chairs had already attended the chair training.
3. It was **RESOLVED** by unanimous vote that the date of the 'Annual Meeting of the Parish' would be Tuesday 28<sup>th</sup> May 2024 at 6pm.  
This was proposed by Cllr Church and seconded by Cllr Nowland

#### **FC018/23 Apologies**

The following apologies were received:  
**City Councillors:** Rae Humberstone.

#### **FC019/23 Election of the Vice-Chair**

1. It was **RESOLVED** by unanimous vote for Cllr Nowland to be elected as vice-chairman.  
This was proposed by Cllr Nowland and seconded by Cllr Edosomwan.
2. It was **NOTED** that Councillor Nowland had already attended the chair training.

#### **FC020/23 Declarations of Interest and Applications for Dispensation**

None

#### **FC021/23 Minutes of the previous meeting**

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 25<sup>th</sup> April 2023, and the Extraordinary Meeting of the council held on 2<sup>nd</sup> May 2023.  
This was proposed by Cllr Church and seconded by Cllr Nowland.

#### **FC022/23 Public Participation**

1. Residents attended to express concerns with a community Facebook group linked to Neighbourhood Watch posting residents criminal convictions.  
They expressed the distress and upset it causes to the wider family and friends.
2. A resident attended to raise concerns regarding the grass cutting around the estate and how it was hazardous in some areas.
3. A resident attended to raise concerns regarding the regeneration planning application namely -
  - Knights Road has badgers living near-by, but there is no evidence of an adequate survey being carried out.

- The overwhelming amount of paperwork submitted by the regeneration team and the minimum deadline given for it to be reviewed.
- The lack of a statement of community engagement, which makes it hard to understand how the success of the regeneration project could be measured.
- As only 3.8% of the community attended the consultations, could this low attendance show they were meaningful.

**FC023/23      Regeneration Update**

**1. Peabody**

- The Local Planning Authority conduct the consultations so representation should be made directly to them.
- Recent changes to the planning application were due to new fire regulations, hence the additional 200+ documents being submitted.  
For example, Block 'A' now requires an additional staircase so has been changed from a 2 bed to a 1 bed flat.

**2. Parish Council**

It was **NOTED** that a Liaison Team was formed to represent the parish council regarding the regeneration planning application.  
The members consist of the planning consultant, clerk, chair, planning chair and the environmental and climate change representative.  
The Liaison Team will attend meetings with Oxford City Council and Peabody to represent the community's view regarding the planning application.

**FC024/23      Bowls Club**

It was **RESOLVED** by unanimous vote for the parish council to move to the Bowls Club for the next full council meeting on 27th June 2023, and hold all meetings thereafter.  
This was proposed by Cllr Church and seconded by Cllr Taylor.

**FC025/23      Planning Committee**

1. It was **RESOLVED** by unanimous vote to continue with the planning committee. This was proposed by Cllr Edosomwan and seconded by Cllr Church.
2. It was **RESOLVED** by unanimous vote to continue with the current delegated powers/terms of reference as adopted at the meeting held on Tuesday 30<sup>th</sup> June 2020 (Min Ref: FC0041/20).
3. It was **RESOLVED** by unanimous vote for the quorum to remain at 3 councillors. This was proposed by Cllr Edosomwan and seconded by Cllr Newman.
4. It was **RESOLVED** by unanimous vote to hold the planning committee meeting on the second Tuesday of the month at 7pm, at the Bowls Club. This was proposed by Cllr Church and seconded by Cllr Edosomwan.
5. It was **RESOLVED** by unanimous vote to appoint the following councillors to the planning committee.
  1. Cllr Edosomwan
  2. Cllr Church
  3. Cllr Lewis
  4. Cllr Taylor

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

6. It was **RESOLVED** by unanimous vote to elect Cllr Church as the Planning Committee Chairman.  
This was proposed by Cllr Church and seconded by Cllr Edosomwan.
7. It was **RESOLVED** by unanimous vote to elect Cllr Edosomwan as the Planning Committee Vice Chairman  
This was proposed by Cllr Church and seconded by Cllr Edosomwan.
8. It was **RESOLVED** by unanimous vote to elect Cllr Taylor as the Planning Committee minute-taker.

