

Spelsbury Parish Council

MINUTES 20230502

MAY 2, 2023

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell, Cllr Leyland (Chairman), Cllr Pickering Anne Ogilvie (Clerk) OCC Cllr Leffman (from item 45) No members of public
ABSENT	Cllr Datson

31. To elect the Chairman of the Council

Cllr Leyland was proposed by Cllr Blackwell and seconded by Cllr Pickering. He was voted in by a show of hands.

It was **resolved** to appoint Cllr Leyland as the Chairman of the Council until the next Annual Council Meeting.

32. To receive the Acceptance of Office from the Chairman

The Acceptance of Office of the Chairman was signed by Cllr Leyland in the presence of the Clerk.

33. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

The Council thanked Cllr Leyland for his work over the last year.

34. To elect the Vice-Chairman of the Council

Cllr Blackwell was proposed by Cllr Pickering and seconded by Cllr Leyland. He was voted in by a show of hands.

It was **resolved** to appoint Cllr Blackwell as the Vice-Chairman of the Council until the next Annual Council Meeting.

35. To receive the Acceptance of Office from the Vice-Chairman

The Acceptance of Office of the Vice-Chairman was signed by Cllr Blackwell in the presence of the Clerk.

36. To receive apologies for absence

Apologies were received from Cllr Datson.

37. To approve and sign the minutes of the meeting on 07 March 2023

It was **resolved** to approve the minutes of the meeting on 07 March 2023. The minutes were signed by the Chairman.

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

Cllr Pickering – supply of mailboxes and domain renewal

Cllr Leyland – supply of parish maintenance

39. 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.

40. To receive reports from County and District Councillors

WODC Report – Cllr Dean Temple

No report received.

OCC Report – Cllr Liz Leffman

Report received when Cllr Leffman entered the meeting after item 45.

41. To create committees to carry out Council business and agree terms of reference

It was **resolved** that no committees were required to carry out Council business.

42. To appoint members to serve on the committees

No members appointed, as no committees created.

Signed

(Chairman)

Date

2023/8

Spelsbury Parish Council

43. To review existing working groups and review their terms of reference

It was **resolved** to continue the following existing working groups:

- Parish Plan Working Group
- Climate Action Working Group.

It was **resolved** to approve the terms of reference for the following working groups:

- Parish Plan Working Group
- Climate Action Working Group.

44. To create new working groups to carry out Council business and agree terms of reference

It was **resolved** that no new working groups were required to carry out Council business.

45. To appoint members to serve on working groups

It was **resolved** to appoint the following members to serve on the working groups:

- Parish Plan Working Group – Cllr Blackwell, Cllr Pickering
- Climate Action Working Group – Cllr Pickering.

Cllr Leffman entered the meeting and gave her report to the Council.

She reported that:

- OCC had a new verge strategy, to only mow once a year unless required for safety reasons.
- The administration is two years into its four year term.
- OCC has nine priorities, and all their key actions fall under these.
- Climate change is at the heart of everything.

46. To appoint lead councillors and agree terms of reference

It was **resolved** that no lead councillors were required to carry out Council business.

47. To review delegation arrangements with external committees and other local authorities

OCC have delegated authority to the Council to install and use a speed indication device (LGA 1972 s101).

48. To review arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses

It was noted that the Council leases the Spelsbury playground land from Cottsway Housing Association.

49. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate

It was **resolved** that the following councillors would represent the Council:

- Cllr Leyland – Spelsbury Memorial Hall
- Cllr Pickering – Charlbury Town Council – ref climate action matters

50. To review and approve the inventory of land owned or maintained by the Council

It was **resolved** to approve the inventory of land owned or maintained by the Council as follows:
Spelsbury playground – maintained by the Council, leased from Cottsway Housing Association

51. To review and approve the asset register

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

52. To review and approve the delegation arrangements to officers

It was **resolved** to approve the following scheme of delegation to the Clerk:

- As listed in the approved Standing Orders
- As listed in the approved Financial Regulations
- As listed in the employment contract
- As listed in the job description
- As listed in approved policies and procedures
- To arrange the annual independent playground safety inspection
- To manage the Civic Protocol Procedure and liaise with local organisations as required
- To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety
- To purchase administration consumables and supplies as required for council administration

53. To review and adopt the Standing Orders

It was **resolved** to adopt the Standing Orders.

54. To review and adopt the Financial Regulations

It was **resolved** to adopt the Financial Regulations.

Signed

(Chairman)

Date

2023/9

Spelsbury Parish Council

55. To review and approve the Council's complaints procedures

It was **resolved** to approve the Council's complaints procedures.

56. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media and the Council's employment policies and procedures

It was **resolved** to approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media and the Council's employment policies and procedures.

