

BLACKBIRD LEYS PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 24th September 2024, at 7pm held a Blackbird Leys Community Centre

MEMBERS PRESENT:	Parish Councillors: Imade Edosomwan (Chair) Anthony Church (Vice), Peter Nowland, Kathy Balsamo, David Newman, Maggie Lewis, Hassan Sabriye and Jenny Wells.
OTHER COUNCILLORS:	City Councillors: Hosnieh Djafari-Marbini and Simon Ottino. County Councillor: Imade Edosomwan.
OFFICERS PRESENT:	Clerk to the Council: Emma Kearney
OTHERS PRESENT:	Oxford City Council Communities & Neighbourhoods: None. Community Groups: Friends of Spindleberry Nature Park. Members of the Public: 7.
APOLOGIES:	The following apologies were received: Parish Councillors: Gill Taylor and Jenny Wells. City Councillor: Hosnieh Djafari-Marbini. Oxford City Council Regeneration Manager: Karoline Soisalo de Mendonca. Peabody Development Manager: Kristina Hall.
FC055/24	DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION <ol style="list-style-type: none">1. Cllr Edosomwan declared an interest in agenda item FC062/24 with an affiliation to a political party.2. Cllr Church declared an interest in agenda item FC064/24 as the treasurer of the Bowls Club. Cllr Church requested to remain in the meeting as an observer but would not participate in the discussion or vote.
FC056/24	MINUTES OF THE PREVIOUS MEETING <p>It was RESOLVED by majority vote to accept the minutes for the parish council Meeting held on Tuesday 30th July 2024 as a true record. This was proposed by Cllr Lewis and seconded by Cllr Nowland.</p>
FC057/24	PUBLIC PARTICIPATION <ul style="list-style-type: none">- A representative from the Friends of Spindleberry Nature Park attended to provide an update.- A resident attended to raise concerns regarding the planning proposal near Sandy Lane recreation ground.
FC058/24	REGENERATION UPDATE <p>None</p>
FC059/24	COUNCILLOR UPDATE <p>The councillors, officers and community groups present gave their update.</p>
FC060/24	RESPONSE TO NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION <p>It was RESOLVED by majority vote to OBJECT to the following proposals in the Government's consultation on the National Planning Policy Framework:</p> <ol style="list-style-type: none">1. The Standard Method for calculating housing need.2. The introduction of 'grey belt' classification.3. The inclusion of commercial development on released Green Belt land<ul style="list-style-type: none">• While supporting the enhancement of Local Nature Recovery Strategies in Green Belt areas. <p>The response emphasises the importance of protecting Green Belt land adjacent to Blackbird Leys, maintaining local wildlife habitats, and preserving the parish's distinct identity. This was proposed by Cllr Church and seconded by Cllr Nowland.</p>

