

Spelsbury Parish Council

MINUTES 20221108

NOVEMBER 8, 2022

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell, Cllr Datson, Cllr Leyland (Chairman) Anne Ogilvie (Clerk) OCC Cllr Leffman No members of public
ABSENT	Cllr Pickering

1. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2. To receive apologies for absence

Cllr Pickering

3. To approve and sign the minutes of the meeting on 06 September 2022

It was **resolved** to approve the minutes of the meeting on 06 September 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

- OCC have had to find £50 million of savings from the budget. There is currently a gap in the financing of Council plans, and uncertainty over the funding to be received from central government.
- OCC are supporting micro-enterprises offering care services.
- There are new Community Tree Officers.
- There is a new lighting policy.
- Funding is available in response to the cost of living crisis.
- There is a new ticketing system at the Park & Rides in Oxford.
- The 20mph speed limits are being rolled out 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 Clerk is still working to have the dog bin in Taston replaced.

8. Planning and enforcement

a. Any planning applications received before date of meeting

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

The Council had no comment on this application.

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

The Council had no comment on this application.

b. Updates of previous planning applications and enforcement actions

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 – Approved – 15/09/22

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 – Approved 23/09/22

9. Business items

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

There was no update from the working group.

Signed

(Chairman)

Date

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

It was **resolved** that Cllr Datson will join the Parish Plan working group.

10. Finance

a. To ratify expenditure since the last meeting

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

Anne Ogilvie	September salary (part)		SO
Anne Ogilvie	October salary (part)		SO
ICO	Data protection fee	£35.00	Direct debit
Unity Trust Bank	Service charge Jul-Sep	£18.00	
OCC LPGS	Pension September		Bank transfer
OCC LPGS	Pension October		Bank transfer
HMRC	P6 – PAYE/NI		Bank transfer
HMRC	P7 – PAYE/NI		Bank transfer

b. To approve current expenditure

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

Hugopickering.com	Mailboxes – October	£40.00	Bank transfer
Hugopickering.com	Mailboxes – November	£40.00	Bank transfer
TP Jones & Co LLP	Payroll – July-Sep	£54.00	Bank transfer
Chase Benefice	Donation – condolence book	£40.94	Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£22.65	Bank transfer
Spelsbury Memorial Hall	Hall hire – November	£16.00	Bank transfer
Ubico Ltd	Emptying of Spelsbury litter bin	£113.10	Bank transfer
Anne Ogilvie	Salary underpayment Sep, Oct		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	2 nd half of precept	£3,916.50
Barclays	Gross interest	£1.48l

e. To receive update of current status of bank accounts

Barclays current account as of 31 October 2022 - £0.00

Barclays savings account as of 31 October 2022 - £1.48

Unity Trust current account as of 31 October 2022 - £8,076.59

f. To approve the current year budget update

It was noted that 58% of the budget had been used to 31 October 2022.

It was noted that the Clerk salary line is overbudget.

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 October 2022.

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

General reserves remaining as of 31 October 2022 - £1,940.31

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 03 September 2022

Unity Trust current account to 30 September 2022

Unity Trust current account to 31 October 2022

i. To approve the finance update

It was **resolved** to approve the finance update to 31 October 2022

Receipts to 31 October 2022 - £8,064.84

Payments to 31 October 2022 - £7,635.37

Balance at 31 October 2022 - £7,881.41.

11. Administration and policies

a. To consider the draft Action Plan for 2023-2024 and agree action

It was **resolved** to defer considering the draft Action Plan for 2023-2024 to the next council meeting.

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

It was **resolved** to defer considering the draft budget for 2023-2024 to the next council meeting.

c. To review and approve the Data Protection Policy

It was **resolved** to approve the Data Protection Policy.

Signed

(Chairman)

Date

2022/23

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d. To review and approve the Privacy Policy

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

e. To review and approve the General Privacy Notice

It was **resolved** to approve the General Privacy Notice.

f. To review and approve the Privacy Notice for staff, councillors and role holders

It was **resolved** to approve the Privacy Notice for staff councillors and role holders.

g. To review and approve the Dignity at Work Policy

It was **resolved** to approve the Dignity at Work Policy.

h. To approve the new Councillor Code of Conduct

It was **resolved** to approve the new Councilor Code of Conduct.

i. To consider signing up to the Civility and Respect Pledge

The Council agreed with each statement and **resolved** to sign up to the Civility and Respect Pledge.

12. To receive items for information only

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

b. It was noted that NJC 2022 Salary Award has been agreed. The backdated pay due will be added to November's salary.

c. It was noted that the sign to Dean from the Chipping Norton Road is missing.

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

Full council meeting – 03 January 2023, 7.30 pm, Spelsbury Memorial Hall

The meeting was closed at 8.40 pm

Signed

(Chairman)

Date

2022/24