

Spelsbury Parish Council

MINUTES 20220111

JANUARY 11, 2022

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Simeon Harvey, Jack Blackwell, Graham Beacham, Hugh Datson, Rick Leyland, Hugo Pickering Cllr Liz Leffman (OCC) (from item 12) Anne Ogilvie (Clerk) No members of public
ABSENT	Nil

1. Welcome by the Chairman

Cllr Harvey welcomed everyone to the meeting.

2. To receive apologies for absence

Nil

3. To approve and sign the minutes of the meeting on 02 November 2021

The minutes of the meeting on 02 November 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

6. 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 12.

- OCC are undertaking a consultation on SEN and Disabilities, to look at new strategies.

- The Local Transport and Connectivity Plan consultation is now live for comments.

- OCC are reviewing their Libraries and Heritage strategy.

- The Burford bridge weight restriction has been temporarily suspended. It has been decided that a countywide strategy is required for HGVs.

- The Youth Service is being reintroduced.

- A meeting was held with Thames Water regarding flooding and sewage. Parish councils will be invited to help map the problem areas.

7. To receive and comment on Clerk's report

The Clerk's report was received and noted.

8. Planning

a. Any planning applications received before date of meeting

Nil

b. Update of previous planning applications

21/00531/FUL – Construction of detached security lodge together with associated works – 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 – Approved – 15 December 2021

21/02351/HHD – Internal and external alterations, including new single storey orangery and associated works – Dean Manor, Dean – Approved – 26 November 2021

21/02352/LBC – Internal and external alterations, including new single storey orangery and associated works – Dean Manor, Dean – Approved – 26 November 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 – Approved – 03 December 2021

21/03245/HHD – Erection of a single storey rear extension and a detached garage with office and roof space – Springhill Lodge, Spelsbury – Approved - 24 November 2021

21/03563/HHD – Install a greenhouse into the garden – Dean Manor, Dean – Approved – 14 December 2021

Signed

(Chairman)

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21/03313/FUL – Installation of two wall mounted electric car charging points into courtyard – The Mansion, Ditchley Park, Ditchley – Approved - 20 December 2021
 21/03314/LBC – Alteration to install two wall mounted electric car charging points to courtyard – The Mansion, Ditchley Park, Ditchley – Approved – 20 December 2021
 21/03838/HHD – Erection of a two storey side extension and construction of a replacement detached garage with home office above – Under consideration

9. Business items

a. To receive update of Climate Emergency community activities report and agree actions

Cllr Pickering provided an update to the meeting. A spreadsheet of activities has been created. It is proposed to undertake two surveys:

- EV charging and E-bike
- Journeys.

Cllr Pickering will make and distribute posters.

b. To receive update of Parish Plan working group and agree actions

It was reported that the survey has been amended and councillor approval was sought. When council has approved the survey it will be advertised in the Parish Newsletter and on the website.

c. To consider undertaking activities for the Queen's Platinum Jubilee

It was **resolved** that Cllr Leyland would represent the council in meetings with other local groups organizing activities.

d. To review and approve the Grants and Donations Policy

It was **resolved** to approve the Grants and Donations Policy.

e. To review and approve the Business Continuity Policy

It was **resolved** to approve the Business Continuity Policy.

f. To review and approve the Community Engagement Policy

It was **resolved** to approve the Community Engagement Policy.

g. To review and approve the Term of Office of Chairman Policy

It was **resolved** to approve the Term of Office of Chairman Policy.

h. To consider Clerk training request

It was **resolved** to approve the Clerk training request:

- to attend the NALC Legal Update training
- to attend the SLCC Practitioner Conference.

10. Finance

a. To ratify expenditure since last meeting

Anne Ogilvie	November 2021 salary	SO
HMRC	P8 PAYE/NI	chq 100912
Anne Ogilvie	December 2021 salary	SO
HMRC	P9 PAYE/NI	chq 100912
Unity Bank	Service charge	£18.00 bank transfer

b. To approve current expenditure

It was **resolved** to approve the following expenditure

TP Jones & Co Ltd	Payroll Oct - Dec	£54.00	Bank transfer
Borsuk Software Eng Ltd	Website & mailboxes (part)	£18.00	Bank transfer
Spelsbury Memorial & Fountain	Hall hire	£16.00	Bank transfer
Hugopickering.com	Domain and mailboxes	£96.00	Bank transfer
SLCC	Practitioner conference (part)	£30.00	Bank transfer
Anne Ogilvie	Expense reimbursement	£22.26	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

Barclays	Gross interest	£0.12
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e. To receive update of current status of bank accounts

Barclays current account as of 24 December 2021- £317.48
 Barclays savings account as of 24 December 2021 - £4,810.39
 Unity Trust current account as of 31 December 2021 - £3,752.87

f. To approve current year budget update –

It was **resolved** to approve the budget update to 31 December 2021.

It was noted that expenditure lines were currently on or under budget. The website expenditure line will be overbudget by year end, as previous year invoice was paid in current year.

It was noted that there is no expenditure line for email mailboxes, so funds to cover this will be drawn from general reserves.

Signed

(Chairman)

Date

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It was noted that 45% of the budget has been spent.

A virement report will be produced for approval at the next council meeting.

g. To approve bank reconciliation

It was **resolved** to approve the following bank reconciliations

Barclays current account to 26 November 2021 and 24 December 2021.

Barclays saving account to 24 December 2021.

Unity Trust current account to 31 October 2021, 30 November 2021 and 31 December 2021.

h. To approve the finance update

It was **resolved** to approve the finance update to 31 December 2021.

Receipts to 31 December 2021 - £10,618.54

Payments to 31 December 2021 - £18,067.01

Balance at 31 December 2021 - £8,777.54.

11. Items for information only, and for next agenda

- a.** The Clerk was asked to chase WODC again to move the Spelsbury dog waste bin.

12. 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

- Litter picking day

It was noted that items and background papers for the next agenda must be received by the Clerk at least one week before the next meeting.

13. Next meeting – to note date, time and venue of next meeting

Tuesday 01 March 2022 at 7.30 pm, at Spelsbury Memorial Hall

The meeting was closed at 8.25 pm

Signed

(Chairman)

Date

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