- FC061/24 EQUIPMENT PROVISION: SPINDLEBERRY NATURE PARK**
The decision on the expenditure of £360.04 for cleanup equipment and a portable toilet for the Friends of Spindleberry group was **DEFERRED**. While the Parish Council acknowledged the group's initiative and commitment to improving the community, councillors requested further operational and safety information before proceeding with the donation. The item will be added to the next agenda once these questions have been answered.
- FC062/24 BULKY WASTE 'AMNESTY' FUNDING**
The decision on the expenditure of £1,615 for a joint parish-city council bulky waste collection initiative with Oxford Direct Services was **DEFERRED** as the proposing councillor was not present to address questions.
- FC063/24 NEIGHBOURHOOD PLAN WORKING GROUP**
1. It was **RESOLVED** by unanimous vote to form a Neighbourhood Plan Working Group.
This was proposed by Cllr Nowland and seconded by Cllr Church.
 2. It was **RESOLVED** by majority vote to approve the Terms of Reference (see Appendix A).
This was proposed by Cllr Church and seconded by Cllr Nowland.
 3. It was **RESOLVED** by unanimous vote to appoint all parish councillors as members of the Neighbourhood Plan Working Group.
This was proposed by Cllr Church and seconded by Cllr Nowland.
 4. It was **RESOLVED** by majority vote to elect Cllr Newman as Chair of the Working Group.
This was proposed by Cllr Edosomwan and seconded by Cllr Newman.
 5. It was **RESOLVED** by majority vote to elect Cllr Edosomwan as Vice Chair of the Working Group.
This was proposed by Cllr Sabriye and seconded by Cllr Church.
 6. It was **RESOLVED** by majority vote to confirm 22nd October 2024 as the first Working Group meeting date.
This was proposed by Cllr Lewis and seconded by Cllr Nowland.
- FC064/24 VENUE CHANGE FOR COUNCIL MEETINGS**
1. It was **RESOLVED** by majority vote to approve relocating council meetings to Leys Pool and Leisure Centre, starting from 15th October 2024, at a cost of £25 per hour for regular council and Neighbourhood Plan meetings.
This was proposed by Cllr Lewis and seconded by Cllr Balsamo.
 2. It was proposed a thank you letter should be drafted and sent to the Bowls Club from the parish council.
- FC065/24 TO NOTE**
1. Receipt of Afrobeats grant information, the small grant has now been satisfied.
 2. The spare set of noticeboard keys have been given to the parish council chair.
- FC066/24 FINANCIAL MATTERS**
1. **Income**
None
 2. **Finance Report**
Noted.
 3. **Budget Update**
The below budget update includes September cashbook.

Running Costs

	Hall Hire	Stationery	Bank Charges	Travel	Mobile
Budgeted	£1,050.00	£300.00	£108.00	£400.00	£144.00
Remaining	£747.50	£269.30	£72.00	£283.70	£69.30
Spent	£302.50	£30.70	£36.00	£116.30	£74.70
	Office 365	Memberships	Insurance	Info Cert	Audit fee
Budgeted	£80.00	£2,400.00	£800.00	£45.00	£650.00
Remaining	£80.00	£151.42	£30.46	£45.00	£0.00
Spent	£0.00	£2,248.58	£769.54	£0.00	£295.00

	Small Grants	Salary	Pension	HMRC
Budgeted	£4,000.00	£17,580.00	£4,850.00	£5,400.00
Remaining	£2,310.00	£8,305.62	£2,106.14	£2,551.83
Spent	£1,690.00	£9,274.38	£2,743.86	£2,848.17

Strategic Aims

	Com Engage Promo	Comm mapping	Leys Fete	Exploring R place
Budgeted	£1,000.00	£1,050.00	£6,500.00	£850.00
Remaining	£1,000.00	£1,050.00	£6,500.00	£850.00
Spent	£0.00	£0.00	£0.00	£0.00

	Learning about R com	Dropbox	Training	Improving the place
Budgeted	£3,600.00	£200.00	£2,000.00	£2,600.00
Remaining	£3,600.00	£1.00	£1,868.00	£2,600.00
Spent	£0.00	£199.00	£132.00	£0.00

	Annual Meeting	Mailboxes	CIL Fund
Budgeted	£300.00	£865.00	£62,531.00
Remaining	£207.93	£65.52	£62,300.60
Spent	£92.07	£799.48	£230.40

Reserves

	General Reserves	NHP	SA - Large Grant
Budgeted	£3,000.00	£12,000.00	£3,000.00
Remaining	£3,000.00	£12,000.00	£3,000.00
Spent	£0.00	£0.00	£0.00

	Rebranding	Elections	New Cll costs	Ins Exces
Budgeted	£4,000.00	£5,000.00	£740.00	£500.00
Remaining	£4,000.00	£5,000.00	£1,210.00	£500.00
Spent	£0.00	£0.00	£0.00	£0.00

	Crisis Fund	Staff Costs	Training	Events	Grants	Str.Aims	Legal Costs
Budgeted	£3,000.00	£1,000.00	£4,000.00	£2,300.00	£3,000.00	£2,000.00	£1,400.00
Remaining	£3,000.00	£1,000.00	£4,000.00	£2,300.00	£3,000.00	£2,000.00	£1,400.00
Spent	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

4. Internal Financial Controller

It was **NOTED** the invoices against the August and September 2024 cashbook were correct.