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

#### **FC025/23**

##### **Staffing Committee**

1. It was **RESOLVED** by unanimous vote to continue with the staffing committee.  
This was proposed by Cllr Nowland and seconded by Cllr Church.
2. It was **RESOLVED** by unanimous vote to continue with the terms of reference for the committee as adopted at the meeting held on Tuesday 28<sup>th</sup> September 2021 (Min Ref: FC0073/21).  
This was proposed by Cllr Church and seconded by Cllr Gluza.
3. It was **RESOLVED** by unanimous vote to elect Cllr Gluza as the Staffing Committee Chairman  
This was proposed by Cllr Gluza and seconded by Cllr Church.
4. It was **RESOLVED** by unanimous vote to appoint Cllr Newman and Cllr Nowland to serve on the Staffing Committee.  
This was proposed by Cllr Edosomwan and seconded by Cllr Church.
5. It was **RESOLVED** by unanimous vote to appoint Cllr Church as the alternative member to the Staffing Committee.  
This was proposed by Cllr Church and seconded by Cllr Gluza.
6. It was **RESOLVED** by unanimous vote to hold the clerk's annual appraisal in the first in October 2023.  
This was proposed by Cllr Church and seconded by Cllr Gluza.
7. It was **RESOLVED** by unanimous vote for Cllr Newman and Cllr Church to attend the next appraisal training course by the O.A.L.C.  
This was proposed by Cllr Church and seconded by Cllr Gluza.

**Action: Clerk to arrange**

#### **FC026/23**

##### **Strategic Aims Working Group**

1. It was **RESOLVED** by unanimous vote to continue with the Strategic Aims Working Group.  
This was proposed by Cllr Newman and seconded by Cllr Lewis.
2. It was **RESOLVED** by unanimous vote to appoint the following members to the Strategic Aims Working Group.
  - 1) Cllr Newman
  - 2) Cllr Edosomwan
  - 3) Cllr Lewis
  - 4) Cllr Gluza
3. It was **RESOLVED** by unanimous vote for Strategic Aims Working Group meetings to be held on first Tuesday of the month.  
This was proposed by Cllr Gluza and seconded by Cllr Lewis.

#### **FC027/23**

##### **Events Committee**

1. It was **RESOLVED** by unanimous vote to continue with the Events Committee.  
This was proposed by Cllr Gluza and seconded by Cllr Lewis.
2. It was **RESOLVED** by unanimous vote to continue with the terms of reference for the committee as adopted at the meeting held on Tuesday, 28<sup>th</sup> June 2022 (Min Ref: FC0045/22).
3. It was **RESOLVED** by unanimous vote to appoint the following members.
  1. Cllr Newman
  2. Cllr Gluza
  3. Cllr Edosomwan  
This was proposed by Cllr Gluza and seconded by Cllr Newman.
4. It was **RESOLVED** by unanimous vote to elect Cllr Gluza as the Events Committee Chairman  
This was proposed by Cllr Gluza and seconded by Cllr Newman.

5. It was **RESOLVED** by unanimous vote to elect Cllr Newman as the Events Committee minute-taker.  
This was proposed by Cllr Gluza and seconded by Cllr Newman.
5. It was **RESOLVED** by unanimous vote for Events Committee meetings to be held on third Tuesday of the month.  
This was proposed by Cllr Gluza and seconded by Cllr Church.

**FC028/23**

**Policies, Procedure and Document Review**

The following were reviewed.

1. Code of Conduct
2. Communication Policy
3. Complaints Procedure
4. Equality and Diversity Policy
5. Financial Regulations 2019
6. Health and Safety/Statement
7. Privacy Policy
8. Publication Scheme
9. Standing Orders 2018 (V 2020)
  - i. The Clerk was appointed as the Data Protection Officer.
10. Training and Development Policy

It was **RESOLVED** by unanimous vote to adopted with immediate effect.  
This was proposed by Cllr Church and seconded by Cllr Edosomwan.

