

Spelsbury Parish Council

MINUTES 20230307

MARCH 7, 2023

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Datson, Cllr Leyland (Chairman) Anne Ogilvie (Clerk) OCC Cllr Leffman (from item 25) No members of public
ABSENT	Cllr Blackwell, Cllr Pickering

15. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

16. To receive apologies for absence

Apologies were received from Cllr Blackwell and Cllr Pickering.

17. To approve and sign the minutes of the meeting on 03 January 2023

It was **resolved** to approve the minutes of the meeting on 03 January 2023. The minutes were signed by the Chairman.

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

None.

19. 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.

20. To receive reports from County and District Councillors

WODC Report – Cllr Dean Temple

No report received.

OCC Report – Cllr Liz Leffman

- Received after item 24

- At the OCC budget meeting in February the 2023/24 budget was agreed, from April the OCC part of the council tax will rise by 4.99%.

- Savings were made through efficiencies. Funds have been set aside for pavement repairs, flooding issues and community bus services. A cost of living budget has been created to support people on low incomes.

- The 2023/24 Councillor Priority Fund (£7.5K) will be open from April to receive grant requests.

It was noted that the Council would consider putting in a request to the Councillor Priority Fund to cover the cost of another speed indication device.

21. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

It was noted that a quotation for playground grounds maintenance had been received from Charlbury Garden Company, £24 per hour, and it was **resolved** to delegate authority to the Clerk to award this work to allow the 2023 season maintenance to commence, to be ratified at the next council meeting.

22. Planning and enforcement

a. Any planning applications received before date of meeting

None.

b. Updates of previous planning applications and enforcement actions

22/02984/HHD – Minor external and internal alterations – Dean Mill, Dean – approved, 05/01/23

22/03341/S73 – Variation of condition 2 (approved plans) of permission 22/02091/FUL

amendment to schedule of drawings – Saltway Barn, Hill Farm Taston – Approved, 02/02/23

22/03415/FUL – Construction of automotive museum building and museum exhibition building

with 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 –

Under consideration

Signed

(Chairman)

Date

2023/4

Spelsbury Parish Council

23. Business items

- a. **To receive an update from the Climate Emergency working group and agree actions**
No update had been received.
- b. **To receive an update from the Parish Plan working group and agree actions**
No update had been received.
- c. **To receive an update regarding the parish dog bins and agree actions**
The Clerk provided an update regarding the parish dog bins.
Taston dog bin – the bin purchased by the parish council had been removed when WODC undertook their bin update programme. The parish council had requested this to be replaced. WODC have advised that they can install one of their new bins, cost of weekly bin collection would be £8.37. Ubico have advised that they will no longer collect from the old style bin. It was **resolved** not to have a new WODC style bin installed in Taston.
It was **resolved** to seek compensation for the two parish council bins, on the asset register, which had been removed by WODC during their bin update programme.
- d. **To note the position of the tree to be planted by OCC, and note that OCC have asked that the Parish Council organise volunteers to manage the maintenance of the tree for its first three years**
It was noted that OCC will be planting a tree on the west side of the grass triangle on the Chadlington Road in Spelsbury, and that OCC have asked that the Parish Council to organise volunteers to manage the maintenance of the tree for its first three years.
- e. **To consider donation requests and agree actions**
The donation requests received this financial year were considered.
It was **resolved** not to give any donations.

