

# Spelsbury Parish Council

MINUTES 20220906

SEPTEMBER 6, 2022 7.39 PM

SPELSBURY MEMORIAL HALL

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

**1. Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**2. To receive apologies for absence**

Cllr Datson, OCC Cllr Liz Leffman

**3. To approve and sign the minutes of the meeting on 05 July 2022**

It was **resolved** to approve the minutes of the meeting on 05 July 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.**

Nil

**6. To receive reports from County and District Councillors**

**WODC Report – Cllr Dean Temple**

No report received.

**OCC Report – Cllr Liz Leffman**

No report received.

**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. 22/01497/FUL – Construction of detached building comprising workshop, covered parking and storage – Dean Mill, Dean – Refused – 19/08/22**

The Council had objected to this application, using the Clerk's delegated authority to meet the deadline comments.

**b. 22/02091/FUL – Conversion of barn to holiday let. Amendment to exant scheme 10/00086/P/FP to enable an extension to provide a plant room and battery store for storage of electricity generated PV panels along with PV panels – Saltway Barn, Hill Farm, Taston**

The Council had no comment on this application.

**c. Any planning applications received before date of meeting**

Nil

**d. Updates of previous planning applications and enforcement actions**

22/01436/HHD – Replacement porch to front and access paving for disabled – Lower Farm Cottage, Cote Lane, Taston – Approved – 08/08/22

22/01620/HHD – Single storey extension – Vine Cottage, Dean, Chipping Norton – Approved – 05/08/22

22/01761/HHD – Single storey extension. First floor extension to attach to existing garage building and formation of new dormer window. Erection of double garage to side of dwelling – Stable End, Spelsbury – Under consideration

**9. Business items**

**a. To receive update of Climate Emergency working group and agree actions**

It was reported that 12 responses to the survey had been received. It was agreed to try to obtain more responses to obtain a better dataset.

It was agreed that councillors would circulate the survey.

It was agreed that the Clerk would be sent a copy of the survey to upload to the website and council Facebook page.

Signed

(Chairman)

Date

2022/19

## Spelsbury Parish Council

- b. **To receive update of Parish Plan working group and agree actions**  
There was no update from the working group.
- c. **To consider request donation request from Chipping Norton Theatre**  
It was **resolved** to defer this item to the March 2023 meeting.
- d. **To consider whether salt bins and/or salt is required from OCC and agree actions**  
It was **resolved** that no salt bins or salt are required.
- e. **To receive the annual independent playground inspection report and agree actions.**  
The annual independent playground inspection report was received and noted.  
It was noted that Cllr Leyland will be repairing the gate.

### 10. Finance

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

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

Anne Ogilvie	July salary (part)		SO
Anne Ogilvie	August salary (part)		SO
OCC LPGS	Pension – July		Bank transfer
HMRC	P4 – 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:

SLCC	National Conference (part)	£111.25	Bank transfer
Playsafety Ltd	Annual playground inspection	£84.00	Bank transfer
Hugopickering.com	Mailboxes – August	£40.00	Bank transfer
Hugopickering.com	Mailboxes – September	£40.00	Bank transfer
Richard Leyland	Parish maintenance supplies	£46.97	Bank transfer
Charlbury Garden Company	Playground maintenance	£132.00	Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£25.71	Bank transfer
Anne Ogilvie	Salary underpayment July, August		Bank transfer
OCC LPGS	Pension – August		Bank transfer
HMRC	P5 – PAYE/NI		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

Nil

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

Barclays current account as of 26 August 2022 - £214.28

Barclays savings account as of 26 August 2022 - £4,810.87

Unity Trust current account as of 31 August 2022 - £326.02

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

It was noted that 41% of the budget had been used to 31 August 2022.

It was noted that the Clerk salary and budget lines would be overbudget by the end of the financial year due to an increase in the Clerk's hours and the effect of the proposed NJC pay agreement.

The Clerk advised the Council that it was probable that other lines would be overbudget by the end of the financial year due to the current and forecasted inflation rates, which were not allowed for when this budget was created, and that if budget virements were not possible, it would be necessary to use general reserves to cover the shortfall, or not undertake proposed expenditure.

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

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

It was noted that that £2206.34 of earmarked reserves and £124.33 of general reserves had been used to 31 August 2022.

Earmarked reserves remaining as of 31 August 2022 - £3,182.50

General reserves remaining as of 31 August 2022 - £1,938.83

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 July 2022

Barclays current account to 26 August 2022

Unity Trust current account to 31 July 2022

Unity Trust current account to 31 August 2022

Signed

(Chairman)

Date

## Spelsbury Parish Council

**i. To approve the finance update**

It was **resolved** to approve the finance update to 31 August 2022  
Receipts to 31 August 2022 - £4,146.86  
Payments to 31 August 2022 - £6,247.63  
Balance at 31 August 2022 - £5,351.17.

**11. Administration and policies**

**a. To agree internal auditor terms of engagement for 2022-2023 and agree actions**

It was **resolved** to agree the internal auditor terms of engagement for 2022-2023, and the cost of £200 for the audit. The Agreement of Terms 2022/23 was signed by the Chairman and the Clerk.

**b. To review the effectiveness of the 2021-2022 internal audit and agree actions**

It was **resolved** to approve the effectiveness of the 2021-2022 internal audit. The review was signed by the Chairman and the RFO.

**c. To consider whether to opt out of the SAAA central external auditor appointment arrangements**

It was **resolved** not to opt out of the SAAA central external auditor appointment arrangements.

**d. To consider the draft Action Plan for 2023-2024 and agree actions**

The draft Action Plan for 2023-2024 was received and noted.

It was **resolved** that the Climate Emergency Working Group and the Parish Plan Working Group would provide the Clerk with information regarding their proposed activities for the year.

**e. To consider the draft budget for 2023-2024 and agree actions**

The draft budget for 2023-2024 was received and noted.

The Council discussed some amendments to the draft budget. The amended budget will be presented at the next Council meeting for further modification and approval.

**f. To review and approve the Equal Opportunities Policy**

It was **resolved** to approve the Equal Opportunities Policy.

**g. To review and approve the Training and Development Policy**

It was **resolved** to approve the Training and Development Policy.

**h. To review and approve the Security Incident Response Policy**

It was **resolved** to approve the Security Incident Response Policy.

**i. To review and approve the Requests for Information Policy**

It was **resolved** to approve the Requests for Information Policy.

**j. To review and approve the Document Storage, Retention and Destruction Policy**

It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

**k. To approve the new Councillor Code of Conduct**

It was **resolved** to defer this item until the Clerk has attended the WODC Code of Conduct training.

**12. To receive items for information only**

**a.** WODC cabinet meeting, 14 September at 2 pm – Charlbury Community Centre

**b.** WODC cabinet meeting, 16 November at 2 pm – Chipping Norton Town Hall Lower Room

**c.** Cllr Leyland reported on the data which had been captured by the SID, and advised that the SID will be moved to a new location.

**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**

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**

To assist with creating the 2023-2024 budget it was agreed to move the November meeting to later in the month.

It was **resolved** that the Clerk would check availability with the Memorial Hall and contact Councillors to agree a suitable date.

**The meeting was closed at 8.48 pm**

Signed

(Chairman)

Date

2022/21