57. To approve the Councillor Code of Conduct

It was **resolved** to approve the Councillor Code of Conduct.

58. To review and approve the Council insurance policy and renewal agreement

It was noted that the current insurer is Zurich Municipal, the council is currently in a long term agreement and the renewal date is 01 June 2023.

It was **resolved** to renew the insurance with Zurich Municipal.

It was **resolved** to delegate authority to the Clerk to renew the insurance, as the renewal is due before the next scheduled meeting of the Council.

59. To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions:

OALC membership

SLCC membership (part)

ICO registration

60. To review and approve maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements for the year to May 2024:

Bitdefender

Jane Olds

Zurich Municipal

Spelsbury Memorial Hall

Ubico Ltd

Microsoft

Charlbury Garden Company

TP Jones & Co LLP

ICO

Playsafety Ltd

Cottsway

Hugopickering com

OCC Pension Fund

Unity Trust Bank

Elan City Ltd

Clerk

Clerk

Clerk computer – Anti-virus protection

Internal audit

Insurance

Hall hire

Litter bin emptying

Clerk computer – Microsoft 365

Playground maintenance

Payroll services

GDPR/Data protection registration

Annual playground inspection

Playground rent

Councillor and Clerk mailboxes, and domain renewal

LGPS Clerk pension

Bank charges

Speed indication device repairs/consumables

Administration expenses

Parish maintenance supplies expenses

61. To approve the Scheduled Payments List and suppliers for the year to May 2024

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2024:

Anne Ogilvie

HMRC

TP Jones & Co LLP

OALC

ICO

Charlbury Garden Company

Zurich Municipal

Cottsway

Playsafety Ltd

Ubico Ltd

Anne Ogilvie

Anne Ogilvie

Salary (max 24 hrs/month)

NI/PAYE

Payroll

Annual subscription

Data protection fee

Spelsbury playground maintenance

Insurance renewal

Ground rent – Spelsbury playground

Annual playground inspection

Fortnightly emptying Spelsbury bin

Council administration

Parish maintenance expenses

Monthly

Monthly

Quarterly

Annually

Annually

Monthly

Annually

Annually

Biannually

Monthly

Monthly

Signed

(Chairman)

Date

Spelsbury Parish Council

Council chosen provider	Antivirus software renewal	Annually
Microsoft	Office 365 renewal	Annually
SLCC	Clerk subscription (part)	Annually
Spelsbury Memorial Hall	Hall hire	Annually
Jane Olds	Internal audit	Annually
Hugopickering.com	Council mailboxes	Monthly
Hugopickering.com	Domain renewal	Annually
OCC LGPS	Council pension scheme	Monthly

62. To approve the direct debits and standing orders for the year to May 2024

It was **resolved** to approve the following direct debits and standing orders for the year to May 2024:

Anne Ogilvie	Salary (max 24 hours per month)	Monthly - SO
ICO	Data protection fee	Annually - DD
Cottsway Housing Association	Playground rent	Annually – DD
HMRC	PAYE/NI	Monthly – DD

63. To determine the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting

It was **resolved** to hold the ordinary meetings of the Council at Spelsbury Memorial Hall.

It was **resolved** to approve the following meeting schedule for ordinary meetings of the Council:

Tuesday 04 July 2023

Tuesday 05 September 2023

Tuesday 07 November 2023

Tuesday 09 January 2024

Tuesday 05 March 2024

ACM date to be determined following the council election in May 2024.

It was noted that a Council meeting will need to be held before 30 June 2023, to approve the 2022-23 accounting figures and complete the AGAR.

64. To review and approve the Action Plan for 2023-24

It was **resolved** to approve the Action Plan for 2023-24.

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

The Clerk's report was received and noted.

There were no comments.

66. Planning and enforcement

a. Any planning applications received before date of meeting

None.

b. Updates of previous planning applications and enforcement actions

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

23/00404/HHD – Erection of side and rear extensions and construction of a new entrance porch to front elevation – 8 Chadlington Road, Spelsbury – Withdrawn 17/04/23

23/00332/HHD – Single storey extension. First floor extension to attach to existing garage building and formation of new dormer window. Two storey side extension to provide additional living space and garden store (previously approved 22/01761/HHD) – Stable End, Spelsbury – Under consideration

23/00643/FUL – Construction of detached building comprising workshop, covered parking and storage – Dean Mill, Dean, Chipping Norton – Under consideration

67. Business items

a. To receive an update from the Climate Action working group and agree actions

Cllr Pickering advised that the working group wanted to increase its involvement with Charlbury Town Council and other surrounding Councils and environmental groups.