**FC029/23**

**Representatives**

It was **RESOLVED** by unanimous vote for following councillors to be appointed to act as a representative for the following portfolios, as per the Representative Protocol.

- 1. Planning portfolio - Cllr Church**  
This was proposed by Cllr Church and seconded by Cllr Nowland.
- 2. Health and Wellbeing portfolio - Cllr Nowland**  
This was proposed by Cllr Nowland and seconded by Cllr Church
- 3. Environment and Climate Change - Cllr Newman**  
This was proposed by Cllr Newman and seconded by Cllr Nowland.
- 4. Transport – Cllr Newman**  
This was proposed by Cllr Newman and seconded by Cllr Nowland.
- 5. Community Safety- Cllr Lewis**  
This was proposed by Cllr Nowland and seconded by Cllr Church.

**FC030/23**

**Community Groups**

To agree to receive a report from

- 1. Neighbourhood Watch**  
This was proposed by Cllr Lewis but has no seconder, so this motion **FAILED**.
- 2. Friendleys**  
This was proposed by Cllr Nowland and seconded by Cllr Church.
- 3. Oxford Polish Association**  
This was proposed by Cllr Gluza and seconded by Cllr Church.

**FC031/23**

**Financial Matters**

1. Precept figure 2023 -24  
It was **NOTED** the precept figure for 2023-24 is £54,389.00.
- 2. Large Grants**  
It was **RESOLVED** by majority vote to cease awarding the large grants from January 2024.  
This was proposed by Cllr Church and seconded by Cllr Gluza.
- 3. Income**  
It was **NOTED** the following income was received for May 2023.

03/05/2023	Ox City Council	Events Grant	£250.00
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Date	Payee	Description	Total
30/05/2023	Clerk	Salary - May	Conf
30/05/2023	Oxfordshire County Council	Pension Payment - May 2023	Conf
30/05/2023	HMRC	Overdue	Conf
30/05/2023	Oxford Polish Association	Reimb. for Meet Santa Inv	£106.02
30/05/2023	Oxford Polish Association	Family Games	£68.90
30/05/2023	Oxford Polish Association	Events Sundry	£119.91
30/05/2023	Oxford Polish Association	Redesigning logo	£100.00
30/05/2023	Oxford Polish Association	Reimb. for Leys Fete	£667.95
30/05/2023	Epsom	Printer Ink for Annual Meeting	£45.99
30/05/2023	Islip Parish Council	SLCC Cont	£111.00*
30/05/2023	Oxford City Council	Room Hire April	£44.00
30/05/2023	Oxford City Council	Room Hire May	£44.00
30/05/2023	Amazon	Eco friendly cups	£9.97
30/05/2023	Clerk via expenses	Refreshments	£17.75

#### 4. Cashbook Purchases

It was **RESOLVED** unanimous vote to purchase the following cashbook for May 2023.

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

\* It was **NOTED** that as the clerk works for another parish, the SLCC splits the membership cost which gives a reduction.

#### 5. Cashbook Payments

It was **RESOLVED** unanimous vote to make the payments for the purchases as listed on the cashbook for May 2023.

This was proposed by Cllr Church and seconded by Cllr Nowland

#### 6. Standing Orders

It was **RESOLVED** by unanimous vote to pay the following payments via standing order/Direct Debit.

1. Clerks Salary
2. Pension
3. HMRC Contributions.

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

#### 7. Internal Financial Controller

It was **RESOLVED** by unanimous vote to elect Cllr Edosomwan as the internal financial controller.

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

#### FC032/23

#### Date of the next Meetings

Planning Committee – Tuesday 13<sup>th</sup> June 2023

Full Parish Council – Tuesday 27<sup>th</sup> June 2023

*The meeting ended at 20.40*

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