

Spelsbury Parish Council

MINUTES 201509

SEPTEMBER 1, 2015 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Paul Rowley, Mark Wheatley, Diane Bunney Yvonne Beaumont 1 member of the public Rick Leyland had to leave after point 7k – Graham Beacham continued as Chair
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1. APOLOGIES

Rodney Rose

2. MINUTES FROM LAST MEETING

Approved and signed.

3. MATTERS ARISING FROM LAST MEETING

- a. 2015077j – PCSO to be asked to attend meeting
It was not possible for the PCSO to attend this meeting, but to be asked if attendance can be arranged for a future meeting.

Action – PCSO to be asked to attend future meeting

By – Rick Leyland

- b. 2015075d – Bank account postal address needs to be changed in writing
Letter has been sent to bank. Bank replied with concern regarding the signatures they have on file.
Bank required phone call from signatory to resolve the issue.

Action – Bank to be contacted in response to their letter

By – Rick Leyland

- c. 2015075e – Invoice from KA Perkins for work to Memorial at Taston, inv number 3620 to be approved
Quotation and description of works has been received and forwarded to Councillors.
Further discussion on topic – see 2015097k

- d. 2015077j – Tractors and large vehicles driving through Parish from ABN Feeds and Model Farm
ABN – Letter not sent at Rodney Rose contacted company and expressed concerns of Spelsbury and Chadlington Parish Councils and residents. It was agreed that the route through the villages should only be used for local deliveries.
Model Farm – no response received to letter which has been written.

Action – Parishioners are encouraged to inform the Council if there is an increase in ABN Feed lorries

- e. 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.

Further discussion on topic – see 2015097i

Action – Parish Clerk to be issued with copy of letter from Law & Fiennes

By – Rick Leyland

Action – Community Asset paperwork to be continued to be prepared

By – Paul Rowley

4. DECLARATION OF INTERESTS

Graham Beacham and Rick Leyland declared an interest in the allotments.

5. PLANNING UPDATE

15/02601/FUL – Dean Manor, Dean – Amendment to applications 12/0073/P/LB & 120072/P/FP – no comments

15/02602/LBC – Dean Manor, Dean – Amendment to applications 12/0073/P/LB & 120072/P/FP – no comments

15/02248/HHD – Ivy Nook Cottages, Ditchley Park – Erection of single storey rear kitchen extension – no comments

6. FINANCE

- a. Previous year accounts are late, have not been completed or audited

Action – Oxfordshire Association of Local Councils (OALC) to be asked for list of Internal Auditors
OALC could not provide list. Internal auditor sourced by Clerk.

Completed

Action – Current Clerk to overview accounts once completed by previous Clerk

Completed

Section 1 of Annual Return has been completed, and Internal Auditor has audited the accounts.

Scanned copy has been sent to BDO as requested, and queries from BDO have been answered. Accounting statements approved by Council and signed (section 1). Annual governance statement approved by Council and signed (section 2). Action Plan to rectify deficiencies, omissions and irregularities found in current accounting practices and highlighted by Internal Audit was presented by Parish Clerk and approved by Council –Action Plan attached Parish Clerk attendance at Responsible Financial Officer (RFO) Training Day approved by Council as part of Action Plan.	
Action – Hard copy of Annual Return to be sent to BDO, with supporting documentation, including Action Plan	By – Parish Clerk
Action – RFO Course place to be booked	By – Parish Clerk

b. Register of Assets has not been created	
Action – Register of Assets to be drafted	Completed
Action – Draft Register of Assets to be approved by Council Council listed missing items in this meeting	Completed
Action – Register to be updated and sent out to Council for approval Action 201507 – Register of Assets to be filed	By – Parish Clerk

c. Payments to be approved by Council Society of Local Council Clerks (SLCC) - membership (100635) - £70.00 – approved Tarki Technology – internal audit (100636) £100.00 – approved K Wakefield – grass cutting (100637) - £70.00 – approved K A Perkins – Taston Memorial work (100638) - £1740.00 – approved OALC - RFO course (100639) - £78.00 approved Anne Ogilvie – expenses to 31.08.15 (100640) – 41.87 - approved	
Action – Payments to be recorded and sent	By – Parish Clerk

d. Bank account postal address needs to be changed in writing Letter signed by two councillors	
Action – Letter to be sent to bank	Completed
Response and further action as per 2015093b.	

e. Invoice from KA Perkins for work to Memorial at Taston, inv number 3620, to be approved Invoice gross total £1740.00. Two grants have been received which partially cover the work, £500 from Rodney Rose, £794 from OCC. Remainder of £446 to be funded by Council. Council funding agreement queried, and further information to be provided before Council approval will be given.	
Action – KA Perkins to be asked to supply following: copy of quotation, description of works, copy of order to proceed	Completed

f. Clerk training day, An Introduction for new councilors and clerks by OALC, cost £78.00 to be approved. Approved.	
Action – Course place to be booked	Completed

g. Accounting statement as of 31 August 2015 presented to Council Current account balance including payments in 2015096c was £2703.63. Deposit account balance was £2609.19. Bank reconciliation to 27 July 2015 presented to Council.	
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h. Budget for next year needs to be prepared for year beginning 01 April 2016	
Action – Draft budget to be created based on current year's spending and circulated to Council	By – Parish Clerk

i. Parish Council suppliers and service providers to be contacted to check that there are no unknown/outstanding payments due	
Action – Suppliers and service providers to be contacted	By – Parish Clerk