5. Cashbook Purchases and Payments

It was **RESOLVED** by unanimous vote to pay for the cashbook items listed on the August and September 2024 cashbook.

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

15. Important Dates

1. Planning Committee – Tuesday 15th October 2024 at 7pm
2. Strategic Aims Working Group - Tuesday 15th October 2024 at 7.30
3. Neighbourhood Plan Working Group - Tuesday 22nd October 2024 at 7pm
4. Full Parish Council – Tuesday 29th October 2024 at 7.30

Meetings are now being held at the Leys Pools & Leisure Centre Pegasus Road, Oxford OX4 6JL.

FC067/24

ITEMS FOR THE NEXT AGENDA

Proposals must be sent to the clerk at least 10 working days before the meeting to be considered.

The meeting closed at 21.18

SIGNED: _____

Councillor Edosomwan: - Chair

APPENDIX A

Terms of Reference: Neighbourhood Plan Working Group

1. Purpose

The purpose of the Working Group is to develop a Neighbourhood Plan for Blackbird Leys parish, working in conjunction with the appointed consultant.

2. Membership

1. The Working Group shall consist of parish councillors.
2. Additional members may be invited or may apply to join the group.
3. All potential new members must be voted in by the parish councillors.
4. All members must register their interests to ensure transparency.
5. A chair and vice chair for the Working Group will be appointed at the full council meeting on September 29th.
6. The term of membership will be for the duration of the Neighbourhood Plan development process, unless otherwise specified.

3. Responsibilities

1. Work closely with the appointed consultant to develop the Neighbourhood Plan.
2. Gather and analyse relevant data and information.
3. Engage with the community and stakeholders as needed.
4. Draft sections of the Neighbourhood Plan as required.
5. Provide regular updates to the full Parish Council.
6. Present any items requiring decisions to the full Parish Council for voting.

4. Reporting

1. The Parish Clerk will take minutes of all Working Group meetings.
2. The Chair or Clerk will report back to the full Parish Council at regular council meetings.
3. Any decisions requiring approval will be brought to the full Council for voting.

5. Meetings

The first meeting of the Working Group will be held on October 22nd at 7:00 PM.

Estimated 13 sessions needed:

1. 9 Neighbourhood Plan Working Group Meetings
2. 2 Parish Council Meetings (for Regulation 14 and 15 approvals)
3. 1 Project Inception Meeting
4. 1 Neighbourhood Plan Scoping Session
5. At the initial meeting, the group will decide on the schedule for future meetings.
6. Meetings will be held approximately monthly, with frequency adjusted as needed based on the project timeline.
7. Meetings will be closed to the public.
8. Additional meetings may be scheduled as required to meet project needs.
9. The quorum for Working Group meetings will be 5 parish councillors.
10. Meeting agendas will be circulated to members at least 3 working days before each meeting.

6. Decision-making Authority

1. The Working Group does not have independent decision-making authority.
2. All significant decisions related to the Neighbourhood Plan will be made during full Parish Council meetings.
3. Voting procedures for the Working Group will follow the standing order process.

4. Recommendations to the Parish Council will be made by consensus where possible, or by majority vote if necessary.

7. Resources

1. The Working Group does not have an allocated budget.
2. Any financial requirements must be approved by the full Parish Council.

8. Confidentiality and Conflicts of Interest

1. Members must maintain confidentiality regarding sensitive discussions.
2. Any conflicts of interest must be declared at the beginning of each meeting and recorded.
3. Members with a conflict of interest may be asked to abstain from relevant discussions or decisions.

9. Review and Dissolution

1. These terms of reference will be reviewed annually or as needed.
2. The Working Group will be dissolved upon completion and adoption of the Neighbourhood Plan, or at the discretion of the full Parish Council.

10. Communication

1. Communication between Working Group meetings will be conducted primarily via email.
2. No subcommittees will be formed from this Working Group without prior approval from the full Parish Council.
3. Public communications regarding the Neighbourhood Plan will be coordinated with and approved by the Parish Council.