

## Spelsbury Parish Council

# ANNUAL COUNCIL MEETING

MINUTES 20220503 DRAFT

MAY 3, 2022

7.39 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Cllr Blackwell, Cllr Datson, Cllr Pickering, Cllr Leyland Anne Ogilvie (Clerk) No members of public
<b>ABSENT</b>	Cllr Beacham

- 1. To elect the Chairman of the Council**  
The following nomination was made – Cllr Leyland: proposer – Cllr Datson, seconder – Cllr Blackwell. He was voted in by a show of hands.  
It was **resolved** to appoint Cllr Leyland as the Chairman.
- 2. To receive Acceptance of Office of the Chairman**  
The Acceptance of Office of the Chairman was signed by Cllr Leyland in the presence of the Clerk.
- 3. Welcome by the Chairman**  
The Chairman welcomed everyone to the meeting.
- 4. To elect the Vice-Chairman of the Council**  
The following nomination was made – Cllr Blackwell: proposer – Cllr Datson, seconder Cllr Pickering. He was voted in by a show of hands.  
It was **resolved** to appoint Cllr Blackwell as the Vice-Chairman.
- 5. To receive Acceptance of Office of the Vice-Chairman**  
The Acceptance of Office of the Vice-Chairman was signed by Cllr Blackwell in the presence of the Clerk.
- 6. To receive apologies for absence**  
Cllr Beacham
- 7. To approve and sign the minutes of the meeting on 01 March 2022**  
It was **resolved** to approve the minutes of the meeting on 01 March 2022. The minutes were signed by the Chairman.
- 8. To receive declarations of interest from Members regarding items on the agenda**  
Nil
- 9. 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
- 10. To create committees to carry out Council business and agree terms of reference**  
It was **resolved** that no committees were required to carry out Council business.
- 11. To appoint members to serve on committees**  
Motion not required as no committees were created.
- 12. To review existing working groups and agree terms of reference**  
It was **resolved** to keep the current working groups listed below, and to approve the current terms of reference for each group:  
Parish Plan Working Group  
Climate Action Working Group.
- 13. To create working groups to carry out Council business and agree terms of reference**  
It was **resolved** that no new working groups were required to carry out Council business.
- 14. To appoint members to serve on working groups**  
It was **resolved** to appoint the following members to the working groups:  
Parish Plan – Cllr Blackwell  
Climate Action – Cllr Pickering

Signed

(Chairman)

Date

2022/8

## Spelsbury Parish Council

- 15. To appoint lead councillors and agree terms of reference**  
It was **resolved** that no lead councillors would be appointed.
- 16. To review delegation arrangements to external committees and other local authorities**  
There are no delegation arrangements to external committees and other local authorities.
- 17. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**  
It was noted that the Council leases the Spelsbury playground land from Cottsway Housing Association.
- 18. To review and adopt Standing Orders**  
It was **resolved** to adopt the Standing Orders.
- 19. To review and adopt Financial Regulations**  
It was **resolved** to adopt the Financial Regulations.
- 20. To review and approve Council's complaints procedures**  
It was **resolved** to approve the Council's complaints procedures.
- 21. To review and approve dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures**  
It was **resolved** to approve the dates of review of all Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures.
- 22. To review representation on, or work with, external bodies and arrangements for reporting back to Council**  
It was noted that Cllr Leyland is the council representative on the Spelsbury Memorial Hall committee.
- 23. To review and approve the inventory of land owned or maintained by the Council**  
It was **resolved** to approve the inventory of land owned or maintained by the Council, as listed on the asset register.
- 24. To review and approve the asset register**  
It was **resolved** to approve the asset register.
- 25. To review and approve the Council insurance policy and renewal agreement.**  
The Clerk reported that the current insurer had withdrawn from the market, and that new insurance cover was being sought. The renewal date is 01 June 2022.  
It was **resolved** to delegate authority to the Clerk to obtain new insurance cover for the Council.
- 26. To review and approve Council's and staff subscriptions to other bodies**  
It was **resolved** to approve the following Council and staff subscriptions:  
OALC membership  
SLCC membership.
- 27. To review annual maintenance and administration contracts and agreements, and agree actions**  
It was **resolved** to approve the following annual maintenance and administration contracts and agreements:

TBC	Antivirus protection – Council computer
Jane Olds	Internal audit
TBC	Insurance
Spelsbury Memorial Hall	Hall hire
Ubico Ltd	Dog bin emptying
Ubico Ltd	Litter bin emptying
Microsoft	Microsoft 365 – Council computer
Charlbury Garden Company	Playground maintenance
TP Jones & Co LLP	Payroll services
ICO	GDPR/Data Protection registration
Playsafety Ltd	Annual playground inspection
Cottsway	Playground rent

Signed

(Chairman)

Date

## Spelsbury Parish Council

Hugopickering.com  
OCC Pension Fund  
Unity Trust Bank

Councillor and Clerk mailboxes, and domain renewal  
LGPS Clerk pension  
Bank charges

**28. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting**

It was **resolved** to hold the ordinary meetings of the Council as listed below:

05 July 2022  
06 September 2022  
01 November 2022  
03 January 2023  
07 March 2023  
02 May 2023 – ACM

**29. To approve the Councillor code of conduct**

It was **resolved** to approve the Councillor code of conduct.