It was **resolved** that the working group could increase its involvement with Charlbury Town Council and other surrounding Councils and environmental groups.

b. To receive an update from the Parish Plan working group and agree actions

No update was received.

Signed

(Chairman)

Date

2023/11

Spelsbury Parish Council

- c. **To consider making an application to the OCC Priority Fund for a speed indication device and agree actions**
It was **resolved** not to make an application to the OCC Priority Fund for a speed indication device as the Council is not in a position to match fund the purchase.
- d. **To confirm the engagement of the Charlbury Garden Company to undertake the 2023 season grounds maintenance of the Spelsbury playground**
It was **resolved** to confirm the engagement of the Charlbury Garden Company to undertake the 2023 season grounds maintenance of the Spelsbury playground.
- e. **To receive an update regarding the parish dog bins and agree actions**
The Council were advised that WODC have been contacted again but no response has been received.
- f. **To receive the playground inspection report and agree actions**
The playground inspection report was received and noted.
The following was noted:
A swing chain has come loose – Cllr Leyland will investigate
A new gate catch is required on the Quickset Close gate - Cllr Leyland to action
The basketball net needs repair – Cllr Leyland to action
- g. **To note that the insurance renewal is due on 01 June 2023 and agree actions**
It was noted that the insurance renewal is due on 01 June 2023.
It was noted that the insurance renewal had been covered in item 58.
- h. **To note that the Council will need to meet before 30 June to approve the AGAR and the end of year financial documents**
It was noted that the Council will need to meet before 30 June to approve the AGAR and the end of year financial documents.
- i. **To consider allowing Cllr Beacham a login and password to access the council website, and permit him to use the website to host parish magazine articles and photos**
It was **resolved** that Cllr Pickering and Cllr Beacham would discuss this request outside of meeting.

68. Finance

- | | | | |
|--|------------------------------------|-----------|---------------|
| a. To ratify expenditure since the last meeting | | | |
| It was resolved to approve the following expenditure since the last meeting: | | | |
| Anne Ogilvie | March salary | | SO |
| Anne Ogilvie | March salary (remainder) | | Bank transfer |
| HMRC | P12 – PAYE/NI | | Bank transfer |
| OCC LGPS | Pension March | | Bank transfer |
| Unity Trust Bank | Service charge | £18.00 | |
| b. To approve current expenditure | | | |
| It was resolved to approve the following expenditure: | | | |
| Ubico Ltd | Spelsbury waste bin | £130.10 | Bank transfer |
| Hugopickering.com | Mailboxes – April | £42.00 | Bank transfer |
| Hugopickering.com | Mailboxes – May | £46.20 | Bank transfer |
| TP Jones & Co | Payroll – Jan-Mar 2023 | £59.40 | Bank transfer |
| Spelsbury Memorial Hall | May council meeting | £16.00 | Bank transfer |
| HMRC | P1 – PAYE/NI | | Bank transfer |
| OCC LGPS | Pension April | | Bank transfer |
| Anne Ogilvie | Clerk administration reimbursement | £13.64 | Bank transfer |
| Anne Ogilvie | April salary | | SO |
| Anne Ogilvie | April salary (remainder) | | Bank transfer |
| Cottsway | Playground rent 2022-2023 | £50.00 | DD |
| 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 | Precept (1/2) | £4,310.00 | |
| e. To receive an update of current status of bank accounts | | | |
| Barclays current account as of 27 March 2023 - £2,718.94 | | | |
| Barclays savings account as of 27 March 2023 - £2.41 | | | |
| Unity Trust current account as of 30 April 2023 - £8,907.20. | | | |

Signed

(Chairman)

Date _____

2023/12

Spelsbury Parish Council

f. To approve the bank reconciliation

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

Unity Trust current account to 31 March 2023

Unity Trust current account to 30 April 2023

Barclays current account to 27 February 2023

Barclays current account to 27 March 2023

g. To approve the finance update

It was **resolved** to approve the finance update to 30 April 2023.

Receipts to 30 April 2023 - £4,310.00

Payments to 30 April 2023 - £0.00

Balance at 30 April 2023 - £11,628.55

It was noted that the balance is provisional until the 2022/23 accounts have been finalised.

69. To receive items for information only

- Invitation to the launch of the Oxfordshire Victoria County history project on 02 June 2023

- Clerk will be taking annual leave at the end of May.

70. 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.

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

Details of the next meeting including date to be confirmed.

72. 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.

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

The report from the staff appraisal had been circulated to councillors. There were no comments from councillors. It was noted that the Clerk is at the top of the SCP points scale for an LC1 council. The Council **resolved** not to increase the Clerk's salary.

The Council thanked the Clerk for her work over the last year.

The meeting was closed at 8.42 pm

Signed

(Chairman)

Date

2023/13