

# Spelsbury Parish Council

MINUTES 20230622

JUNE 22, 2023

7.30 PM

SPELSBURY MEMORIAL HALL

|                  |  |
|------------------|--|
| <b>ATTENDEES</b> | Cllr Beacham (from item 81b), Cllr Datson, Cllr Leyland (Chairman), Cllr Pickering<br>Anne Ogilvie (Clerk)<br>No members of public |
| <b>ABSENT</b>    | Cllr Blackwell   |

## 74. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

## 75. To receive apologies for absence

Apologies were received from Cllr Blackwell.

## 76. To approve and sign the minutes of the meeting on 02 May 2023

It was **resolved** to approve the minutes of the meeting on 02 May 2023. The minutes were signed by the Chairman.

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

None.

## 78. 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.

## 79. To receive reports from County and District Councillors

None.

## 80. 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 – Awaiting decision

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 – Refused 11/05/23

23/00643/FUL – Construction of detached building comprising workshop, covered parking and storage – Dean Mill, Dean, Chipping Norton – Approved 05/06/23

## 81. Business items

### a. To receive the Internal Financial Check report and agree actions

The Internal Financial Check was carried out by Cllr Pickering on 12 May 2023.

He noted that the cheque counterfoils had not always been signed by the cheque signatories, and that some invoices had not been signed by two councillors.

The Internal Financial Check report and comments from Cllr Pickering were received and noted.

Cllr Beacham entered the meeting.

### b. To note that the annual independent playground inspection will take place in July

It was noted that the annual independent playground inspection by Playsafety Ltd has been scheduled to take place in July.

## 82. Annual Accounts

### a. To receive and comment on the RFO's review of the annual accounts to 31 March 2023

The RFO gave a report of the annual accounts to 31 March 2023.

Total receipts were £10,784.94. Total payments were £10,918.10. The ending balance at 31 March 2023 was £7,318.55, which formed the opening balance for 2023-24.

Signed

(Chairman)

Date

2023/14

## Spelsbury Parish Council

The Council spent 99% of the 2022-23 budget, approved in 2021.  
 The Council spent £2,447.84 of earmarked reserves.  
 The Council spent £165.27 of general reserves.  
 The internal auditor for 2022-23 was Jane Olds.  
 The councillors had no comments.

**b. To approve the Statement of Accounts to 31 March 2023**

It was **resolved** to approve the Statement of Accounts to 31 March 2023.  
 The Statement of Accounts was signed by the Chairman.

**c. To approve the bank reconciliations to 31 March 2023**

It was **resolved** to approve the bank reconciliations to 31 March 2023.

**d. To receive and comment on the internal audit report for the year ending 31 March 2023**

The internal audit report for the year ending 31 March 2023 was received and noted.  
 The recommendations from the internal auditor were noted:

- That the Council undertakes a review of effectiveness of internal audit (scheduled for November)
- That councillors undertake training
- That the Council considers supporting the Clerk if she chooses to undertake the Level 4 Community Governance course
- That the Council notes the comment from the internal auditor regarding reducing the reserve level
- That the Council notes the recommendation to consider whether the council computer will be able to support Windows 11.

**e. To complete and sign the Annual Governance Statement for the year ending 31 March 2023**

The Annual Governance Statement for the year ending 31 March 2023 was completed by the Council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2023.

The Statement was signed by the Chairman and the Clerk.

**f. To approve and sign the Accounting Statements for the year ending 31 March 2023**

It was noted that the RFO had signed the Accounting Statements.

It was **resolved** to approve the Accounting Statements for the year ending 31 March 2023.

The Accounting Statements were signed by the Chairman.

**g. To approve the Certificate of Exemption – AGAR 2022-2023**

The Council considered the Certificate of Exemption for 2022-23.

It was **resolved** to certify that the Council is exempt from having a limited assurance review and submitting an AGAR to the external auditor.

It was **resolved** that the Clerk would submit the Certificate of Exemption to the external auditor.

**h. To set the date of commencement of the Exercise of Public Rights**

The Clerk advised that this period needs to be 30 working days and include the first ten working days of July.

The Clerk proposed 26 June 2023 as the commencement date, with the end date being 04 August 2023. These dates were checked for compliance.

It was **resolved** to approve 26 June 2023 as the commencement date of the Exercise of Public Rights, with the end date being 04 August 2023.

### 83. Finance

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

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

|              |                        |               |
|--------------|------------------------|---------------|
| Anne Ogilvie | May salary             | SO            |
| Anne Ogilvie | May salary (remainder) | Bank transfer |
| HMRC         | P2 – PAYE/NI           | Bank transfer |
| OCC LGPS     | Pension May            | Bank transfer |

**b. To approve current expenditure**

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

|                         |                                    |         |               |
|-------------------------|------------------------------------|---------|---------------|
| Hugopickering.com       | Mailboxes – June                   | £46.20  | Bank transfer |
| Spelsbury Memorial Hall | June 13 council meeting            | £16.00  | Bank transfer |
| Spelsbury Memorial Hall | June 22 council meeting            | £16.00  | Bank transfer |
| HMRC                    | P3 – PAYE/NI                       |         | Bank transfer |
| OCC LGPS                | Pension June                       |         | Bank transfer |
| Anne Ogilvie            | Clerk administration reimbursement | £175.14 | Bank transfer |
| Anne Ogilvie            | June salary                        |         | SO            |
| Anne Ogilvie            | June salary (remainder)            |         | Bank transfer |

Signed

(Chairman)

Date

## Spelsbury Parish Council

- 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.

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

- Cllr Pickering advised that he would be able to attend the Parishes Together meeting in July on behalf of the Council.

**85. 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**

Motion request – pedestrian safety on the roads in Spelsbury.

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.

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

Tuesday 04 July 2023, 7.30 pm, at Spelsbury Memorial Hall.

**The meeting was closed at 7.43 pm**

Signed

(Chairman)

Date

2023/16