

# Spelsbury Parish Council

MINUTES 20230103

JANUARY 3, 2023

7.30 PM

SPELSBURY MEMORIAL HALL

|                  |  |
|------------------|--|
| <b>ATTENDEES</b> | Cllr Beacham, Cllr Blackwell, Cllr Datson, Cllr Leyland (Chairman), Cllr Pickering<br>Anne Ogilvie (Clerk)<br>OCC Cllr Leffman<br>No members of public |
| <b>ABSENT</b>    | None   |

**1. Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**2. To receive apologies for absence**

None.

**3. To approve and sign the minutes of the meeting on 08 November 2022**

It was **resolved** to approve the minutes of the meeting on 08 November 2022. The minutes were signed by the Chairman.

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

None.

**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.**

None.

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

**WODC Report – Cllr Dean Temple**

No report received.

**OCC Report – Cllr Liz Leffman**

- A new Chief Executive, Dr Martin Reeves, will be starting in March.
- A reduced bus fare, £2 cap for a single fare, will be available from participating companies until March.
- OCC will be taking part in a "Water Summit" with Thames Water.
- OCC will be planting 450 trees around the county, funded from reserves.
- OCC were successful in a bid to obtain a match-funded grant to create children's home accommodation in the county.

**7. To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

It was noted that the NJC 2022 pay award, backdated to April 2022, has been applied to the Clerk's salary.

**8. Planning and enforcement**

**a. 22/03341/S73 – Variation of condition 2 (approved plans) of permission 22/02091/FUL amendment to schedule of drawings – Saltway Barn, Hill Farm, Taston**

It was **resolved** to comment on this application. The Council is concerned regarding the number of changes and increasing development taking place at Saltway Barn.

**b. 22/03415/FUL – Construction of automotive museum building and museum exhibition building with associated corporate hospitality/club space, public food and beverage, retail, associated corporate hospitality/club space, public food and beverage, retail, workshops, showroom and energy centre and formation of car exercise road.**

**Construction of supporting holiday homes together with the formation of landscaped grounds, associated site services and other works – The Driving Centre, Enstone Airfield, Enstone, Chipping Norton, OX7 3DR**

It was **resolved** not to comment on this application.

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

None.

Signed

(Chairman)

Date

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## Spelsbury Parish Council

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

22/02984/HHD – Minor external and internal alterations – Dean Manor, Dean – Under consideration

22/02985/LBC – Minor external and internal alterations – Dean Manor, Dean – Approved – 22/12/22

**9. Business items**

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

Seventeen responses had been received from the Journey Survey. A discussion was held considering whether to ask Charlbury Town Council if Spelsbury could be integrated into their plans.

It was **resolved** to ask Charlbury Town Council whether Spelsbury could be integrated into their plans. It was **resolved** that Cllr Pickering would represent the Council.

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

There was no update.

**10. Finance**

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

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

|              |                             |               |
|--------------|-----------------------------|---------------|
| Anne Ogilvie | November salary (part)      | SO            |
| Anne Ogilvie | November salary (remainder) | Bank transfer |
| Anne Ogilvie | December salary (part)      | SO            |
| Anne Ogilvie | December salary (remainder) | Bank transfer |
| HMRC         | P8 – PAYE/NI                | Bank transfer |
| HMRC         | P9 – PAYE/NI                | Bank transfer |
| OCC LGPS     | Pension November            | Bank transfer |
| OCC LGPS     | Pension December            | Bank transfer |

**b. To approve current expenditure**

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

|                   |                                    |        |               |
|-------------------|------------------------------------|--------|---------------|
| Hugopickering.com | Mailboxes – December               | £40.00 | Bank transfer |
| Hugopickering.com | Mailboxes – January                | £38.50 | Bank transfer |
| Anne Ogilvie      | Clerk administration reimbursement | £26.06 | Bank transfer |
| Anne Ogilvie      | Clerk administration reimbursement | £8.05  | 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**

None.

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

Barclays current account as of 25 November 2022 - £0.00

Barclays savings account as of 25 November 2022 - £1.48

Unity Trust current account as of 04 December 2022 - £7,217.26

It was **resolved** to transfer the remaining funds in the Barclays savings account to the Unity current account. It was **resolved** to raise a cheque for £1.48 to be signed by the current bank signatories.

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

It was noted that 66% of the budget had been used to 30 November 2022.

As noted previously, some lines remain overbudget.

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

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

It was noted that that £2,447.84 of earmarked reserves and £165.27 of general reserves had been used to 30 November 2022.

Earmarked reserves remaining as of 30 November 2022 - £3,171.00

General reserves remaining as of 30 November 2022 - £1,899.37

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:

Unity Trust current account to 30 November 2022

Unity Trust current account to 04 December 2022

Barclays current account to 28 October 2022

Barclays current account to 25 November 2022

Signed

(Chairman)

Date

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## Spelsbury Parish Council

**i. To approve the finance update**

It was **resolved** to approve the finance update to 23 December 2022.

Receipts to 23 December 2022 - £8,064.84

Payments to 23 December 2022 - £8,862.43

Balance at 23 December 2022 - £6,654.35

**j. To agree a councillor to undertake the Internal Financial Check and agree actions**

It was **resolved** that Cllr Pickering will undertake the Internal Financial Check.

**11. Administration and policies**

**a. To consider the draft Action Plan for 2023-2024 and agree actions (deferred from November 2022 meeting)**

It was **resolved** to approve the Action Plan for 2023-2024.

**b. To consider the draft budget for 2023-2024 and agree actions (deferred from November 2022 meeting)**

The draft budget for 2023-2024 was considered and discussed.

It was **resolved** to set the following budget for 2023-2024:

- expected other receipts -£0.00

- proposed expenditure - £9419.89

It was **resolved** to use £800 of general reserves to cover some of the proposed expenditure.

**c. To consider and agree the precept for 2023-2024**

It was **resolved** to set a precept of £8,620 for 2023-2024.

This is an increase of 9%, £787.

**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 review and approve the Internet Banking Payment Procedure**

It was **resolved** to approve the Internet Banking Payment Procedure.

**i. To review and approve the Internal Financial Control Policy**

It was **resolved** to approve the Internal Financial Control Policy.

**j. To consider the Clerk's request to attend the SLCC 2022 Practitioner Conference**

It was **resolved** to approve the Clerk to attend the SLCC 2022 Practitioner Conference, Council to pay one-quarter of the costs.

**k. To agree arrangements for staff appraisal and pay review**

It was **resolved** that Cllr Leyland will carry out the staff appraisal, and will make arrangements with the Clerk.

**l. To arrange the councillor inspection of assets and agree actions**

It was **resolved** that Cllr Blackwell will undertake the councillor inspection of assets.

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

None.

**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**

There were no requests for motions for the next agenda.

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**

Full council meeting – 07 March 2023, 7.30 pm, Spelsbury Memorial Hall

**The meeting was closed at 8.55 pm**

Signed

(Chairman)

Date

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