

Spelsbury Parish Council

MINUTES 20160112 DRAFT

JANUARY 12, 2016 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Paul Rowley, Diane Bunney, Yvonne Beaumont, Rodney Rose, Neil Owen, Anne Ogilvie (Clerk), one member of the public
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1. APOLOGIES

Mark Wheatley

2. MINUTES FROM LAST MEETING

Approved and signed.

3. MATTERS ARISING FROM LAST MEETING

- a. 2015077k – Water Fountain in Spelsbury – concern re condition of building and state of surrounding area
Law & Fiennes have been contacted and have responded by letter, expressing the owner would be happy to give the Fountain to the village
The paperwork required to lodge the fountain as a community asset is being prepared

Action – Parish Clerk to be issued with a copy of letter from Law & Fiennes	Completed
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- b. 2015096b – Register of Assets has not been created

Action 201507 - Register of Assets to be filed – waiting on Action 2015113d	By – Parish Clerk
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Action 2015113d – Clerk to be provided with list of playground equipment and values – in progress	By – Rick Leyland
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Action 2015113d – Clerk to update and resend Register to Council for approval	By – Parish Clerk
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- c. 2015097c – Playground – Lease agreement, for a minimum of 25 years, has been signed and returned to Cottsway.
Improvements to play equipment can now be discussed

Action 201509 – Lease Agreement to be given to Clerk for filing – in progress, waiting for hard copy from Cottsway	By – Rick Leyland
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- d. 2015097i – Water Fountain in Spelsbury – concern about the condition of the building and state of surrounding area, and whether it could become a Community Asset
Discussion took place regarding possible options for the future of the fountain and ownership

Action – 201509 – Trust ownership to be investigated - ongoing	By –Rick Leyland
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- e. 2015097k – Taston Cross – to discuss the use of restoration funds for highway widening, and to rectify the character of the green

Action – 201509 – To ask whether advice received at the time of progressing the works was correct and accurate	Closed
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Action – 201509 – To create a procedure to manage future works orders – in progress	By – Parish Clerk
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- f. 2015097l – Grass triangle in front of houses in Chadlington Road
Can become an eyesore when not maintained
Highways to be asked if they own the area. Rick to approach Ken with a view to obtaining a quotation for him to include this in his grass cutting next year

Action – Highways to be contacted to ask if they own the triangle – in progress, waiting answer	By – Parish Clerk
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Action – Ken Wakefield to be asked to quote for cutting the grass next year – has been approached and has agreed to cut the grass triangle and maintain the tree	Completed
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- g. 2015097n – Old School House, Spelsbury – path reinstatement
Discussion was held regarding the reinstatement of the path to the side of Old School House

Action – To find out who owns the path - ongoing	By – Parish Clerk
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Clerk to contact Highways regarding the path. Highways do not have a record of path in that area, their plan shows a verge. Photo to be provided to Highways to show area and path to clarify position.

Action – Photograph of path required – in progress	By – Paul Rowley
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Action – Photograph to be sent to Highways	By – Parish Clerk
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<i>h. 2015098b – Parish Clerk employment</i>	
<i>Action – To contact Thirsk Payroll Bureau and start process for outsourcing payroll to them</i>	<i>Completed</i>
<i>Council needs to review Contract and prepare for signing</i>	
<i>Action – Contract to be reviewed and prepared for signing</i>	<i>Completed</i>

<i>i. 2015117Ba – Spelsbury Allotments – to discuss the management of Spelsbury allotments by the Parish Council, as requested by Laws & Fiennes (carried over from 201509)</i> For information – Spelsbury allotment site is currently owned by Christopher Burton, and managed by Laws & Fiennes. The land is used as “unofficial” allotments by four families. No rent is paid by most of the users of the site. The plots are of uneven size. An email has been received from Laws & Fiennes suggesting that the Parish Council take over managing the site for a rent of £150 per year. This to be an annual agreement. It was advised that the Parish Council then rent out the allotment plots to the current users, and Laws & Fiennes offered to send over a contract template for this.	
<i>Action – To investigate land law in respect of ownership of use of area based on current usage</i>	<i>Completed</i>
<i>Action - To advise Law & Fiennes that the Council is not a position to given an answer at the moment, as a new Council will be in place in May</i>	<i>Completed</i>
<i>Action – To request the contract template from Laws & Fiennes – in progress, not yet received</i>	<i>By – Rick Leyland</i>

4. DECLARATION OF INTERESTS

None declared

5. PLANNING UPDATE

Application 15/04302 HHD – Proposed extensions to front and side – no comments
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6. CORRESPONDENCE RECEIVED

<p>a. Volunteer Link-Up - Annual report from Volunteer Link-Up was available to view at meeting</p> <p>b. Oxfordshire CC – entry to Primary or Infant School Sept 16 - Poster to be placed on noticeboard in Spelsbury</p> <p>c. Oxfordshire Voice Autumn 2015 – available to view at meeting</p> <p>d. Countryside Voice Winter 2015 – available to view at meeting</p> <p>e. CPRE Field Work Winter 2015 – available to view at meeting</p>	
<p>f. Mobile Library Service – email received from Oxfordshire Libraries stating that due to low levels of usage, they are proposing to discontinue stopping at Spelsbury. They currently stop on a fortnightly basis on a Tuesday from 12.20 – 12.40pm Parish Clerk has contacted Library Service and been advised that the average usage is less than 1 person per visit. Graham has written article in Parish Magazine, and put up some posters to encourage usage</p>	
<i>Action – Graham to try to encourage usage of the service, and to contact the Library Service to try to keep service in the village</i>	<i>By – Graham Beacham</i>
<p>g. Jubilee arrangements for June 2016 – OALC December update email and letter from High Sheriffs of Oxfordshire Parish asked to inform High Sheriffs of any Jubilee celebrations, and to try to co-ordinate any celebrations with those already arranged.</p>	
<p>h. Email from Taxaid advising of their services – available to view at meeting</p>	
<p>i. Email from Katherine House Hospice – details of 25th anniversary, fundraising required, and request for support</p>	

