

Spelsbury Parish Council

MINUTES 20161107 DRAFT

NOVEMBER 7, 2016 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Helen Datson, Anne Ogilvie (Clerk), Neil Owens, no members of the public
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1. APOLOGIES

Paul Rowley, Simeon Harvey, Rodney Rose

2. MINUTES FROM LAST MEETING

05 September 2016, 20160905 – Approved and signed.

3. MATTERS ARISING FROM LAST MEETING

a. 2015097n – Old School House, Spelsbury – path reinstatement

Action – To find out who owns the path. Council agreed not to pursue this enquiry. Closed

b. 2015117Ba – Spelsbury Allotments – to discuss the management of Spelsbury allotments by the Parish Council, as requested by Law & Fiennes (carried over from 201509)

No further contact has been made by Law & Fiennes. Council agreed to close this item Closed

c. 201607048a – Parking solutions for Church Lane, Spelsbury

This item has been resolved, so Council agreed to close this item Closed

d. 201607048c – Verge maintenance
OCC is only planning to 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 - ongoing By – Craig Richardson

Action – Craig Richardson to continue to map verge and road maintenance issues in the parish. Rick and Paul to work with Craig to complete the mapping of the parish. Copy of map to be sent to Rodney Rose when completed. By – Craig Richardson, Rick Leyland, Paul Rowley

Action 20161107 – work to map issues to continue during the winter, and issues to be flagged as appropriate By – Craig Richardson, Rick Leyland, Paul Rowley

e. 201609059c – Defibrillator – To discuss proposal for the installation of a defibrillator in the Parish
It was decided to investigate the costs and possible funding alternatives of a defibrillator

Action – Costs and funding alternatives for a defibrillator to be investigate – in progress, waiting on response By – Rick Leyland

f. 201609059d – Litter and waste by garages in Quickset Close
This land is owned by Cottsway. It was decided to contact Cottsway regarding the issue

Action – Clerk to contact Cottsway regarding the litter and waste – in progress, waiting for update from Cottsway By – Parish Clerk

g. 201609059e – Overgrown path from playground to Quickset Close
This path is overgrown at the back of 9 & 10 Quickset Close. This land is owned by Cottsway. It was decided to contact Cottsway regarding the issue.

Action – Clerk to contact Cottsway regarding overgrown path – in progress, waiting for update from Cottsway By – Parish Clerk

4. DECLARATION OF INTERESTS

None declared for this meeting.
Request has been received by Councillor to update their Register of Members' Interests Form. Copy of form has been requested from Keith Butler

5. REPORTS FROM COUNCILLORS

COUNTY COUNCIL REPORT

No report from County Council

DISTRICT COUNCIL REPORT

Neil Owens presented his report to the meeting.

On 26 October WODC adopted the new Local Plan unanimously, although there were individual misgivings regarding the impact on the parishes. Having this plan will increase WODC's control over planning applications, which is viewed as very important at this time.

The new plan for waste services will come into operation in 2017.

The devolution debate is ongoing – an option which has been raised is the possibility of a county wide unitary authority, with local areas having input.

Two new cabinet members have joined WODC.

6. PLANNING UPDATE

16/02333/FUL – erection of detached garage with self contained flat above.

16/02700/HHD – erection of single storey extensions and new vehicle access.

Action – Clerk to send comments to WODC	Completed
16/03642/HHD – erection of a two storey extension Comment to be sent to planning regarding improved signage required in the area.	
Action – Clerk to send comment to WODC	By – Parish Clerk

7. CORRESPONDENCE RECEIVED

- Emails received since last meeting have been forwarded to Councillors
- Volunteer-link up annual report
- Documentation from Pension Regulator regarding Council's responsibilities as an employer
- WODC invitation for council representatives to attend the annual meeting of town and parish councils
- Correspondence from Barclays Bank regarding change of signatories

8A. PREVIOUS FINANCE

a. 201609058a – Payments to be approved by Council

Action – Payments to be recorded and sent	Completed
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8B. FINANCE

