

BLACKBIRD LEYS PARISH COUNCIL MEETING MINUTES

Minutes of the Council Meeting held on Tuesday 29th 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 28th 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) **SPINDLEBERRY 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

a) 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.

b) 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.

c) 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?

d) **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

e) **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.

f) **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.

g) **Cllr Edosomwan**

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

h) **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

i) 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 5th October. At first it will be the gym, sports hall and 3G pitch, and hopefully the pool will open for organise groups soon.

j) 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

k) 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**

- a) 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 | £1,001.06 |
| 30/09/2020 | CLERK via expenses | HOURLY RATE INCREASE FOR 2019 | SEE BREAKDOWN | £226.93 |
| 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 | £38.42 |
| 30/09/2020 | CLERK via expenses | HMRC - MONTH 5 | SEE PRINTOUT | £41.99 |
| 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

- b) It was **AGREED** by unanimous vote to approve the external auditor's findings from 2019.
- c) 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.
- d) The Clerk advised the Parish Council of the budget position.

| Month | SALARIES | HMRC | HALL HIRE | WAH | PENSION | STATIONERY |
|-----------|------------|---------|--------------|---------|---------|------------|
| APRIL | £986.00 | £0.00 | £20.00 | £0.00 | £0.00 | £75.29 |
| MAY | £986.00 | £0.00 | £20.00 | £0.00 | £0.00 | £0.00 |
| JUNE | £986.00 | £0.00 | £20.00 | £0.00 | £0.00 | £119.41 |
| JULY | £986.00 | £189.29 | £0.00 | £0.00 | £0.00 | £62.70 |
| AUGUST | £1,001.06 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| SEPTEMBER | £1,232.62 | £80.41 | £0.00 | £0.00 | £0.00 | £0.00 |
| SPENT | £6,177.68 | £269.70 | £60.00 | £0.00 | £0.00 | £257.40 |
| BUDGETED | £11,832.00 | £500.00 | £240.00 | £100.00 | £240.00 | £300.00 |
| REMAINING | £5,654.32 | £230.30 | £180.00 | £100.00 | £240.00 | £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 | -£46.97 | £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 | -£47.65 | £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 | £1,200.00 | £0.00 | £0.00 | £0.00 |
| REMAINING | -£1,245.00 | £5,000.00 | £1,200.00 | £2,766.46 | £1,952.00 | -£164.84 |

- e) 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 14th 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

- a) It was **AGREED** by majority vote to increase for the April 2020.
- b) It was **RESOLVED** for the Chairman and the Vice Chairman to conduct the Clerk's appraisal by majority vote.
- c) 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 th Anniversary | Clerk to find out exact date of the 30 th 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 27th October 2020 at 7.00pm

Meeting closed at 21.31

SIGNED: _____

Councillor Robert Davies (*Chairman*)