7A. PREVIOUS FINANCE

<i>a. 201511 – Payments to be approved by Council</i>	
<i>Action – Payments to be recorded and sent</i>	<i>Completed</i>
<i>b. 201511 – To approve budget for year beginning 2016</i>	
<i>Action – Clerk to update agreed budget and send out to Councillors</i>	<i>Completed</i>
<i>c. 201511 – To approve precept for year beginning 01 April 2016</i>	
<i>Action – Clerk to complete Precept form when received</i>	<i>Completed</i>

7B. FINANCE

a. To approve current expenditure Thirsk Community Care – payroll (100647) - £30.00 - approved A Ogilvie – November salary (100648) – 82.20 – approved HMRC – Q3 tax (100649) - £41.40 - approved A Ogilvie – expenses to 12.01.16 (100650) - £23.03 approved Rick Leyland – paint for gates (100651) - £39.56 approved	
Action – Payments to be recorded and sent	By – Parish Clerk
b. Update of current status of bank accounts Accounting statement as of 12 January 2016 presented to Council Current account balance including payments in 2015116Ba was £3015.07 Deposit account balance was £2609.52	
c. To approve Clerk salary and expenses	
Action – Clerk salary and expenses approved	
d. Change of postal address on bank accounts Letter received from bank in response to the request to change the Clerk and postal address. Proof of ID form required from Clerk. Also update of proof of ID required from Graham Beacham, Hugh Datson and Louise Barnes. It was resolved to remove Hugh Datson and Louise Barnes from the bank mandate as they are no longer Councillors with Spelsbury Parish Council.	
Action – Clerk to complete ID form and take to bank to confirm whether proving ID at bank is before or after the ID form is returned to Barclays. Then to inform Graham Beacham	By – Parish Clerk
Action – Rick to inform Barclays that Hugh Datson and Louise Barnes are no longer Councillors with Spelsbury Parish Council, and to ask the procedure for removing them from the Mandate	By – Rick Leyland
e. Audit arrangements – to decide whether to opt out and select own external auditor for the Annual Accounts this year It was resolved to remain “opted in”, to have an auditor appointed for it by the new sector led body which has been set up by NALC	
Action – Clerk to confirm to NALC that this matter has been discussed and that the council has decided to “opt in”	By – Parish Clerk

8. BUSINESS ITEMS

a. Website creation – To discuss the creation of a website to comply with the Transparency Code It was resolved to appoint a Working Party for the purpose of creating a Parish Website. Working Party to be made up of Rick Leyland, Diane Bunney and Parish Clerk. Working Party to discuss website content, look and feel, to discuss updating procedure, to create a remit to put out to tender, to source companies/individuals to whom quotation request could be sent - All to be reported back to Council.	
Action – Working Party report to be made to Council	By – Parish Clerk
b. Transparency Fund Application – to agree an application to the Transparency Fund in respect of website creation It was agreed that the application request would be made after the Website Working Party has put forward its recommendations.	
c. Parish Estate Maintenance – to devise a plan to investigate the options and cost of managing the Parish Estate	
Action – To be reviewed when Council has received answers regarding land ownership from OCC	By – Council
d. Parking in Dean – number of police/security staff vehicles parking on the road through Dean has been causing issues for other residents	
Action – Letter to be written to Lord Chadlington informing him of residents' concerns. Copy to be sent to David Cameron	By – Parish Clerk

9. INTERNAL MANAGEMENT

a. To approve and sign Parish Clerk employment contract	
Action – Contract was signed by Parish Clerk and Rick Leyland, on behalf of the Council	
b. Policy on endorsing/promoting third party information by Parish Council It was resolved that Council would view each request on a case by case basis	
c. Using Dropbox to assist with internal communication within Council	

Action – Dropbox set up and usage to be investigated, and put into use to aid internal communications	By – Parish Clerk
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10. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

<p>a. Report from Neil Owen, WODC Councillor The budget is progressing. It is anticipated that Band D properties will see a small increase in the Council Tax this year, any increase to consistent with WODC policy for the last few years. Last year there was no increase, and all grants were safeguarded. It is anticipated that grants will be safeguarded again this year. The Local Plan has run into some issues. Central government wants more new housing built in West Oxfordshire than the Local Plan had allowed for. WODC is working on responding to their concerns about how to meet the numbers. The Local Plan is required to manage private property developers. WODC is working with other Councils (Four Council Partnership 2020) to share resources/services and save money, eg in areas of payroll and HR.</p>
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<p>b. Report from Rodney Rose, OCC Councillor Due to central government stopping the rate support grant, the County now faces £70 million in cuts, most of which will need to occur next year. For example the current 7 Household waste & recycling centres may now have to be reduced to four, and it is thought that most, if not all, of the cut options discussed in each department, will probably happen. The budget process is progressing, will be at County level by the end of February.</p>

<p>c. Query from a member of the public regarding the planning application 14/0937/P/S73 , at Saltway Barn, Hill Farm, Taston, which had been put in to change the use from holiday let to full residential dwelling, which had then been withdrawn. Council stated that they were not aware that any reapplication had been made, so that there were no current planning applications on that property.</p>
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<p>d. Council made aware that there are some trees and branches resting on the powerlines at the junction of Chadlington Road and the road to Dean</p>
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Action – Southern Electric to be contacted to be made aware of situation	By – Parish Clerk
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10. DATE OF NEXT MEETING

01 March 2016 at 7.30pm at Spelsbury Memorial Hall
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