**30. To appoint an internal auditor for the current financial year**

It was **resolved** to appoint Jane Olds as the internal auditor for the current financial year ending 31 March 2023.

**31. To receive and comment on the RFO's review of the annual accounts to 31 March 2022**

The RFO gave a report regarding the annual accounts to 31 March 2022.

It was noted that these were provisional figures, as the internal audit had not been completed.

Total receipts were £10,618.66. Total payments were £19,392.73. The ending balance at 31 March 2022 was £7,451.94, which formed the opening balance for 2022-23.

The council spent 58% (£4,544.80) of its 2021-22 budget, approved in 2020.

The council spent £11,985.25 of its earmarked reserves.

The council spent £309.50 of its general reserves.

The main expenditure of the year, £11,497, was spent on new playground equipment, which benefitted from a grant of £2,500 from OCC Cllr Leffman.

The internal audit is being carried out by Jane Olds.

**32. To approve the Statement of Accounts to 31 March 2022**

This item was deferred as the internal audit had not been completed.

**33. To approve bank reconciliation to 31 March 2022**

This item was deferred as the internal audit had not been completed.

**34. To receive and comment on the internal audit report for the year ending 31 March 2022**

This item was deferred as the internal audit had not been completed.

**35. To complete and sign the Annual Governance Statement for the year ending 31 March 2022**

This item was deferred as the internal audit had not been completed.

**36. To approve and sign the Accounting Statements for the year ending 31 March 2022**

This item was deferred as the internal audit had not been completed.

**37. To approve the Certificate of Exemption – AGAR 2021/22**

This item was deferred as the internal audit had not been completed.

**38. To set the date for the commencement of the Exercise of Public Rights**

This item was deferred as the internal audit had not been completed.

**39. To approve the Scheduled Payments List and suppliers for the year to May 2023**

It was **resolved** to approve the following Scheduled Payments List for the year to May 2023:

Anne Ogilvie	Salary (max 18 hours/month)	Monthly
HMRC	NI/PAY	Monthly
TP Jones & Co LLP	Payroll	Quarterly
OALC	Annual subscriptions	Annually
ICO	Data protection fee	Annually
Charlbury Garden Company	Spelsbury playground maintenance	Monthly
Council insurer	Insurance renewal	Annually
Ubico Ltd	Weekly emptying Taston dog bin	Biannually
Cottsway	Ground rent – Spelsbury playground	Annually
Playsafety Ltd	Annual playground inspection	Annually
Ubico Ltd	Fortnightly emptying Spelsbury Fountain bin	Biannually
Anne Ogilvie	Council administration	Monthly

Signed

(Chairman)

Date

## Spelsbury Parish Council

Council chosen provider	Antivirus software renewal	Annually
Microsoft	Office 335 renewal council computer	Annually
SLCC	Part of Clerk subscription	Annually
Spelsbury Memorial Hall	Hall hire	Annually
Jane Olds	Internal audit	Annually
Hugopickering.com	Council mailboxes	Monthly
Hugopickering.com	Domain renewal	Annually
OCC LGPS	Council pension scheme	Monthly

#### 40. To approve direct debits and standing orders for the year to May 2023

It was **resolved** to approve the following direct debits and standing orders for the year to May 2023:

Clerk	Net salary	Monthly – Standing Order
ICO	Annual registration	Annually – Direct debit

#### 41. To review and approve the Action Plan for 2022-2023

It was **resolved** to approve the Action Plan for 2022-2023.

#### 42. To receive reports from County and District Councillors

The County Councillor report was received at the Annual Parish Meeting preceding this meeting.

#### 43. To receive and comment on the Clerk's report

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

#### 44. Planning

##### a. Any planning applications received before date of meeting

Nil

##### b. Update of previous planning applications

22/00150/HHD – Proposed basement - Dean Manor, Dean – Approved – 04 April 2022

22/00151/LBC – Proposed basement - Dean Manor, Dean – Approved – 04 April 2022

22/00215/FUL – Erection of a greenhouse - Cottage Farm, Taston – Approved – 20 April 2022

22/00325/FUL – Upgrade to existing vehicular access from unnamed road to Salt Way Barn – Saltway Barn Hil Farm, Taston – Refused – 04 April 2022

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 – Approved – 11 April 2022

#### 45. Business items

##### a. To co-opt a new councillor

Motion not required as no applications had been received.

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

Cllr Pickering gave a report to the Council. The working group has focused on journeys, and aims to work with Charlbury Town Council to feed into their projects.

It was **resolved** to approve the publication of the Working Group's vehicle and journey survey.

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

Cllr Blackwell gave a report to the Council. Cllr Blackwell requested and received feedback for the survey currently being created. Methods of distribution were discussed.

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

Cllr Leyland gave an update to the Council regarding the Spelsbury Street Party.

It was **resolved** to approve the Council application of a grant from WODC for the Jubilee celebration events.

