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| Minutes 20210706 DRAFT | July 6, 2021 | 7.30 pm | SPELSBURY MEMORIAL HALL |

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| Attendees | Simeon Harvey (Chairman), Rick Leyland, Jack Blackwell, Hugo Pickering, Graham Beacham (from item 4), Cllr Liz Leffman (OCC), Cllr Dean Temple (WODC) Anne Ogilvie (Clerk) No members of public |
| aBSENT | Hugh Datson |

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1. The Chairman welcomed everybody to the meeting.
2. **To receive apologies for absence**  
   Cllr Hugh Datson
3. **To approve and sign the minutes of the meeting on 18 May 2021**  
   The minutes of the meeting on 18 May 2021 were approved by the Council and signed by the Chairman.  
     
   Cllr Beacham entered the meeting.
4. **To receive declarations of interest from Members**  
   Nil
5. **Public participation**

Nil

1. **Reports from County and District Councillors  
   WODC Report – Cllr Dean Temple**Cllr Temple advised that he was available to assist via his email or by phone.  
   **OCC Report – Cllr Leffman**  
   Cllr Leffman has contacted James Wright regarding the indistinct and missing road markings in Spelsbury, but has been advised that no works have been allocated for Spelsbury this summer. A note has been made that these works are required, so Spelsbury can be included in the next allocation.  
   Budget – Cllr Leffman advised that the new council is working with the inherited budget. Some amendments will be made in September.  
   OCC have a budget to reduce speed limits to 20MPH in villages. When the process has been started funds can be requested for consultations, but there may not be funds available to assist with the costs of new signage.  
   The Councillor Priority Fund is £7.5k this year, and Cllr Leffman is happy to receive applications.
2. **To receive and comment on Clerk’s report**

The Clerk’s report was received.  
The Council requested the Clerk to find out if the new dog bin in Spelsbury can be moved.

1. **Planning**
2. **To consider response to proposed update to Oxfordshire County Council’s Local List of Information and Requirements for validation of planning and related applications**The council had no comment.
3. **Any planning applications received before date of meeting**Nil
4. **Update of previous planning applications**  
   21/00531/FUL – Construction of detached security lodge together with associated works – Dean Mill, Dean – Under consideration  
   21/00532/LBC – Provision of security lodge at Dean Mill – Dean Mill, Dean – Under consideration  
   21/01009/HHD – Alteration to internal layout of house, formation of new external openings, removal of chimney stack and replacement windows – Tooleys, Charlbury Road, Spelsbury – Under consideration  
   21/01010/LBC – Alteration to internal layout of house, formation of new external openings, removal of chimney stack and replacement windows – Tooleys, Charlbury Road, Spelsbury – Under consideration  
   21/01781/HHD – Alteration to existing entrance, construction of driveway and garage – Wigwell House, Spelsbury – Under consideration  
     
     
   **Business items**
5. **To consider and approve Terms of Reference for the Parish Plan working group**It was **resolved** to approve the Terms of Reference for the Parish Plan working group.
6. **To consider and approve Terms of Reference for the Climate Action working group**It was **resolved** to approve the Terms of Reference for the Climate Action working group.
7. **To receive Climate Emergency community activities report from Cllr Pickering and agree actions**The council received the report from Cllr Pickering  
   It was **resolved** to approve that the demand assessment be started, and a questionnaire be created for approval by council.
8. **To receive Parish Plan working group report and agree actions**The council received the report from Cllr Harvey.  
   It was **resolved** to undertake a demand assessment. A draft questionnaire was circulated to council to be approved. Cllr Harvey agreed to manage the printing of the approved questionnaire. The questionnaire will be distributed to parish residents.
9. **To receive report on email options for councillors from Cllr Pickering and agree actions**The council received the report from Cllr Pickering.  
   It was **resolved** that Cllr Pickering would look at further options and report back to council at the next meeting.
10. **To review and approve the Disciplinary and Grievance Policy**It was **resolved** to approve the Disciplinary and Grievance Policy.
11. **To review and approve the Health and Safety Policy**It was **resolved** to approve the Health and Safety Policy.
12. **To review and approve the Sickness and Absence Policy**It was **resolved** to approve the Sickness and Absence Policy.
13. **To review and approve the Risk Assessment**It was **resolved** to approve the Risk Assessment.
14. **To review and approve the Virtual Meeting Procedure**It was **resolved** to approve the Virtual Meeting Procedure.
15. **Finance**
16. **To ratify expenditure since last meeting**  
    It was **resolved** to ratify the following expenditureCAS Ltd Annual insurance £2256.10 chq 100890  
    Clerk salary – May 2021  
    Clerk salary – June 2021  
    HMRC tax/NI – May 2021  
    HMRC tax.NI – June 2021
17. **To approve current expenditure**It was **resolved** to approve the following expenditureSpelsbury Memorial Hall Hall hire May 2021 £16.00 chq 100892  
    Ubico Ltd Dog bin installation £286.42 chq 100893  
    Ubico Ltd Spelsbury dog bin emptying £167.18 chq 100894  
    SLCC Part Clerk membership fee £28.20 chq 100895  
    Anne Ogilvie Administration expenses £27.47 chq 100896  
    Microsoft Microsoft 365 £113.76 chq 100897  
    Leyson Farming Playground mowing etc £138.00 chq 100898  
    TP Jones & Co LLP Payroll April – June £54.00 chq 100900

**c. To instruct bank signatories to sign approved cheque payments**  
It was **resolved** to approve bank signatories to sign approved cheque payments.

**d. To note monies received**Barclays Gross interest £0.12

**e. Update of current status to bank accounts**Barclays current account as of 25 June 2021- £14,453.56  
Barlcays savings account as of 25 June 2021 - £4,810.15  
Unity Trust current account as of 25 June 2021 - £500.00

**f. To approve current year budget update –**It was **resolved** to approve the budget update to 30 June 2021.  
It was noted that half the receipts for the year have been received and that total expenditure was currently on or under budget.

**g.** **To approve bank reconciliation**It was **resolved** to approve the bank reconciliations to 27 May 2021 and 25 June 2021.

**h. To approve the finance update**It was **resolved** to approve the finance update to 30 June 2021.  
Receipts to 30 June 2021 - £4,201.80  
Payments to 30 June 2021 - £1,048.60  
Balance at 30 June 2021 - £19,379.21  
It was **resolved** to create a Standing Order for the Clerk’s salary.  
It was **resolved** to create a Direct Debit for the ICO payment.  
It was **resolved** to request the second half of the precept from WODC be transferred to the Unity current account.  
It was **resolved** to apply for a Corporate Multipay Card for the Clerk to use, Cllr Harvey to be the second programme admininstrator.  
It was **resolved** to add Cllr Pickering as an extra signatory on the Unity current account.

1. **Items for information only, and for next agenda**
2. Clerk will be taking annual leave from 26 to 30 July.
3. WODC new litter bin placement and renewal programme – Clerk to ascertain if bin on A44 is still in place.
4. Temporary road closure and “no waiting” restriction, B4022 Sturt Road, Charlbury – 06-10 August, 5am – 7am, 9.30am – 3.30pm, and 6pm-8pm.
5. **To receive requests for items for the next agenda, and to note that items and background papers for the next agenda must be received by the Clerk at least one week before the next meeting**Website accessibility update  
   Parish Plan update
6. **Next meeting – to note date, time and venue of next meeting**Tuesday 07 September 2021 at 7.30 pm, at Spelsbury Memorial Hall

**The meeting was closed at 8.36 pm**