

# Spelsbury Parish Council

MINUTES 20171107 DRAFT NOVEMBER 7, 2017 7.30 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Rick Leyland, Graham Beacham, Helen Datson, Simeon Harvey, Craig Richardson, Anne Ogilvie (Clerk), Neil Owens (WODC Cllr), no members of the public
<b>ABSENT</b>	None

## 1. APOLOGIES

None

## 2. MINUTES FROM LAST MEETING

05 September 2017, 20170905 – agreed true and accurate record, proposed by Simeon Harvey, signed by Rick Leyland

## 3. DECLARATION OF INTERESTS

No declarations in interests received

## 4. REPORTS FROM COUNCILLORS

### DISTRICT COUNCIL REPORT – Neil Owens

There has been an issue with Ubico regarding the poor level of service of the new refuse system, including a failure to deliver the new bins and incorrect collections, which has caused a large volume of complaints. Solutions have been put in place, and these problems should have been resolved now.

The unitary authority options have been put on hold.

Morning Speedwatch has been taking place in Chadlington.

A Councillor commented on the broadband option which is being offered to residents, as the installation and monthly costs could be very high. Neil requested the information be sent to him so he could investigate.

Cllr Owens left the meeting

## 5. MATTERS ARISING FROM LAST MEETING AND CLERK'S REPORT

### a. 201607048c – Verge maintenance

OCC is only planning on 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.

20170109 – Craig has received no official response to the issues raised to OCC. Craig to supply response from OCC representative on local forum regarding these issues to attach to minutes

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. - Ongoing

By – Craig Richardson,  
Rick Leyland

Action 20161107 – work to map issues to continue during the winter, and issues to be flagged as appropriate

By – Craig Richardson,  
Rick Leyland

### b. 201609059c – Defibrillator

Action 20170306 – To arrange training for the parish, after defibrillator has been installed

By – Rick Leyland

### c. 201609059d – Litter and waste by garages in Quickset Close

Action – Council to arrange removal of rubbish.

Completed

### d. 201701099b – Bench procurement update – To provide an update of the procurement of benches by the Council.

20170905 – benches have been ordered, no delivery date has been given

### e. 2017051610d – Dog waste bin in Taston – to discuss and agree to request one dog waste bin from WODC to be placed in Taston. It was agreed to contact WODC to discuss the feasibility and costs of purchasing a dog waste bin, and placing it at grid reference 359,222. Also to discuss collection arrangements

Cost and installation of waste bin from WODC is £216 + VAT, waste collection is £2.50 + VAT per collection.

It was queried whether installation includes pole which would be required. Clerk to obtain information and pass to Council.

If price was agreed, Council approved Clerk to place order

Action – WODC to be contacted to check that price would include pole

By – Clerk

Action – Council to be informed of WODC answer

By – Clerk

Action – Once approved by Council, order to be placed

By – Clerk

### f. 2017070410b – Storage of Council documentation – to set up a Working Party to undertake a risk assessment of the storage of Council documentation, and present findings and improvement suggestions back to Council

Action – Working Party to undertake risk assessment - ongoing

By – Working Party

### g. 201709059a – Spelsbury Playground – RoSPA report – to review the Play Area Safety Inspection Report undertaken on 25/07/17, and agree H&S actions required

Action – H&S actions in hand to be completed this autumn – ongoing

By – Councillors

h. 2017090511a – Resignation of Councillor – Council to recruit new councillor	
Action – Approved job advert to be published on website and noticeboard	By - Clerk
i. Clerk Report – The Clerk gave their report, which is appended to these minutes	
Action – Register of Interest – electronic version to be created by Clerk, to be issued to Council for completion, and uploaded onto website	By - Clerk

## 6. PLANNING UPDATE

17/03198/FUL – 3 no dormer windows on the western side of the roof, 1 no. new dormer window, a small window, and a conservation rooflight inserted on the eastern side of the roof – Dean Manor, Dean  
 17/03199/LBC – alterations to second floor accommodation, including dormer windows and internal alterations – Dean Manor  
 The Council had no comment to make on these applications

## 7. CORRESPONDENCE RECEIVED

- a. Emails received since last meeting have been forwarded to Councillors
- b. WODC letter – response to letter from Charlbury Town Council re Publica
- c. Zurich Municipal email – set up of Local Community Advisory Service
- d. WODC email – Rough sleepers audit  
Action – Clerk to respond
- e. Publica – introduction & FAQs
- f. Robert Courts letter – “Message in a bottle” scheme  
Action – Helen to publicise on website
- g. Citizens Advice West Oxfordshire letter – request for financial assistance  
Action – Clerk to enter on financial assistance request spreadsheet
- h. WODC letter – update on Publica
- i. Rachel Livingstone email – Rights of Way  
Action: Helen to find and circulate OCC definitive map to Council
- j. OALC – GDPR briefing

## 8A. PREVIOUS FINANCE

- a. 201709058a – Payments to be approved by Council  
201709058c – Payments to be approved by Council

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

- a. To approve current expenditure and instruct bank signatories to sign approved cheque payments

Cyan – benches (100731, 100732) - £799.98 – approved and instructed  
 TP Jones & Co LLP – payroll (100733) - £54.00 – approved and instructed  
 Cottsway – annual rent for playground (100734) - £50.00 – approved and instructed  
 Spelsbury Memorial Hall – hall hire Jan – Nov 2017 (100735) - £128.00 – approved and instructed  
 K Wakefield – grass cutting August to October (100737) - £140.00 – approved and instructed

Action – Payments to be recorded and sent	By – Parish Clerk
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- b. Update of current status of bank accounts  
 Precept has been received from WODC - £4,252.50  
 Accounting statement as of 04 November 2017 presented to Council  
 Current account balance including payments in 201711078Ba & c was £7494.68  
 Deposit account balance was £4786.17  
 Bank reconciliation and budget update to October 2017 has been emailed to Councillors

- c. To approve Council administration costs

Action – Council administration costs approved
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- d. Notification of close of audit

The audit of the annual return has been closed by BDO
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- e. To decide Council budget for financial year 2018/19  
 The budget for financial year 2018/19 was agreed.