- To approve current expenditure
OALC – Training courses (100678) - £162.00 – approved
A Ogilvie – August salary (100679) - £75.91 - approved
HMRC – PAYE quarter 2 (100680) - £60.00 – approved
Thirsk Community – payroll preparation (100681) - £45.00 – approved
Cottsway – annual playground rent (100682) - £50.00 – approved
K Wakefield – grass cutting August – October (100683) - £140.00 – approved
A Ogilvie – September salary (100684) - £102.45 – approved
H Datson – paint for playground (100685) - £48.75 – approved
A Ogilvie – Clerk expenses (100686) - £21.11 – approved
R Leyland – Historic website expenses - £517.84 - approved

Action – Payments to be recorded and sent	By – Parish Clerk
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- Update of current status of bank accounts
Accounting statement as of 07 November 2016 presented to Council
Current account balance including payments in 201609058Ba was £6663.40
Deposit account balance was £2610.84
Bank reconciliation and budget update to October 2016 has been emailed to Councillors

- To approve Clerk salary and expenses

Action – Clerk salary and expenses approved	
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- To agree and approve budget for year beginning April 2017
Budget was discussed, and it was resolved that the total of £8069 would be the Council budget for year beginning April 2017

Action – Agreed budget to be sent to all Councillors	By – Parish Clerk
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- To agree and approve precept for year beginning April 2017
Precept was discussed, and it was resolved to use the agreed total budget figure of £8069 for the year beginning April 2017.

Action – Precept documentation to be sent to Councillors when received by Clerk.	By – Parish Clerk
Action – Clerk to complete Precept form and send to Councillors for approval.	By – Parish Clerk
Action – Clerk to return completed approved Precept form to WODC as per their timetable	By – Parish Clerk

9. BUSINESS ITEMS

<p>a. <i>Playground Inspection Report</i> <i>The playground inspection report from RoSPA has been received. It was agreed to create a Working Party to form an Action Plan to rectify the issues raised by the report.</i> <i>Working Party to be Rick Leyland, Helen Datson, Simeon Harvey</i></p>	
Action – Working Party to create an Action Plan and report back to Council Repair and rectification work is being carried out as per Playground Inspection Report	Completed

<p>b. <i>Website and Welcome Pack</i> <i>Three tenders had been received for the website creation. These were reviewed and it was agreed to accept the bid from Paul Cunningham. Mr Cunningham will be asked to start the works.</i> <i>A temporary website has been created to ensure that the Council fulfills its legal obligations until the new site is ready, www.hugofox/community/spelsbury-parish-council-12985</i></p> <p>It was agreed to look at options for charging local businesses to advertise on the new Council website. It was agreed that the Welcome Pack group would meet before the next Council meeting and bring their report to that meeting.</p>	
Action – Mr Cunningham to be asked to start work on creating the Council website Website has been created and is now live.	Completed
Action – To investigate options for charging local businesses to advertise on the new Council website	By – Helen Datson
Action – Welcome Pack Group to meet and bring report of next actions to next Council meeting	By – Welcome Pack Group

<p>c. <i>Ditchley – to discuss ways in which residents of Ditchley could be included more in parish activities.</i> <i>It was decided to carry this item over to the next meeting.</i></p>	
Action – Clerk to put item on agenda for November meeting	Completed

<p>d. <i>Donation request from West Oxfordshire Citizens Advice Bureau</i> <i>To discuss the request for a donation and agree on an action regarding this request.</i></p> <p>It was agreed that all donation requests received during the budget year will be logged. The decision on which, if any, charities the Council would donate to will be made at the last Council meeting of the budget year.</p>	
Action – Clerk to create spreadsheet to log donation requests received during the budget year.	By – Parish Clerk

<p>e. <i>Ditchley – To discuss ways in which the residents of Ditchley could be included more in parish activities</i></p>	
Action – It was agreed to Close this item with no further discussion	Closed

