

BLACKBIRD LEYS PARISH COUNCIL MINUTES

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

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- MEMBERS PRESENT:** **Parish Councillors:** Imade Edosomwan (Chair), Anthony Church (Vice), David Newman, Kathy Balsamo, Hassan Sabriye, Jenny Wells, Dan Wadsworth, Natalie Webb and Kieran Watson.
- OTHER COUNCILLORS:** **City Councillor:** Linda Smith
County Councillor: Imade Edosomwan.
- OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney
- OTHERS PRESENT:** **City Council Community Health Development:** Amber Giles
Members of the Public: 3
- APOLOGIES:** The following apologies were received:
Parish Councillor: Gill Taylor, Maggie Lewis and Melissa Latchman.
City Councillor: Lubnar Arshad, Hosnieh Djafari-Marbini and Simon Ottino.
Oxford City Council Regeneration Manager: Karoline Soisalo de Mendonca.
Peabody Development Manager: Kristina Hall.
- FC0129/24** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None
- FC0130/24** **MINUTES OF THE PREVIOUS MEETING**
It was **RESOLVED** by unanimous vote to accept the minutes for the parish council meeting held on Tuesday 25th February 2025 as a true record.
This was proposed by Cllr Edosomwan and seconded by Cllr Church.
- FC0131/24** **PUBLIC PARTICIPATION**
In accordance with Standing Order 3(e), no comments were made specifically relating to agenda items.
- FC0132/24** **REGENERATION UPDATE**
A report from Oxford City Council and Peabody was circulated, as the representatives gave apologies.
- FC0133/24** **CO-OPTION**
It was **NOTED** the candidate Rae Humberstone gave apologies and this item would be moved to a future agenda.
- FC0134/24** **COUNTY, CITY AND PARISH COUNCILLOR REPORTS**
The councillors present gave their reports
- FC0135/24** **REPRESENTATIVE FOR HEALTH AND WELLBEING**
It was **RESOLVED** by unanimous vote to appoint Cllr Watson as the Health and Wellbeing representative.
This was proposed by Cllr Edosomwan and seconded by Cllr Newman
- FC0136/24** **COMMITTEE AND WORKING GROUP UPDATE**
- 1. Planning Committee**
An update was provided, noting there was only one application reviewed, and no objections were raised.
 - 2. Neighbourhood Plan Working Group**
 - i. Update**
Cllr Newman reported that the working group had met last Tuesday and welcomed new members. They reviewed an action plan for the first stage of work through July, focusing on gathering evidence about the area and beginning informal engagement with residents.

ii. **Recommendations**

a. **One-Page Explainer**

It was **RESOLVED** by unanimous vote to approve the one-page neighbourhood plan explainer document to advertise the project.

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

b. **Oxfordshire Neighbourhood Planning Alliance**

It was **RESOLVED** by unanimous vote to approve joining the Oxfordshire Neighbourhood Planning Alliance as an associate member at a cost of £25 from the 'Membership' budget.

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

c. **Resource Purchase**

It was **RESOLVED** by unanimous vote to approve the purchase of "The Power of Neighbourhood Planning" by Peter Edwards at a cost of £45 (print and digital versions) from the 'NHP reserves' budget.

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

d. **Launch Events**

It was **RESOLVED** by unanimous vote to approve a dedicated neighbourhood plan launch event to be held in July 2025 (exact date to be determined) and to have a presence at the Leys Festival.

This was proposed by Cllr Newman and seconded by Cllr Edosomwan

FC0137/24 TRAINING

1. Discussion focused on the need for councillor training, particularly for new members. The clerk highlighted the importance of all councillors completing the roles and responsibilities course.
2. It was **RESOLVED** by unanimous vote to arrange for OALC to come and provide training to all councillors at a cost of approximately £600 per session.
This was proposed by Cllr Edosomwan and seconded by Cllr Wadsworth.

FC0138/24 NOTICEBOARDS

1. It was **RESOLVED** by unanimous vote to appoint Cllr Edosomwan to help with updating the notice boards, working alongside Cllr Church.
This was proposed by Cllr Edosomwan and seconded by Cllr Church
2. It was **RESOLVED** by unanimous vote to provide a printer and ink for Cllr Edosomwan from the stationery budget.
This was proposed by Cllr Edosomwan and seconded by Cllr Newman

FC0139/24 FINANCIAL REGULATION 2024

It was **RESOLVED** by unanimous vote to adopt the Financial Regulations 2024.

