

# Spelsbury Parish Council

MINUTES 20230905

SEPTEMBER 5, 2023 7.30 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Cllr Beacham, Cllr Blackwell, Cllr Datson, Cllr Leyland (Chairman) Anne Ogilvie (Clerk) Two members of public
<b>ABSENT</b>	Cllr Pickering

## 100. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

## 101. To receive apologies for absence

Apologies were received from Cllr Pickering and OCC Cllr Liz Leffman.

## 102. To approve and sign the minutes of the meeting on 06 July 2023

It was **resolved** to approve the minutes of the meeting on 06 July 2023. The minutes were signed by the Chairman.

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

Cllr Beacham – items 107a and 107b

Cllr Blackwell – item 107a

## 104. 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.

Two members of the public spoke about planning application 23/01756/FUL.

A councillor, having declared an interest, spoke as a member of the public regarding planning application 23/02286/HHD.

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

None.

## 106. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

## 107. Planning and enforcement

### a. Spelsbury Byway Open To All Traffic No44 Modification Order 2021

It was **resolved** not to comment on this Modification Order.

### b. 23/02086/HHD – Erection of side and rear two storey extensions, proposed front entrance canopy and roof lights – 8 Chadlington Road, Spelsbury

It was **resolved** to comment on this application. The Council noted that it was important that the kitchen smells be vented away from the adjacent property.

### c. To comment on the West Oxfordshire Local Plan 2041

It was **resolved** not to comment on the West Oxfordshire Local Plan 2041.

### d. Any planning applications received before date of meeting

**23/01756/FUL** – Erection of 2 two storey rear extensions with associated demolition works – Lutleys, Taston

It was **resolved** to comment on this application. The Council noted that it believed that this application would benefit from going to full committee for a decision.

### e. 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

## 108. Business items

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

There was no update from the working group.

Signed

(Chairman)

Date

2023/20

## Spelsbury Parish Council

- b. **To receive an update from the Parish Plan working group and agree actions**  
There was no update from the working group.
- c. **To receive the independent annual playground inspection report and agree actions**  
The independent annual playground inspection report was received and noted.  
It was **resolved** that Cllr Leyland would manage the gate works.  
It was noted that the Clerk had removed the overgrown vegetation from the litter bin.  
It was **resolved** to delegate authority to the Clerk to purchase the warning signage for the combination goal.
- d. **To receive the playground inspection report and agree actions**  
The playground inspection report, 30 August 2023, was received and noted.  
The following issues were noted:
  - the overgrown vegetation from the litter bin was removed
  - a pile of cut branches had been placed near the seat
  - photographs of the cradle seat swing had been taken for monitoring purposes.
- e. **To consider pedestrian safety on the roads in the parish and agree actions (deferred from the July meeting)**  
Pedestrian safety on the roads in the parish was considered.  
It was **resolved** to report the encroaching hedge to the south of the village on FixMyStreet.  
It was **resolved** that the Clerk would approach OCC Highways for advice.  
It was **resolved** to add a motion to the next appropriate agenda when the Clerk has received advice from OCC Highways – to consider exploring options to improve pedestrian safety
- f. **To consider whether winter salt is required and agree actions**  
It was **resolved** not to order winter salt from OCC.  
It was **resolved** to request a replacement grit bin in Taston, as the current one has been damaged by the contractors mowing the verge.

### 109. Action Plan and Budget

- a. **To consider the draft Action Plan for 2024-2025 and agree actions**  
The draft Action Plan for 2024-2025 was considered. The Council had no comment.
- b. **To consider the draft budget for 2024-2025 and agree actions**  
The draft budget for 2024-2025 was considered. The Council had no comment.  
The Clerk noted that the precept needs to be agreed by the January meeting at the latest.

### 110. Finance

- a. **To ratify expenditure since the last meeting**  
It was **resolved** to approve the following expenditure since the last meeting:
 

Anne Ogilvie	Salary – July		SO
HMRC	PAYE/NI – P4		Bank transfer
OCC LGPS	Pension – July		Bank transfer
Anne Ogilvie	Salary – August		SO
HMRC	PAYE/NI – P5		Bank transfer
ICO	Data protection renewal	£35.00	DD
Hugopickering.com	Mailboxes – August	£46.20	Bank transfer
- b. **To approve current expenditure**  
It was **resolved** to approve the following expenditure:
 

Hugopickering.com	Mailboxes – August	£46.20	Bank transfer
Spelsbury Memorial Hall	Hall hire – September	£16.00	Bank transfer
Playsafety Ltd	Annual playground inspection	£90.00	Bank transfer
SLCC	National conference	£113.00	Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£23.70	Bank transfer
Charlbury Garden Company	July - August	£144.00	Bank transfer
OCC LGPS	Pension – August		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.

Signed

(Chairman)

Date

2023/21

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

Unity Trust current account as of 31 August 2023 - £8,000.32

Barclays current account as of 25 August 2023 - £0.00

Barclays savings account as of 26 May 2023 - £0.00

It was noted that as of 02 July 2023 there was a credit of £193.39 held by HMRC re the PAYE account.

**f. To approve the bank reconciliation**

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

Unity Trust current account to 31 July 2023

Unity Trust current account to 31 August 2023

**g. To approve the finance update**

It was **resolved** to approve the finance update to 31 August 2023

Receipts to 31 August 2023 - £4,503.39

Payments to 31 August 2023 - £3,722.49

Balance at 31 August 2023 - £8,099.45

**h. To approve the budget update**

It was noted that 37% of the budget had been used to 31 August 2023.

It was noted that the mailboxes budget line will be overbudget by the end of the year due to a price increase.

It was **resolved** to approve the budget update to 31 August 2023.

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

It was noted that £144.25 of earmarked reserves and £0.00 of general reserves had been used to 31 August 2023.

Reserve levels as of 31/08/23 – Earmarked reserves: £523.01, General reserves: £6,651.29

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

**j. To review and approve the Equal Opportunities Policy**

It was **resolved** to approve the Equal Opportunities Policy.

**k. To review and approve the Training and Development Policy**

It was **resolved** to approve the Training and Development Policy.

**l. To review and approve the Security Incident Response Policy**

It was **resolved** to approve the Security Incident Response Policy.

**m. To review and approve the Requests for Information Policy**

It was **resolved** to approve the Requests for Information Policy.

**n. To review and approve the Document Storage, Retention and Destruction Policy**

It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

**o. To receive the asset inspection report from Cllr Blackwell and agree actions**

The asset inspection report was received and noted.

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

None.

**112. 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**

No motion requests were received.

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.

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

Tuesday 07 November 2023, 7.30 pm, at Spelsbury Memorial Hall.

**The meeting was closed at 9.04 pm**

Signed

(Chairman)

Date

2023/22