It was **resolved** to agree in principle a donation from the Parish Council for the Street Party if required.

##### e. To consider response from OCC regarding SID positions and agree actions

The Clerk reported that the meeting with the OCC Highways Officer was scheduled to take place on 04 May 2022.

##### f. To consider response to WODC's removal of the parish council dog bins and agree actions

The Clerk reported that WODC had removed both of the parish council's dog bins. The one in Spelsbury had been replaced by a WODC litter and dog bin. The one in Taston had not been replaced.

It was **resolved** to request that the Taston bin be replaced with a WODC bin or Spelsbury's dog bin.

It was **resolved** to ask for Spelsbury's property (two dog bins) to be returned, or payment in lieu of the bins if they cannot be returned.

Signed

(Chairman)

Date

2022/11

## Spelsbury Parish Council

### 46. Finance

#### a. To ratify expenditure since the last meeting

It was **resolved** to ratify the following payments:

Anne Ogilvie	March 2022 salary		SO
Anne Ogilvie	April 2022 salary		SO
Anne Ogilvie	Salary underpayment ref 2021-22		Bank transfer
Unity Trust Bank	Service charge Jan-March	£18.00	Bank transfer

#### b. To approve current expenditure

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

Hugopickering.com	Mailboxes – April	£40.00	Bank transfer
Hugopickering.com	Mailboxes – May	£40.00	Bank transfer
WODC	2021 council election	£65.27	Bank transfer
TP Jones & Co LLP	Payroll – Jan- March	£54.00	Bank transfer
OALC	Training – employing people	£66.00	Bank transfer
Ubico Ltd	Dog bin Taston, bin Spelsbury	£213.13	Bank transfer
Spelsbury Memorial Hall	Hall hire – 03 May	£16.00	Bank transfer
Anne Ogilvie	Expense reimbursement	£28.81	Bank transfer
OCC LGPS	Pension – March		
OCC LGPS	Pension – April		

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

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

#### d. To note monies received

WODC	Precept – 1 <sup>st</sup> half	£3916.50
Barclays	Gross interest – Dec – Mar	£0.12

#### e. To receive update of current status of bank accounts

Barclays current account as of 25 March 2022 - £214.28  
 Barclays savings account as of 25 March 2022 - £4,810.51  
 Unity Trust current account as of 31 March 2022 - £2,827.09

#### f. To approve current year budget update –

It was **resolved** to approve the budget update to 30 April 2022.  
 It was noted that the only expenditure had been the Clerk salary.

#### g. To approve earmarked reserves and general reserves

It was **resolved** to defer this item to the July council meeting.

#### h. To approve bank reconciliation

It was **resolved** to approve the following bank reconciliations:  
 Barclays current account to 25 March 2022;  
 Unity Trust current account to 31 March 2022.

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

#### i. To approve the finance update

It was **resolved** to approve the finance update to 02 May 2022.  
 Receipts to 02 May 2022 - £3,916.50  
 Payments to 02 May 2022 - £216.03  
 Balance at 02 May 2022 - £11,152.41

#### j. To approve the addition of new councillors as bank signatories with Unity Trust Bank and the removal of ex-Cllr Harvey as a signatory when new signatories have been added

It was **resolved** to add Cllr Blackwell as a bank signatory with UnityTrust Bank.  
 It was **resolved** to remove ex-Cllr Harvey as a signatory with Unity Trust Bank when the new signatories have been added.

#### k. To consider closing the Barclays current account and savings account and agree actions

It was **resolved** to close the Barclays current account and savings account.

#### l. To consider setting up an Instant Access savings account with Unity Trust Bank and agree actions

It was **resolved** to set up an Instant Access savings account with Unity Trust Bank.

### 47. Items for information only, and for next agenda

- a. Temporary road closure and “no waiting” restriction at Dean, Un-named Dean Village Road to facilitate surface dressing works, from 28 – 30 June – This has been cancelled.
- b. Temporary road closure – Chipping Norton, Pear Tree Cottage, Road through Dean OX7 3LB for service pipe repairworks, from 23 May to 25 May for 24 hours per day

Signed

(Chairman)

Date

## Spelsbury Parish Council

- 48. To receive requests for motions for the next agenda, and to note that motions 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 motions and background papers for the next agenda must be received by the Clerk at least one week before the next meeting.

- 49. Next meeting – to note date, time and venue of next meeting**

To be confirmed – dependent on completion of the internal audit.

- 50. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following items**

It was **resolved** under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following items.

- 51. To receive report from Cllr Leyland following the Clerk's appraisal**

The report from Cllr Leyland was received and noted.

It was agreed that Cllr Datson and Cllr Blackwell would assist the Clerk regarding putting information on the Spelsbury and Dean noticeboards.

It was agreed that the website would be investigated to improve ease of use and appearance.

- 52. To consider staff pay review**

It was **resolved** to increase the Clerk's hours from 18 hours per month to 24 hours per month.

It was **resolved** to increase the Clerk's salary by one scale point, this to be backdated to April 2022.

**The meeting was closed at 8.49 pm**

Signed

(Chairman)

Date

2022/13