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

FC0140/24 FINANCIAL MATTERS

1. **Income**
None
2. **Vat Return**
It was **NOTED** that the VAT return up to March 2025 had been completed, showing a refund due of £1,552.13.
The Clerk confirmed the return would be submitted shortly.
3. **Budget Virement**
It was **RESOLVED** by unanimous vote to approve the following budget virements:
 - i. £500 from 'Events reserves' to 'Pension'
 - ii. £800 from 'Events reserves' to 'HMRC'

This was proposed by Cllr Edosomwan and seconded by Cllr Webb

4. Budget Update

The following budget update was received.

	Hall Hire	Stationery	Bank Charges	Travel	Mobile
Budgeted	£1,350.00	£300.00	£108.00	£400.00	£144.00
Remaining	£547.50	£175.94	£9.60	£201.80	-£5.94
Spent	£802.50	£124.06	£98.40	£198.20	£149.94

	Office 365	Memberships	Insurance	Info Cert	Audit fee
Budgeted	£80.00	£2,400.00	£800.00	£45.00	£650.00
Remaining	£80.00	£48.42	£30.46	£10.00	£0.00
Spent	£0.00	£2,351.58	£769.54	£35.00	£673.00

	Small Grants	Salary	Pension	HMRC	NP GRANT
Budgeted	£4,000.00	£19,080.00	£5,700.00	£6,200.00	£10,000.00
Remaining	£810.00	£158.52	£27.59	-£1.60	£0.00
Spent	£3,190.00	£18,921.48	£5,672.41	£6,201.60	£10,000.00

	Com Engage Promo	Comm mapping	Leys Fete	Exploring R place	Learning about R com
Budgeted	£1,000.00	£1,050.00	£6,500.00	£850.00	£3,600.00
Remaining	£1,000.00	£1,050.00	£6,500.00	£850.00	£3,600.00
Spent	£0.00	£480.00	£0.00	£0.00	£0.00

	Dropbox	Training	Improving the place	Annual Meeting	Mailboxes
Budgeted	£200.00	£2,000.00	£2,600.00	£300.00	£865.00
Remaining	£1.00	£1,754.00	£2,600.00	£207.93	£65.52
Spent	£199.00	£246.00	£0.00	£92.07	£799.48

	CIL Fund	General Reserves	NHP	SA - Large Grant	Rebranding
Budgeted	£62,531.07	£1,200.00	£12,000.00	£3,000.00	£4,000.00
Remaining	£62,300.67	£810.00	£12,000.00	£3,000.00	£4,000.00
Spent	£230.40	£390.00	£45.00	£0.00	£0.00

	Elections	New Cll costs	Ins Exces	Crisis Fund	Staff Costs
Budgeted	£5,000.00	£740.00	£500.00	£3,000.00	£650.00
Remaining	£5,000.00	£1,210.00	£500.00	£3,000.00	£1,000.00
Spent	£0.00	£0.00	£0.00	£0.00	£0.00

	Training	Events	Grants	Str.Aims	Legal Costs
Budgeted	£4,000.00	£1,000.00	£3,000.00	£2,000.00	£1,400.00
Remaining	£4,000.00	£1,000.00	£3,000.00	£2,000.00	£1,400.00
Spent	£0.00	£0.00	£0.00	£0.00	£0.00

5. Internal Financial Controller

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

6. Domain Renewal

It was **RESOLVED** by unanimous vote to pay the 2-year renewal of the parish council domain name at a cost of £78.

This was proposed by Cllr Edosomwan and seconded by Cllr Church

7. Purchases

It was **RESOLVED** by unanimous vote to agree to purchase and pay for the items listed on the March 2025 cashbook.

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

8. Cashbook Payments

Date	Payee	Description	Total
10/03/2025	Ox County Council	Mar Pension	£474.10
12/03/2025	HG3	March Mobile Phone Charge	£12.54
25/03/2025	Clerk	March Wages	£1,532.02
25/03/2025	Clerk	Working from Home all Mar	£24.00
25/03/2025	Clerk	Mileage to meeting 18.03.2025	£11.70
25/03/2025	OWA	2 Year renewal of Internet domain name	£78.00
25/03/2025	Ox NHP Alliance	Membership	£25.00
25/03/2025	TBA	The Power of Neighbourhood Planning	£45.00
25/03/2025	Amazon	Printer (approx.)	£40.00
25/03/2025	Amazon	Paper (approx.)	£20.00
25/03/2025	Amazon	Ink (approx.)	£20.00
		Total	£2,282.36

FC0141/24 STAFFING MATTERS

It was agreed that the Clerk's appraisal would be held before the planning meeting on Tuesday 18th March at 6pm.

This was proposed by Cllr Edosomwan and seconded by Cllr Church

FC0142/24 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 20.57