

Spelsbury Parish Council

MINUTES 20180109 DRAFT JANUARY 9, 2018 7.30 PM SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Helen Datson, Craig Richardson, Anne Ogilvie (Clerk), Neil Owen (WODC Cllr), 1 member of the public
ABSENT	Graham Beacham, Simeon Harvey

1. APOLOGIES

Graham Beacham, Simeon Harvey,

2. MINUTES FROM LAST MEETING

07 November 2017, 20171107 – agreed true and accurate record, proposed by Helen Datson, signed by Rick Leyland

3. DECLARATION OF INTERESTS

No declarations of interests received

4. REPORTS FROM COUNCILLORS

DISTRICT COUNCIL REPORT – Neil Owen

Regarding the query regarding mowing the verges, Neil has contacted Paul Wilson and is awaiting a reply. There is a cabinet meeting tomorrow, and a full meeting of the Council next week. The budget process has started. There is a proposal to look at decking carpark at Woolgate in Witney. The Council will be considering a request from GWR to improve Hanborough Station. The Council will be considering improving an artificial sports pitch in Witney. There is a debate regarding adopting a policy on helium balloon and sky lantern usage. The Local Plan is probably going to be published in the next couple of months.

Neil responded to a comment regarding rubbish not being collected at Cote Lane in Taston. Neil will discuss the matter with the relevant Cabinet member.

Neil was informed of the poor quality of the roads, quantity of potholes, and state of road markings. He was informed that “jobs” are being cleared from “Fixmystreet” but repair work is not being completed.

Cllr Owen left the meeting

COUNTY COUNCIL REPORT – Liz Leffman

Liz Leffman sent her apologies for her absence but provided a report which was read at the meeting.

Budget – As a member of the Performance Scrutiny Committee, I have been involved in the budget process recently. The budget will be discussed in Cabinet and then in full Council in February. In past years the capital budget has been done on a year-by-year basis, but this year we are looking at a 10 year rolling budget, which allows us to look ahead and make longer term decisions. This will be helpful especially where Highways is concerned, as it allows for forward planning of road maintenance. The intention is for Locality Groups to have a far greater input on road maintenance in future. This should help rural areas, as councilors will be in a stronger position to lobby for roads and verges that are too often ignored. The good news is that there are no further cuts scheduled to the Highways budget. That being said, given that there is no increase either, the best we can hope for is that really bad rural roads get more of a look-in than at present. One somewhat controversial proposal is that people accessing social care in rural areas may have to pay more to cover the extra cost of providing care in the home. The Liberal Democrats will be looking carefully at this and other proposals of this kind to ensure that residents in rural areas are not treated any less fairly than residents in urban areas.

Recycling – Again, in my capacity as a member of the Performance Scrutiny Committee, I have agreed to take on a review of recycling across the County. This is because recycling rates have been falling countywide. I will be working with officers to look at the reasons for the shortfall, and how the County can work with the District and City Councils to improve recycling rates. In particular, I will be looking at whether the closure of recycling centres and the introduction of charging has impacted negatively on recycling.

Bus Services – As you may be aware, I have been able to use my portion of the Communities Fund to support the introduction of a new bus service for the Wychwoods. In addition, the Liberal Democrat group recently put forward a motion advocating an integrated approach to bus services across the County and a cross-party group has been set up to look into this, of which I am a member. The group was due to meet before Christmas but thanks to the bad weather this had to be postponed. The remit of the group is to look at how the County can support a variety of models that can between them provide transport links to hubs that will connect to the larger towns and to Oxford.

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.	Closed
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Action – Craig Richardson to continue to map verge and road maintenance issues in the parish.	Closed
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Action 20161107 – work to map issues to continue during the winter, and issues to be flagged as appropriate	Closed
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b. 201609059c – Defibrillator