10. INTERNAL MANAGEMENT

<p>a. <i>Training for Councillors – to agree to provide funding for Councillors to attend approved training</i> <i>It was agreed that the Council would fund Councillors attending suitable training.</i> <i>OALC provides training on Roles and Responsibilities, and Planning which would be beneficial to Councillors.</i></p>	
Action – Places on Roles & Responsibilities and Planning to be booked	Completed

<p>b. <i>Council response to Planning Applications – review of current process for Council response to Planning Applications, and agreement of new procedure to better manage these</i> <i>It was agreed that the bimonthly Council meetings do not allow the Council to properly respond to Planning Applications, as the time period to send comments to WODC is three weeks.</i> <i>It was agreed that the Council would have a two tier approach to responding to Planning Applications. The Council will send a response to WODC for every application.</i> <i>Email received by Clerk from WODC regarding Planning Application. Clerk to forward email to Councillors. Councillors to review application.</i></p> <ol style="list-style-type: none"> 1. <i>If “no comment”, Councillors to send this response to Clerk. Clerk to email “No comment from Spelsbury Parish Council” to WODC.</i> 2. <i>If Council wish to comment – Clerk to be contacted so that a Meeting Summons and agenda can be processed to schedule a meeting. Councillors to meet to discuss planning. Councillors to take minutes of meeting. Minutes of meeting to be forwarded to Clerk. Clerk to email comment to WODC.</i> <p><i>It was agreed to update the Standing Orders to give the “Planning Committee” permission to make planning comments on behalf of the Council.</i></p>	
Action – Standing Orders to be updated. Draft documents with Graham Beacham and Simeon Harvey for approval.	Completed

<p>c. Training – To discuss current training on offer and agree whether any are required by the Council. It was agreed previously in the meeting for a training allowance to be included in the 2017-17 budget. It was agreed that the Clerk and Councillors would put in a training request to the Council on a case by case basis. It was agreed that the Council would keep a training log, showing trainings which have been attended by the Clerk and Councillors.</p>	
Action – Clerk to create and maintain a training log	By – Parish Clerk

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

<p>a. <i>Local Council Administration</i> <i>Since the agenda had been published, the 10th edition of Local Council Administration has become available to purchase from OALC, costing £73.60 rather than £92.00. It was agreed to purchase a copy</i></p>	
Action – Clerk to purchase copy of Local Council Administration	Completed

<p>b. <i>Publication Scheme</i> <i>Since the agenda had been published, the OALC August update has highlighted the requirement on Parish Councils to have a Publication Scheme (ref Freedom of Information Act 2000). This needs to be created, and published on the Council website.</i></p>	
Action – Clerk to investigate requirements and start creating documentation required	Completed

<p>c. Phone box to be used to house defibrillator Following the email received by Councillors regarding the removal of the public telephone box in Spelsbury, a suggestion was made that the phone box could be used to house the defibrillator which is currently under discussion.</p>	
Action – Clerk to request the cost and process of the Council adopting the phone box near the Memorial Hall in Spelsbury	By – Parish Clerk

<p>d. The Council wished to remember Barbara Hafner who passed away peacefully on 23rd October aged 83.</p> <p>Barbara was a long-standing resident of Taston from the 1960s onwards, moving to her house “Thorbrook” to continue to work as the research assistant and office manager to Sir Richard Doll following his move to the University of Oxford. Richard Doll’s ground-breaking research into the links between mortality and smoking included publications with Barbara listed as a coauthor. The conclusions of the research are considered to have save the lives of countless numbers.</p> <p>Many of us will remember Barbara as a serious gardener, and the produce from her garden was often gifted to her grateful neighbours. Barbara had numerous pastimes, she was god-parent to many children, had been a Spelsbury Parish Council Clerk, and became a gifted and diligent ceramic artist following retirement. Her work continues to adorn Thorsbrook’s entrance. Barbara moved to Beaches Haven in Chipping Norton four years ago, and had continued to enjoy visits from her friends and neighbours. Barbara’s cremation was at Oxford Crematorium on Monday 7th November 2016.</p>	
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12. DATE OF NEXT MEETING

Next meeting – Monday 09 January 2017 at 7.30 pm at Spelsbury Memorial Hall