Action – Finalised budget details to be sent out to Councillors	By – Parish Clerk
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- f. To decide precept amount to be requested for financial year 2018/19  
 The precept figure of £7,200 was agreed.

Action – Precept form from WODC to be completed when received	By – Parish Clerk
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## 9 BUSINESS ITEMS

a. Fixmystreet – to formulate a complaint to OCC regarding lack of action linked to “fixmystreet” entries It was agreed to contact Cllr Owens (WODC) and seek his assistance.	By – Craig Richardson
Action – Letter to be written to Cllr Owens to seek his assistance	
b. Neighbourhood Planning – to discuss the creation of a Neighbourhood Plan, to include housing needs It was agreed to set up a working party investigate Neighbourhood and Community Led Planning	By – Working Party
Action – Working Party (Helen Datson & Rick Leyland) to investigate Neighbourhood and Community Led Planning and report back to Council	
c. Repainting of “Give Way markings” in Spelsbury – to request OCC repaint the faint “Give Way markings” at the Almshouses junction in Spelsbury. It was agreed to request OCC repaint four sets of Give Way markings on the junctions around and opposite the Almshouses	By - Clerk
Action – OCC to be requested to repaint four sets of Give Way markings	
d. Rubbish around Quickset Close – to discuss actions available to Council in response to the build up of rubbish near the garages in Quickset Close, Spelsbury It was agreed that signage be put up to discourage the dumping of rubbish	By – Rick Leyland
Action – Signage to be put up at Quickset Close	

## 10. INTERNAL MANAGEMENT

a. Council Co-option Policy	
Co-option Policy adopted and signed	
b. Term of Office for Chairman Policy	
Term of Office for Chairman Policy adopted and signed	
c. Internal Checker job role	
Internal Checker job description agreed.	
d. Payroll contract with TP Jones - to sign Letter of Engagement with new payroll provider TP Jones, and to sign form 64-8 Letter of engagement and form 64-8 signed. To be returned to TP Jones	By - Clerk
Action – Signed letter of engagement and form 64-8 to be returned to TP Jones	
e. Local Council Award Scheme – to decide if Council wants to take part in the Local Council Award Scheme and if so, create Working Party. The Council decided that it did not want to participate in the scheme.	
f. Transparency Fund Application – to approve Transparency Fund application (previously sent to Councillors) It was agreed to approve the application. Application to be sent to OALC.	By - Clerk
Action – completed application to be sent to OALC	
g. GDPR – to appoint a Data Protection Officer It was agreed to appoint the Clerk as the Data Protection Officer for the Council.	

## 11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

An email was received from Cllr Craig Richardson indicating that he would be standing down from his role as Councillor after the March 2018 meeting.  
Spelsbury Memorial Hall is holding a community fundraiser, Pub & Chilli, on 09 December.

## 12. DATE OF NEXT MEETING

Next meeting – Tuesday 09 January 2018 at 7.30 pm at Spelsbury Memorial Hall

**Clerk Report** 07 November 2017  
Period: From 06 September 2017

1. Annual Return received from BDO and report read
2. Payments approved at meeting recorded and sent
3. Bank accounts updated
4. Draft budget created and sent to Councillors in preparation for November meeting
5. Taston dog waste bin – info received - £216+VAT per bin, £2.50+VAT per emptying
6. Draft Co-option Policy created and sent to Councillors for approval
7. Draft Councillor job description created and sent to Councillors for approval
8. Draft Councillor vacancy advert created and sent to Councillors for approval
9. Draft Term of Office of Chairman Policy created and sent to Councillors for approval
10. Draft Internal Checker role and checklist created and sent to Councillors for approval

11. Draft Councillor Year Planner created and sent to Councillors for comment
12. Draft Clerk Year Planner created
13. Transparency Fund application completed and sent to Councillors for approval
14. Produced and circulated notes regarding the Local Council Award Scheme
15. Investigated the Act of Parliament to be quoted with reference to expenditure decisions
16. Researched CLPS and Neighbourhood Plans
17. Started update of Council Rols
18. Read GDPR briefing from OALC and started formulating actions required by Council

#### Next Actions

1. Facebook page to be improved
2. Complete Pension Staging requirements with Chairman
3. Investigate recording rules for meetings
4. Undertake risk assessment of storage of Council documentation and present findings and improvement suggestions back to Council (working party)
5. Review the role of the internal auditor in light of changes in external audit procedure and report to Council
6. Create induction pack for new Councillors
7. Review the Transparency Act and ensure Council is fully compliant
8. Create map of Council assets
9. Create map of Parish
10. Finalise budget in preparation of precept
11. Send precept to WODC by beginning of January 2018
12. Create GDPR action plan
13. Start recruitment process for replacement Councillor