Action 20170306 – To arrange training for the parish, after defibrillator has been installed The defibrillator is being registered with the Ambulance Service, prior to its installation. The Ambulance Service has offered training – Rick Leyland is liaising.	By – Rick Leyland
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c. 201701099b – Bench procurement update – To provide an update of the procurement of benches by the Council.	
Benches have been delivered	
d. 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 Action – Council to be informed of WODC answer Action – Once approved by Council, order to be placed	Completed Completed Completed
e. 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 Meeting arranged for 19 January	By – Working Party
f. 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
g. 2017090511a – Resignation of Councillor – Council to recruit new councillor	
Action – Approved job advert to be published on website and noticeboard	Completed
h. Register of Interests	
Action – Register of Interests – electronic version to be created by Clerk, to be issued to Council for completion, and uploaded onto website	Completed
i. Fixmystreet – to formulate a complaint to OCC regarding lack of action linked to “Fixmystreet” entries. It was agreed to contact Cllr Owen (WODC) and seek his assistance	
Action – Letter to be written to Cllr Owen to seek his assistance Letter has been written, also letter has been written to Councillor Leffman, awaiting response.	
j. GDPR – to appoint a Data Protection Officer It was agreed to appoint the Clerk as the Data Protection Officer for the Council Since the meeting the Council have been informed that the Clerk cannot hold the position of Data Protection Officer. The Council have been informed that the DPO has to be an externally held position. The Council is waiting on an update from OALC before proceeding further	
	Closed
k. Clerk Report – The Clerk gave their report, which is appended to these minutes	
6. PLANNING UPDATE	
a. Planning ref R3.0107/17 – Planning application by OCC for planning permission for the Application to continue the development permitted by R3.0134/13 (for the extension time for restoration of waste recycling centre) without complying with condition 5, to extend the period for restoration until 30/09/2019 and amend the restoration and afteruse from agricultural use to nature conservation at Dean Pit Former Household Waste Recycling Centre The Council had no comment to make on this application.	
b. RAF Brize Norton Consultation for Airspace Change Proposal The Council had no comment to make on this application.	
c. London Oxford Airport Consultation for Airspace Change Proposal The Council had no comment to make on this application.	
7. CORRESPONDENCE RECEIVED	
a. Emails received since last meeting have been forwarded to Councillors b. OALC email – Transparency Code grant has been awarded - £219.00 c. Oxfordshire Association for the Blind letter – donation request – has been recorded by Clerk d. WODC letter – Supply of Full Register of Electors 2018 to Council e. OCC email – Oxfordshire Minerals & Waste Local Plan – consultation & site nomination call	
8A. PREVIOUS FINANCE	
a. 201711078Ba – Payments to be approved by Council 201711078Bc – Payments to be approved by Council	
Action – Payments to be recorded and sent	Completed

8B. FINANCE

a. To approve current expenditure and instruct bank signatories to sign approved cheque payments Borsuk Software Engineering Ltd (100740) - £96.00 – annual website hosting 01/11/17 – 31/10/18 – approved & instructed TP Jones & Co LLP (100741) - £54.00 – payroll October – December 2017 – approved & instructed	
Action – Payments to be recorded and sent	By – Parish Clerk
b. To approve Council administration costs	
Action – Council administration costs approved	
c. Update of current status of bank accounts Accounting statement as of 08 January 2018 presented to Council Current account balance including payments in 201801098B1a & b was £6946.05 Deposit account balance was £4787.01 Bank reconciliation and budget update to December 2017 has been emailed to Councillors	
d. 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	Completed
e. 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	Completed

9. BUSINESS ITEMS

a. 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	
Action – Working Party (Helen Datson & Rick Leyland) to investigate Neighbourhood and Community Led Planning and report back to Council The meeting has not been held yet. The working party will report back to the Council in due course.	Closed
b. 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	
Action – OCC to be requested to repaint four sets of Give Way markings	Completed
c. 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	
Action – Signage to be put up at Quickset Close It was decided that it was not necessary to put up signage. Access has been prevented to the area which was being used to dump rubbish	Closed

10. INTERNAL MANAGEMENT

a. 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	
Action – Signed letter of engagement and form 64-8 to be returned to TP Jones	Completed
b. 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.	
Action – completed application to be sent to OALC Grant has been obtained	Closed
c. Data Protection Policy – to adopt the Data Protection Policy It was agreed to adopt the Data Protection Policy	
d. GDPR update from Clerk The Clerk will receive GDPR training from OALC in February. The Clerk will investigate mailbox options	
Action – Clerk to investigate mailbox options	By – Parish Clerk

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

A member of the public was concerned about the size of the proposed development in Enstone, and about the increase in traffic this would create.

12. DATE OF NEXT MEETING

Next meeting – Tuesday 06 March 2018 at 7.30 pm at Spelsbury Memorial Hall

Meeting Closed at 8.50 pm

Clerk Report: 08 January 2018
Period: From 08 November 2017

1. Payments approved at meeting recorded and sent
2. Bank accounts updated
3. Draft budget created and sent to Councillors in preparation for January meeting
4. Draft Data Protection Policy created and sent to Councillors for approval
5. Created electronic format for Rol
6. Created electronic format for Rol guidance notes
7. Created GDPR action plan
8. Started working through GDPR action plan
9. Finalised budget for 2018
10. Sent 2018 precept to WODC
11. Started recruitment process for replacement Councillor
12. Transparency Fund application sent to OALC – award agreed by NALC
13. Staff performance appraisal held
14. Photographed road markings around the Almshouses
15. Emailed Highways, OCC to request repainting of road markings around Almshouses
16. Started creating induction pack for new Councillors
17. Placed order for dog waste bin in Taston with WODC
18. Created purchase order template
19. Arranged meeting for Documentation Working Party

Next Actions

1. Facebook page to be improved
2. Check Chairman has completed Pension Staging requirements
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 procedures and report to Council
6. Continue to 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. VAT refund