

Spelsbury Parish Council

MINUTES 20220301

MARCH 1, 2022

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Graham Beacham, Hugh Datson, Rick Leyland Cllr Dean Temple (WODC) Anne Ogilvie (Clerk) One member of public
ABSENT	Jack Blackwell, Hugo Pickering

The meeting was opened by the Vice-Chairman, Cllr Leyland.

1. To elect a Chairman

The following nomination was made – Rick Leyland: proposer – Hugh Datson, seconder – Graham Beacham. He was voted in by a show of hands.

It was **resolved** to appoint Rick Leyland as the Chairman.

2. Welcome by the Chairman

The Chairman welcomed everyone to the meeting, and thanked the out-going Chairman, Sim Harvey, for his work on the council.

3. To receive apologies for absence

Cllr Blackwell, Cllr Pickering, OCC Cllr Leffman

4. To approve and sign the minutes of the meeting on 11 January 2022

It was **resolved** to approve the minutes of the meeting on 11 January 2022. The minutes were signed by the Chairman.

5. To noted that a councillor vacancy has arisen and receive an update of the vacancy process from the Clerk

It was noted that a councillor vacancy has arisen following the resignation of Cllr Harvey.

The Clerk reported that the opportunity for electors to call for an election closed on 28 February.

The Monitoring Officer has not informed the Clerk that there have been ten requests for an election, so the Council's co-option process will be started.

6. To receive declarations of interest from Members regarding items on the agenda

Cllr Leyland regarding item 11i.

7. 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

8. Reports from County and District Councillors

WODC Report – Cllr Dean Temple

Cllr Temple noted that:

- the new budget for WODC has been passed. There will be slight council tax increase.

- the planning application for changing the lambing shed at Diddly Squat Farmshop to a café/restaurant has been refused. He also noted that the traffic from the visitors will need to be managed in the future.

OCC Report – Cllr Leffman

No report received.

9. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

The Clerk was asked to arrange a site visit from OCC to agree locations for the speed indication device.

10. Planning

a. 22/00325/FUL – Upgrade to existing vehicular access from unnamed road to Salt Way Barn – Saltway Barn Hill Farm, Taston

It was **resolved** to object to this application.

The Council was concerned that this would be a change of use from agriculture to provide a permanent access route, that this would be an unnecessary intrusion beside a historic route, and that the development would not be appropriate for the area.

Signed

(Chairman)

Date

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b. Any planning applications received before date of meeting

22/00479/HHD – To change the greenhouse from a free standing one to a lean to. Erect Cotswold stone walls for the lean to greenhouse and small potting sheds on to the back of the wall – Dean Manor, Dean
The Council had no comment on this application.

c. Update of previous planning applications

21/00531/FUL – Construction of detached security lodge together with associated works – Dean Mill, Dean – Approved – 24 January 2022
21/03838/HHD – Erection of a two storey side extension and construction of a replacement detached garage with home office above – Thorston Cottage, Taston – Approved - 19 January 2022
21/04044/S73 – Variation of conditions 2 and 3 of planning permission 20/03515/HHD to allow changes to design and materials – Wigwell House, Spelsbury – Approved - 11 February 2022
22/00150/HHD – Proposed basement - Dean Manor, Dean – Under consideration
22/00151/LBC – Proposed basement - Dean Manor, Dean – Under consideration
22/00215/FUL – Erection of a greenhouse - Cottage Farm, Taston – Under consideration

11. Business items

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

It was **resolved** to defer this item to the next meeting.

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

It was **resolved** to defer this item to the next meeting.

c. To receive an update from Cllr Leyland regarding Platinum Jubilee Celebrations

Cllr Leyland gave an update to the Council. He is working with representatives of other local organisations. It has been proposed to hold a street party on Sunday 05 June.

d. To consider organising a Litter Picking Day

It was reported that a member of the public is prepared to organise a Litter Picking Day, and has requested Parish Council support to publicise the event.

The Council **resolved** to help publicise the event when they have been informed of the date and details.

e. To consider representatives for the Town and Parish Forum on 17 March 2022

No member of the council is available to attend this event.

f. To consider quotations for Speed Indication Devices and agree actions

It was **resolved** to purchase one Evolis Radar Speed Sign from Elan City, cost £2112.09.

The Clerk noted that this will increase the council's insurance premium as this addition would take the assets to the next insurance band.