24. Finance

- a. **To ratify expenditure since the last meeting**
It was **resolved** to approve the following expenditure since the last meeting:
- | | | | |
|------------------|----------------------------|--------|---------------|
| Anne Ogilvie | January salary | | SO |
| Anne Ogilvie | January salary (remainder) | | Bank transfer |
| HMRC | P10 – PAYE/NI | | Bank transfer |
| OCC LGPS | Pension January | | Bank transfer |
| Anne Ogilvie | February salary | | SO |
| Unity Trust Bank | Service charge | £18.00 | |
- b. **To approve current expenditure**
It was **resolved** to approve the following expenditure:
- | | | | |
|-------------------------|------------------------------------|---------|---------------|
| Hugopickering.com | Mailboxes – February | £38.50 | Bank transfer |
| Hugopickering.com | Mailboxes – March | £38.50 | Bank transfer |
| TP Jones & Co | Payroll – Oct-Dec 2022 | £59.40 | Bank transfer |
| SLCC | Practitioner Conference (part) | £93.75 | Bank transfer |
| OALC | Annual membership | £156.00 | Bank transfer |
| Spelsbury Memorial Hall | January council meeting | £16.00 | Bank transfer |
| Spelsbury Memorial Hall | March council meeting | £16.00 | Bank transfer |
| HMRC | P11 – PAYE/NI | | Bank transfer |
| OCC LGPS | Pension February | | Bank transfer |
| Anne Ogilvie | Clerk administration reimbursement | £42.72 | 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**
- | | | | |
|---------------|----------------|-----------|--|
| Barclays bank | Gross interest | £0.93 | |
| HMRC | VAT reclaim | £2,718.94 | |
- e. **To receive update of current status of bank accounts**
Barclays current account as of 27 January 2023 - £0.00
Barclays savings account as of 27 January 2023 - £2.41
Unity Trust current account as of 28 February 2023 - £5,592.98.
- f. **To approve the current year budget update**
It was noted that 87% of the budget had been used to 28 February 2023.
As noted previously, some lines remain overbudget. A budget virement report has been created.
It was **resolved** to approve the budget update.

Signed

(Chairman)

Date

2023/5

Spelsbury Parish Council

g. To review and approve the budget virement report

The budget virement report was reviewed.

It was noted that the general reserves will be used to cover the overbudget employment lines.

It was **resolved** to approve the budget virement report.

h. To approve the earmarked reserves and the general reserves

It was noted that £2,447.84 of earmarked reserves and £165.27 of general reserves had been used to 05 March 2023.

Earmarked reserves remaining as of 05 March 2023 - £3,171.00

General reserves remaining as of 05 March 2023 - £1,900.30

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

i. To review and approve the earmarked reserves report

The earmarked reserves report was reviewed, and the proposed earmarked reserves for 2023-2024 were considered.

It was **resolved** to approve the earmarked reserves report, the transfers from existing

earmarked reserves to general reserves, and the proposed earmarked reserves for 2023-2024.

j. To approve the bank reconciliation

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

Unity Trust current account to 31 December 2022

Unity Trust current account to 31 January 2023

Unity Trust current account to 28 February 2023

Barclays current account to 23 December 2022

Barclays current account to 27 January 2023

Barclays savings account to 23 December 2022

k. To approve the finance update

It was **resolved** to approve the finance update to 28 February 2023.

Receipts to 28 February 2023 - £8,065.77

Payments to 28 February 2023 - £9,922.32

Balance at 28 February 2023 - £5,595.39

Cllr Leffman entered the meeting, gave her report and left the meeting.

25. Administration and policies

a. To review and approve the Press and Media Policy

It was **resolved** to approve the Press and Media Policy.

b. To review and approve the Co-option Policy

It was **resolved** to approve the Co-option Policy.

c. To review and approve the Freedom of Information Scheme

It was **resolved** to approve the Freedom of Information Scheme.

d. To review and approve the High Consequence Infectious Disease Policy

It was **resolved** to approve the High Consequence Infectious Disease Policy.

e. To review and approve the Staff Recruitment and Retention Policy

It was **resolved** to approve the Staff Recruitment and Retention Policy.

f. To review and approve the Expenses Policy

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

g. To review and approve the Reserves Policy

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

h. To review and approve the asset register

It was **resolved** to approve the asset register.

i. To agree the date and time of the Annual Parish Meeting and agree actions

It was **resolved** to hold the Annual Parish Meeting on Tuesday 02 May 2023, at 7.00 pm, to be followed by the Annual Council Meeting.

26. To receive items for information only

The next Litter Pick Day was discussed. It was agreed that the Council would help to promote the event.

27. 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.

Signed

(Chairman)

Date

2023/6

Spelsbury Parish Council

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

Annual council meeting – 02 May 2023, 7.30 pm, Spelsbury Memorial Hall, to follow the Annual Parish Meeting.

It was noted that the year end accounts and audit may not be completed by that date, and another meeting would be required in May to consider and approve these.

29. 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 consideration of the following item

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 consideration of the following item.

30. To receive the report from the staff appraisal and agree actions

Cllr Leyland reported that the staff appraisal had taken place, but the report had not been circulated.

It was **resolved** to defer this item to the next meeting.

The meeting was closed at 8.26 pm

DRAFT

Signed

(Chairman)

Date

2023/7