

Spelsbury Parish Council

MINUTES 20220705

JULY 5, 2022

7.38 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell, Cllr Leyland, Anne Ogilvie (Clerk) OCC Cllr Liz Leffman One member of public
ABSENT	Cllr Datson, Cllr Pickering

1. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2. To receive apologies for absence

Cllrs Datson and Pickering

3. To approve and sign the minutes of the meeting on 07 June 2022

It was **resolved** to approve the minutes of the meeting on 07 June 2022. The minutes were signed by the Chairman.

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

Nil

5. Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person.

A member of the public showed the Council his proposed building plans.

6. To receive reports from County and District Councillors

WODC Report – Cllr Dean Temple

No report received.

OCC Report – Cllr Liz Leffman

Bus summit – OCC held a bus summit last week with the bus companies and some local employers, to consider how people can be encouraged to use the bus service. A campaign has been started to encourage usage.

The County Council is looking at the cost of living crisis, with a motion going to Council next week. She noted that there is the Cornerstone community larder in Charlbury, and the Chippy Larder in Chipping Norton.

USwitch recognised Oxfordshire as one of top tier of counties for “greenness”.

The Council asked Cllr Leffman to thank the roads team for the installation of the new signage in Taston, and for their assistance with the Council’s SID project.

7. To receive and comment on the Clerk’s report

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

8. Planning and enforcement

a. 22/01620/HHD – Single storey extension – Vine Cottage, Dean, Chipping Norton

The Council had no comment on this application.

b. Any planning applications received before date of meeting

Nil

c. Updates of previous planning applications and enforcement actions

22/01065/FUL – Renovation of a pair of Victorian cottages to include demolition of 20th century additions and erection of two storey (and single storey extension to Blacksmiths cottage) extension to both dwellings – Lutleys, Taston – Refused – 17/06/22

22/01146/FUL – Formation of a temporary construction access from unnamed road to Saltway Barn – Saltway Barn Hill Farm, Taston – Approved – 28/06/22

22/01436/HHD – Replacement porch to front and access paving for disabled – Lower Farm Cottage, Cote Lane, Taston – Under consideration

9. Business items

a. To receive update of Climate Emergency working group 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

There was no update from the working group.

Signed

(Chairman)

Date

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10. Finance

a. To ratify expenditure since last meeting

It was **resolved** to approve the following expenditure since the last meeting:

Anne Ogilvie	May 2022 salary		SO
Anne Ogilvie	June 2022 salary		SO
HMRC	P3 – PAYE/NI		Bank transfer
Unity Trust Bank	Service charge – Apr-Jun	£18.00	

b. To approve current expenditure

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

Rick Leyland	Jubilee street party expenses	£150.00	Bank transfer
Rick Leyland	Jubilee street party expenses	£80.00	Bank transfer
TP Jones & Co LLP	Payroll – April-June	£54.00	Bank transfer
Hugopickering.com	Mailboxes – July	£40.00	Bank transfer
OCC LPGS	Pension – June		Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£16.49	Bank transfer
Anne Ogilvie	Salary underpayment – April-Jun		Bank transfer
SLCC	Part Clerk membership	£42.54	Bank transfer

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

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

d. To note monies received

WODC	Jubilee celebration grant	£230.00
Barclays	Gross interest – Mar-Jun	£0.36

e. To receive update of current status of bank accounts

Barclays current account as of 27 June 2022 - £214.28
 Barclays savings account as of 27 June 2022 - £4,810.87
 Unity Trust current account as of 30 June 2022 - £1,519.04

f. To approve the current year budget update

It was noted that 30% of the budget had been used.

The following lines were overbudget:

Insurance – Council had to find a new insurer due to the current one ceasing to provide cover – Council obtained the best price available.

Internal auditor – The cost was £190, £30 over the budgeted cost.

SLCC membership – The cost was £42.54, £2.54 over the budgeted cost.

It was **resolved** to approve the budget update.

g. To approve the earmarked reserves and the general reserves

It was **resolved** to move the remainder of the SID funds (£1,324.54) from earmarked reserves to the general reserves, as this project has been completed.

It was **resolved** to approve the earmarked reserves and the general reserves.

h. To approve the bank reconciliation

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

Barclays current account to 27 May 2022
 Barclays current account to 27 June 2022
 Unity Trust current account to 31 May 2022
 Unity Trust current account to 01 June 2022
 Unity Trust current account to 30 June 2022

i. To approve the finance update

It was **resolved** to approve the finance update to 01 July 2022.

Receipts to 01 July 2022 - £4,146.86

Payments to 01 July 2022 - £5,054.61

Balance at 01 July 2022 - £6,544.19

11. Administration and policies

a. To consider training opportunities for Council and Clerk and agree actions

The "Training Opportunities" paper was noted.

It was **resolved** to approve the Clerk to attend the SLCC National Conference in November 2022, paying ¼ of the cost.

It was **resolved** that the Clerk would investigate suitable training regarding Climate Action and Neighbourhood/Parish Plans.

b. To review and approve the Disciplinary and Grievance Policy

It was **resolved** to approve the Disciplinary and Grievance Policy.

Signed

(Chairman)

Date

2022/17

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c. To review and approve the Sickness and Absence Policy

It was **resolved** to approve the Sickness and Absence Policy.

d. To review and approve the Health and Safety Policy

It was **resolved** to approve the Health and Safety Policy.

e. To review and approve the Virtual Meeting Procedure

It was **resolved** to approve the Virtual Meeting Procedure.

f. To review and approve the Risk Assessment

It was **resolved** to approve the Risk Assessment.

g. To review and approve the Asset Register

It was **resolved** to approve the Asset Register.

12. To receive items for information only

- a.** Temporary road closure, no waiting, no parking, one-way suspension – various roads, Charlbury, for carriageway resurfacing – 17 August to 20 August, 7pm to 6am
- b.** There is a new interim monitoring officer, working two days a week
- c.** There is a new Councillor Code of Conduct – will be on September agenda for approval.
- d.** Code of Conduct training will be held by WODC on 30 September, 10 am.

13. To receive requests for motions for the next agenda, and to note that motions and background papers (including quotations) for the next agenda must be received by the Clerk at least one week before the next meeting

- To approve the new Councillor Code of Conduct

It was noted that motions and background papers (including quotations) for the next agenda must be received by the Clerk at least one week before the next meeting.

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

Tuesday 06 September 2022, 7.30 pm, Spelsbury Memorial Hall.

The meeting was closed at 8.15 pm

Signed

(Chairman)

Date

2022/18