It was agreed that this unit would be stored by a member of the council when not in use.

g. To consider a response to the Government Consultation on the Landscapes Review

It was **resolved** to delegate responding to the Government Consultation on the Landscapes Review to the Clerk.

h. To review the effectiveness of the 2020-2021 internal audit

It was **resolved** to approve the Effectiveness of the 2020-2021 internal audit report.

i. To review the parish maintenance contracts and agree actions

It was **resolved** to appoint Charlbury Garden Company to undertake the playground grounds maintenance for 2022.

j. To approve the Clerk to arrange the annual independent playground safety inspection

It was **resolved** that the Clerk will arrange the annual independent playground safety inspection.

k. To consider training requests

It was **resolved** to approve the training request from Cllr Pickering to attend OALC's "Basics of Employing People" training. The Clerk will book this.

l. To consider date and format for the Annual Parish Meeting

It was **resolved** to hold the Annual Parish Meeting at 7pm on 03 May 2022. This will be followed by the Annual Council Meeting.

12. Finance

a. To ratify expenditure since last meeting

Anne Ogilvie	January 2022 salary	SO
Anne Ogilvie	February 2022 salary	SO

b. To approve current expenditure

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

OCC LGPS	Pension January and February	£122.22	Bank transfer
OALC	Membership renewal	£150.00	Bank transfer
Spelsbury Memorial & Fountain	Hall hire - January	£16.00	Bank transfer

Signed

(Chairman)

Date

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Spelsbury Memorial & Fountain Hall hire - March	£16.00	Bank transfer
Hugopickering.com Mailboxes - February	£40.00	Bank transfer
Hugopickering.com Mailboxes – March	£40.00	Bank transfer
Anne Ogilvie Expense reimbursement	£15.72	Bank transfer

c. To instruct bank signatories to sign approved payments or process approved payments

It was **resolved** to approve bank signatories to process approved bank transfer payments.

d. To note monies received

Anne Ogilvie	Salary overpayment ref change re pension	£9.76
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e. To receive update of current status of bank accounts

Barclays current account as of 27 January 2022 - £317.48

Barclays savings account as of 27 January 2022 - £4,810.39

Unity Trust current account as of 28 February 2022 - £3,068.93

f. To approve current year budget update –

It was **resolved** to approve the budget update to 28 February 2022.

It was noted that most of the expenditure lines were currently on or under budget.

It was noted that the website hosting line is overbudget. The budget will be vired to rectify this.

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

It was noted that 53% of the budget has been spent.

g. To approve the virement schedule

The virement report was presented to the council.

It was **resolved** to approve the virement report – moving £41 from the Parish Council insurance budget line to cover the deficit in the Website hosting budget line.

h. To approve earmarked reserves

It was **resolved** to approve the earmarked reserves report.

It was **resolved** to create a new earmarked reserve for 2022-23:

Speed Indication Device - £3,433.63.

i. To approve bank reconciliation

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

Barclays current account to 27 January 2022.

Unity Trust current account to 31 January 2022.

It was noted that the February bank statements had not been received by the date of the meeting.

h. To approve the finance update

It was **resolved** to approve the finance update to 28 February 2022.

Receipts to 28 February 2022 - £10,618.54

Payments to 28 February 2022 - £18,750.95

Balance at 28 February 2022 - £8,093.60

13. Administration

a. To review and approve the High Consequence Infectious Disease Policy

It was **resolved** to approve the High Consequence Infectious Disease Policy.

b. To review and approve the Freedom of Information Scheme

It was **resolved** to approve the Freedom of Information Scheme.

c. To review and approve the Press and Media Policy

It was **resolved** to approve the Press and Media Policy.

d. To review and approve the Co-option Policy

It was **resolved** to approve the Co-option Policy.

e. To review and approve the Staff Recruitment and Retention Policy

It was **resolved** to approve the Staff Recruitment and Retention Policy.

f. To review and approve the Expenses Policy

It was **resolved** to approve the Expenses Policy.

g. To review and approve the Reserves Policy

It was **resolved** to approve the Reserves Policy.

h. To review and approve the Gift and Hospitality Register Guidelines

It was **resolved** to approve the Gift and Hospitality Register Guidelines.

i. To agree date and arrangements for staff appraisal and pay review

Cllr Leyland will arrange the staff appraisal for the Clerk.

j. To review and approve the asset register

It was **resolved** to approve the asset register.

Signed

(Chairman)

Date

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14. Items for information only, and for next agenda

- a. It was noted that community support is needed for the OCC 20 mph zone scheme application.

15. 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

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.

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

Annual Council Meeting - Tuesday 03 May 2022 at 7.30 pm, at Spelsbury Memorial Hall

The Clerk noted that the internal audit may not be completed by this date, in which case the council will need to hold another meeting to approve the AGAR before 24 June 2022.

The meeting was closed at 8.35 pm

Signed

(Chairman)

Date

2022/7