7. BUSINESS ITEMS

a. Street Party – Letter of thanks to be sent to raffle gifters from “Street Party Committee Organisers”	
Action – Letter of thanks to be sent	Completed

b. OALC are holding a meeting for Parish Councils next week regarding Parish Plans	
Action 2015077b– Presentation information to be requested	By – Graham Beacham
Action – Parish Plan to be started	By - Council

c. 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 – Lease Agreement to be given to Clerk for filing	By – Rick Leyland
d. Register of Members Interests - Councillors requested copies of Register of Members Interests to be sent to them for reference	
Action – Register of Members Interests form and guidance notes to be emailed to Councillors	Completed
e. Parish Clerk employment – Council was informed that the Parish Clerk needs to be an employee of the Council. The Council needs to register with HMRC, and arrange payroll. Council needs to provide contract of employment.	
Action – OALC to be approached for information and help on setting up employee payroll HMRC employer registration completed.	Completed
Action – Standard contract of employment to be sourced	Completed
f. SLCC – membership for Parish Clerk to be processed. Membership of £70, first year, approved for payment.	
Action – SLCC membership form to be completed, and payment raised	Completed
g. Aon UK Ltd – ERN/PAYE reference number has been requested	
Action 201507 – To be provided once HMRC registration has been completed. HMRC registration has been completed. Action – Send ERN/PAYE reference to Aon UK Ltd	By – Parish Clerk
h. Tractors and large vehicles driving through Parish – concern from public of the safety and suitability of lorries from ABN Feeds using the roads through Taston and Spelsbury as a short cut, and of the large tractors from Model Farm.	
Action – PCSO to be asked to attend next Meeting	Completed
Action – Letters stating concerns to be written to ABN Feeds and Model Farm Letter not sent to ABN Feeds as per 2015093d	Completed
i. 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 – Trust ownership to be investigated	By – Rick Leyland
j. Benches – additions to and/or replacing of existing benches in the parish The WI are purchasing a bench to celebrate their Centenary. It was suggested that the parish purchase new benches, at a cost of £387 per bench for 7ft teak. It was proposed to place one by the Fountain in Spelsbury, and one by the Cross in Taston. Councillors to decide if there would be place for one in Dean. Funding has been offered to the Council to help purchase one to replace the existing bench by the houses on the Chadlington Road. The current bench could be moved to the Churchyard. The Council was in favour of financing three benches.	
k. Taston Cross – to discuss the use of restoration funds for highway widening, and to rectify the character of the green Concern was expressed that the works had not been undertaken sympathetically, and had caused a loss of character to the area, as Highways have widened the road. Suggestions to rectify the area were offered. Concern was expressed that the works had been carried out, without official works order from the Council and record kept by Clerk. Concern regarding effects of the works to the Scheduled Monument status were expressed, but the Council had been informed that the only interest was in the Cross itself, not the surrounding area. Letter from Yvonne Beaumont Rodney Rose on 29 July 2015, regarding the works was read out, and given to Clerk to append to the Minutes, expressing happiness with the works carried out. Some Taston residents have expressed their satisfaction of works to Yvonne Beaumont. It was suggested that any decision be left until current works have “bedded” in. Paul Rowley wished his concern regarding the loss of public space, and the way the character of the area had been changed, to be minuted. Yvonne Beaumont wished her opinion that she was happy with the works and the finished project to be minuted. It was noted that there were no funds available at present to rectify the area as had been suggested. Left as open discussion to continue at next meeting.	
Action – To ask whether advice received at the time of progressing the works was correct and accurate	By – Rick Leyland
Action – To visit the area prior to the next meeting and see the result of the works	By - Councillors
Action – To create a procedure to manage future work orders	By – Parish Clerk
l. Houses on Chadlington Road in Spelsbury– grass cutting Discussion was held regarding the state of the verges and frequency of grass cutting. It was noted that the tree in the crescent is in need of attention.	
Action – Tree maintenance	By – Rick Leyland

Action – To query if OCC are continuing their contract for grass cutting, and find out their policy on verge cutting	By – Parish Clerk
m. Houses on Chadlington Road in Spelsbury – parking status Discussion was held regarding the current parking.	
Action – To find out which land is owned by Cottsway	By – Parish Clerk
n. 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	By – Parish Clerk
o. Spelsbury Allotments – to discuss the management of Spelsbury allotments by the Parish Council, as advised by Law & Fiennes Deferred until next meeting.	
p. Overgrown footpaths – on Dean Common and Dean Grove Discussion regarding the report received by resident that the paths are overgrown on some parts of Dean Common and Dean Grove.	
Action – To pass report on to the Cotswold Wardens	By - ParishClerk
q. Ragwort on Dean Common Discussion regarding the report received by resident that ragwort has been sighted on Dean Common.	
Action – To pass report on to the Cotswold Wardens	By - ParishClerk

8. INTERNAL MANAGEMENT

a. Quantity and duration of Parish Council meetings - proposal had been received that meetings are held on monthly basis, for a shorter duration per meeting It was decided to keep to the current bi-monthly basis, but monitor the situation. It was decided to leave any change to the current arrangements to the new Council to decide next May.	
b. Parish Clerk employment – progress on production of Contract of Employment and setting up payroll It was agreed that a Statement of Employment and Contract of Employment were required for the Parish Clerk. It was agreed to outsource the payroll to Thirsk Payroll Bureau	
Action – Draft Statement of Employment to be created and passed to Chairman	By – Parish Clerk
Action – Draft Contract of Employment to be drawn up and passed to Chairman	By – Parish Clerk
Action – To contact Thirsk Payroll Bureau and start process for outsourcing payroll to them	By – Parish Clerk
c. Parish Elections – Late item not on agenda The Clerk reminded the Council that the next Parish Council election would be on Thursday 05 May 2016.	

9. DATE OF NEXT MEETING

03 November at 7.30pm at Spelsbury Memorial Hall
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