

# Spelsbury Parish Council

## MINUTES 20160704

JULY 4, 2016 7.30 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Rick Leyland, Graham Beacham, Paul Rowley, HelenDatson, Craig Richardson, Simeon Harvey, Anne Ogilvie (Clerk), no members of the public
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### 1. APOLOGIES

None
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### 2. MINUTES FROM LAST MEETING

01 March 2016, 20160301 – Approved and signed 17 May 2016, 20160517 – Approved and signed.
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### 3. MATTERS ARISING FROM LAST MEETING

a. 2015096b – Register of Assets has not been created	
Action 201507 - Register of Assets to be filed – waiting on Action 2015113d	Completed
Action 2015113d – Clerk to be provided with list of playground equipment and values – in progress	Completed
Action 2015113d – Clerk to update and resend Register to Council for approval	Completed
b. 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
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
Action – Photograph to be sent to Highways	By – Parish Clerk
c. 2015117Ba – Spelsbury Allotments – to discuss the management of Spelsbury allotments by the Parish Council, as requested by Law & Fiennes (carried over from 201509) For information – Spelsbury allotment site is currently owned by Christopher Burton, and managed by Law & 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 Law & Fiennes suggesting that the Parish Council take over managing the site for a rent of £150 per year. This is to be an annual agreement. It was advised that the Parish Council then rent out the allotment plots to the current users, and Law & Fiennes offered to send over a contract template for this.	
Action – To request the contract templated from Law & Fiennes – in progress, not yet received	By – Rick Leyland
Action – Law & Fiennes to be advised that decisions regarding the allotment will be left until the next Council is in office	By – Rick Leyland
Action – Chipping Norton Council to be contacted to request information regarding their allotment management	By – Graham Beacham
d. 201601128d – 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 Lord Chadlington has offered additional off road parking to reduce the problem. Response to be sent to Lord Chadlington, Police Liaison Officer, and Protection Group Rep, thanking for action taken.	Completed
e. 201603018c – Memorial Hall parking – To discuss concerns regarding Memorial Hall parking Issues regarding lack of parking places close to the Memorial Hall being unavailable to users of the Memorial Hall due to residents parking along the top of Church Road were discussed	
Action – To contact Mr Fairbank, as landlord of The Old Bakehouse and Manor Cottage, regarding the impact of their tenants parking in front of Memorial Hall with regards to users of the Memorial Hall	Completed
f. 201605174B – to select new signatory for bank accounts It was resolved to add Simeon Harvey as a signatory, and to remove Mark Wheatley as a signatory	
Action – Simeon Harvey to be added to the signatory list. Mark Wheatley to be removed from the signatory list	By – Rick Leyland

#### 4. DECLARATION OF INTERESTS

Helen Datson declared at interest regarding the unitary authority creation.

#### 5. PLANNING UPDATE

16/01920/HHD – erection of replacement glasshouse/potting shed & storage building – no comment

#### 6. CORRESPONDENCE RECEIVED

a. Emails received since last meeting have been forwarded to Councillors

#### 7A. PREVIOUS FINANCE

a. 201603017B – Payments to be approved by Council

Action – Payments to be recorded and sent

Completed

b. 20160517A – Payments to be approved by Council

Action – Payments to be recorded and sent

Completed

a. 201603017D – 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 from 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 – 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.  
20160301 – New paperwork has been provided by Barclays to regularize the position of the paperwork – new paperwork to be completed and return

Completed

a. 201605175C – To set the date for the commencement of the Exercise of Public Rights  
It was resolved to set 01 July as the commencement of the Exercise of Public Rights

Action – Notification of commencement to be posted on noticeboard at correct time

Completed

#### 7B. FINANCE

a. To approve current expenditure

A Ogilvie- April & May salary (100663) -£320.14 - approved  
Thirsk Community Care – payroll (100667) - £45.00 - approved  
K Wakefield – grass cutting April & May (100668) - £60.00 - approved  
Tarki Technology Ltd – internal audit (100669) - £100.00 – approved  
A Ogilvie – expenses to 04.07.16 (100670) - £20.12 – approved  
HMRC – PAYE & NI 1<sup>st</sup> quarter (100671) - £100.40 - approved

Action – Payments to be recorded and sent

By – Parish Clerk

b. Update of current status of bank accounts

Accounting statement as of 04 July 2016 presented to Council  
Current account balance including payments in 201607047B was £4923.00  
Deposit account balance was £2610.51

c. To approve Clerk salary and expenses

Action – Clerk salary and expenses approved

#### 8. BUSINESS ITEMS

a. Parking solutions for Church Lane Spelsbury

A letter had been received from Anthony Fairbank, in response to the letter sent by Spelsbury Parish Council, as agreed at the March meeting  
It was resolved to set up a Working Party to investigate creating a Welcome Pack for the parish, which could include parking issues and solutions.

Action – Graham Beacham to speak to Mr Fairbank to discuss the issues and possible solutions

By - Graham Beacham

Action – Graham Beacham to write a note for inclusion in the Parish Magazine regarding parking issues

By – Graham Beacham

Action – Working Party of Craig Richardson, Rick Leyland, Helen Datson and Paul Rowley to investigate the creation of a Welcome Pack for the parish, to report back to the September meeting

b. Unitary authority creation

Graham Beacham and Craig Richardson attended a meeting regarding the creation of a unitary authority. It was resolved that Spelsbury Parish Council is not currently in a position to comment or respond to OCC's suggestion of the creation of unitary authority, and needs more information before being able to make a response.

c. Verge maintenance

OCC is only planning to do one verge cut this year. Craig has created a map of the road/verge issues in Taston, copy attached to minutes.

Action – Craig Richardson to contact OCC's Highway Officer to find out what OCC is planning regarding verge and road maintenance issues, cc to Rodney Rose

By – Craig Richardson

Action – Craig Richardson to continue to map verge and road maintenance in the parish

By – Craig Richardson

d. Parish Plan

Helen Datson has arranged to attend a workshop on Parish Plans, so it was decided that it was not necessary to invite a representative from Community First Oxfordshire at this time.

e. Playground Inspection

It was agreed that a playground inspection is required for Spelsbury playground. It was resolved to contact RoSPA to find out the costs of the inspection and arrange for an inspection.

Action – Clerk to find out costs and arrange inspection of Spelsbury playground

By – Parish Clerk

**9. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION**

a. It was felt the Ditchley, although part of the parish, did not always feel included or involved in parish activities or decisions.

Action – Clerk to include this as an agenda item for the next meeting

By – Parish Clerk

**10. DATE OF NEXT MEETING**

Next meeting – Monday 05 September at 7.30 pm at Spelsbury Memorial Hall