|  |  |  |  |
| --- | --- | --- | --- |
| Minutes 20211102 | November 2, 2021 | 7.31 pm | SPELSBURY MEMORIAL HALL |

|  |  |
| --- | --- |
| Attendees | Simeon Harvey, Jack Blackwell, Hugh Datson, Rick Leyland Cllr Liz Leffman (OCC) (from item 9i) Anne Ogilvie (Clerk) No members of public |
| aBSENT | Graham Beacham, Hugo Pickering |

## 

1. **Welcome by the Chairman**Cllr Harvey welcomed everyone to the meeting, and thanked Cllr Leyland for chairing the previous meeting.
2. **To receive apologies for absence**  
   Cllr Hugo Pickering
3. **To approve and sign the minutes of the meeting on 07 September 2021**  
   The minutes of the meeting on 07 September 2021 were approved by the Council and signed by the Chairman.
4. **To receive declarations of interest from Members**  
   Nil.
5. **Public participation – to allow members of the public/press to comment on any item on the agenda, bring any matter to the attention of the Council, or request the inclusion of an item on a future agenda. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person**

Nil

1. **Reports from County and District Councillors  
   WODC Report – Cllr Dean Temple**No report received.  
   **OCC Report – Cllr Leffman**Cllr Leffman provided her report when she entered the meeting at item 9i.  
   Cllr Leffman advised the council for the procedure for applying for a 20mph zone in the parish. She advised that the council would be responsible for funding the repeater signs required.   
   She noted that she would be looking at the drains in Church Lane with an OCC engineer this week.
2. **To receive and comment on Clerk’s report**

The Clerk’s report was received and noted.  
There were no comments.

1. **Planning**
2. **Any planning applications received before date of meeting**Nil
3. **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  
21/02351/HHD – Internal and external alterations, including new single storey orangery and associated works – Dean Manor, Dean – Under consideration  
21/02352/LBC – Internal and external alterations, including new single storey orangery and associated works – Dean Manor, Dean – Under consideration  
21/02890/HHD – Proposed extension to existing cottage, and replacement garage building – Thorsbrook, Taston, Chipping – Withdrawn – 11 October 2021  
21/02999/HHD – Erection of a studio and garage – Coldron Mill, Curch Lane, Spelsbury – Approved – 20 October 2021  
21/02989/HHD – Erection of agricultural style pool building, walled garden, apple store, greenhouse, folly and shepherds hut – Ditchley Park Farm, Ditchley Park, Enstone – Under consideration  
21/03245/HHD – Erection of a single storey rear extension and a detached garage with office and roof space – Springhill Lodge, Spelsbury – Under consideration

1. **Business items**
2. **To review works recommended by annual play inspection and agree actions**The annual playground inspection report recommendations were noted.  
   It was **resolved** that Cllr Leyland would undertake the repairs to the gates and remove the uneven surface under the seesaw.
3. **To consider draft Action Plan for 2022-23 and agree actions**It was **resolved** that the Working Groups would send their actions to the Clerk for inclusion in the Action Plan.  
   It was **resolved** to approve the Action Plan for 2022-23.
4. **To consider moving items 9h and 9i on the agenda to precede item 9c on the agenda**It was **resolved** to move items 9h and 9i on the agenda to precede item 9c on the agenda.
5. **To consider applying for Spelsbury, Taston and Dean to become 20mph zones using OCC’s scheme**It was **resolved** to apply for Spelsbury, Taston and Dean to become 20mph zones using OCC’s scheme.
6. **To agree to request OCC Councillor approval for 20mph zones for Spelsbury, Taston and Dean as required by OCC**It was **resolved** to request OCC approval for 20mph zones for Spelsbury, Taston and Dean, as required by OCC.  
     
   Cllr Leffmen entered the meeting.
7. **To consider draft budget for 2022-23 and agree actions**The draft budget for 2022-23 was received and noted.  
   It was **resolved** to set general expenditure for 2022-23 at £11201, plus £65 election expenses.  
   It was **resolved** to use £3433 of general reserves to fund the 2022-23 expenditure.
8. **To consider and approve the precept for 2022-23**It was **resolved** to set a precept of £7833 for 2022-23.
9. **To consider response to National Highways and Transport public satisfaction survey – comment by February 2022 (deferred from meeting on 07 September 2021)**It was **resolved** to delegate authority to the Clerk to respond to the survey on behalf of the council.
10. **To receive update of Climate Emergency community activities report and agree actions**No update received.
11. **To receive update of Parish Plan working group and agree actions**It was reported that a draft questionnaire has been created. This will be amended and forwarded to council. It was suggested that the questionnaire could be publicised on the website and in the Parish Magazine.  
      
    Cllr Leffman left the meeting.
12. **To review and approve the Data Protection Policy**It was **resolved** to approve the Data Protection Policy.
13. **To review and approve the Privacy Policy**It was **resolved** to approve the Privacy Policy.
14. **To review and approve the General Privacy Notice**It was **resolved** to approve the General Privacy Notice.
15. **To review and approve the Privacy Notice for staff, councillors and role holders**It was **resolved** to approve the Privacy Notice for staff, councillors and role holders.
16. **Finance**
17. **To ratify expenditure since last meeting**  
    Nil
18. **To approve current expenditure**It was **resolved** to approve the following expenditureUbico Bin emptying £213.13 Bank transfer  
    RPM Ltd Playground equipment £6400.40 chq 100910  
    RPM Ltd Playground equipment £7296.00 chq 100910 .and bank transfer  
    SLCC National conference (1/3 £39.60 bank transfer  
    TP Jones & Co Ltd Payroll July-September £54.00 bank transfer  
    Cottsway Annual rent 2020-21 £50.00 chq 100911  
    Cottsway Annual rent 2021-22 £50.00 chq 100911  
    Spelsbury Memorial & Fountain Hall hire £32.00 bank transfer  
    Charlbury Garden Company Mowing £57.50 bank transfer  
    Anne Ogilvie Expense reimbursement £21.64 bank transfer  
    Anne Ogilvie September 2021 bank transfer  
    HMRC P6 PAYE/NI bank transfer  
    Anne Ogilvie October salary bank transfer  
    HMRC P7 PAYE/NI bank transfer

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

**d. To note monies received**WODC 2nd half of precept £3616.50  
Barclays Gross interest £0.12  
OCC Councillor Priority Fund £2500.00

**e. Update of current status of bank accounts**Barclays current account as of 27 October 2021- £12,377.48  
Barclays savings account as of 27 September 2021 - £4,810.27  
Unity Trust current account as of 30 September 2021 - £4,380.50

**f. To approve current year budget update –**It was **resolved** to approve the budget update to 31 October 2021.  
It was noted that the total precept has been received, and that expenditure lines were currently on or under budget.  
It was noted that 35% of the budget had been spent.

**g.** **To approve bank reconciliation**It was **resolved** to approve the following bank reconciliations  
Barclays current account to 27 September 2021 and 27 October 2021.  
Barclays saving account to 27 September 2021.  
Unity Trust current account to 30 September 2021.

**h. To approve the finance update**It was **resolved** to approve the finance update to 28 October 2021.  
Receipts to 28 October 2021 - £10,618.42  
Payments to 28 October 2021 - £3,335.46  
Balance at 28 October 2021 - £23,508.97

1. **Items for information only, and for next agenda**
2. To note request from resident that the Parish Council installs speed indication devices in Spelsbury. The request was noted. The Clerk was asked to obtain quotations, and an allowance has been included in the 2022-23 budget.
3. The Clerk was asked to chase WODC to move the Spelsbury dog waste bin.
4. **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**No requests were received for items for the next agenda.  
   It was noted that items and background papers for the next agenda must be received by the Clerk at least one week before the the next meeting.
5. **Next meeting – to note date, time and venue of next meeting**Tuesday 11 January 2022 at 7.30 pm, at Spelsbury Memorial Hall

**The meeting was closed at 8.55 pm**