

Spelsbury Parish Council

MINUTES 20231107

NOVEMBER 7, 2023

7.37 PM

SPELSBURY MEMORIAL HALL

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

114. Welcome from the Chairman

The Vice-Chairman, Cllr Blackwell, welcomed everyone to the meeting.

115. To receive apologies for absence

Apologies were received from Cllr Datson and Cllr Leyland.

116. To approve and sign the minutes of the meeting on 05 September 2023

It was **resolved** to approve the minutes of the meeting on 05 September 2023. The minutes were signed by the Chairman.

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

None.

118. 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.

119. To receive reports from County and District Councillors

OCC Cllr Liz Leffman gave her report:

- there has been a change of administration at OCC, it is now a minority administration;
- there is a new freight strategy with studies being undertaken in the Windrush Valley and Henley;
- there is a new countywide air quality website, www.oxair.uk;
- new rural bus services are being introduced in the county;
- in December the single bus fare will be capped at £1;
- the budget is being considered with OCC needing to make £30-£40 million in savings;
- OCC have won two awards for climate action works.

Cllr Leffman left the meeting.

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

The Clerk's report was received and noted.

121. 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 3D
Approved - 06/09/23

23/02086/HHD – Erection of side and rear two storey extensions, proposed front entrance canopy and roof lights – 8 Chadlington Road, Spelsbury
Approved – 16/10/23

23/01756/FUL – Erection of 2 two storey rear extensions with associated demolition works – Lutleys, Taston
Approved – 06/10/23

122. Business items

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

Cllr Pickering gave an update to the Council.

Signed

(Chairman)

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- b. **To consider supporting the Climate and Ecology Bill 2023 and agree actions**
It was **resolved** to support the Climate and Ecology Bill 2023.
- c. **To review the first consideration of the Council's biodiversity duties as per the Environment Act 2021 and agree actions**
It was **resolved** to approve the first consideration of the Council's biodiversity duties as per the Environment Act 2021.
- d. **To receive an update from the Parish Plan working group and agree actions**
There was no update from the working group.
- e. **To receive the playground inspection report and agree actions**
The playground inspection report was received and noted.
The following issues were noted:
- there were no new issues, the gate catch repair is outstanding.
- f. **To consider the quotation for the playground warning notice and agree actions**
It was **resolved** to approve the quotation from Witney Signs, 01/11/23, for £39.73 for an A4 alupanel sign for the playground.
- g. **To consider the response from OCC regarding pedestrian safety in Spelsbury and agree actions**
The response from OCC regarding pedestrian safety was considered
It was **resolved** to delegate the following actions to the Clerk:
- to find out from OCC whether it would be possible to have "give way" road markings on the corner south of Church Lane
- to work with Councillors to mark-up areas of concern on the plan supplied by OCC.

123. Action Plan and Budget

- a. **To consider the draft Action Plan for 2024-2025 and agree actions**
It was **resolved** to defer the Action Plan for 2024-2025 to the next Council meeting, as the Council had not received the Band D figure from WODC.
- b. **To consider the draft budget for 2024-2025 and agree actions**
It was **resolved** to defer the budget for 2024-2025 to the next Council meeting, as the Council had not received the Band D figure from WODC.

124. Finance

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

Anne Ogilvie	Salary – September		SO
HMRC	PAYE/NI – P6		Bank transfer
OCC LGPS	Pension – September		Bank transfer
Anne Ogilvie	Salary – October		SO
HMRC	PAYE/NI – P7		Bank transfer
OCC LGPS	Pension – October		Bank transfer
Spelsbury Memorial Hall	Hall hire – July	£16.00	Bank transfer
Hugopickering.com	Mailboxes – September	£46.20	Bank transfer
TP Jones & Co LLP	Payroll – July to September	£59.40	Bank transfer
Hugopickering.com	Mailboxes – October	£46.20	Bank transfer
- b. **To approve current expenditure**
It was **resolved** to approve the following expenditure:

Hugopickering.com	Mailboxes – November	£46.20	Bank transfer
Spelsbury Memorial Hall	Hall hire – November	£16.00	Bank transfer
Charlbury Garden Company	September, October	£84.00	Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£34.73	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	£4,310.00
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Signed

(Chairman)

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

Unity Trust current account as of 31 October 2023 - £11,138.78

Barclays current account has been closed by the bank – there were no funds left in the account

Barclays savings account as of 26 May 2023 - £0.00

Credit in HMRC PAYE account as of 31 October 2023 - £186.99

f. To approve the bank reconciliation

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

Unity Trust current account to 03 September 2023

Unity Trust current account to 30 September 2023

Unity Trust current account to 31 October 2023

g. To approve the finance update

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

Receipts to 31 October 2023 - £8,813.99

Payments to 31 October 2023 - £5,109.89

Balance at 31 October 2023 - £11,022.05

h. To approve the budget update

It was noted that 52% of the budget had been used to 31 October 2023.

It was noted that the mailboxes, hall hire and payroll lines will be overbudget by the end of the financial year.

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

Reserve levels as of 31 October 2023 – Earmarked reserves: £523.01, General reserves: £6,651.29

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

j. To review the effectiveness of the 2022-2023 internal audit and agree actions

The review of the effectiveness of the 2022-2023 internal audit was considered by Council.

It was **resolved** to approve the review of the effectiveness of the 2022-2023 internal audit.

The review was signed by the Vice-Chairman.

k. To review and approve the Data Protection Policy

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

l. To review and approve the Privacy Policy

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

m. To review and approve the General Privacy Notice

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

n. 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.

o. To review and approve the Dignity at Work Policy

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

125. To receive items for information only

The Clerk will be on annual leave for a week in November and a week in December.

It was noted that the NJC cost of living salary increase for 2023 had been agreed, backdated to April 2023. It was noted that this would be reflected in an amendment to the Clerk's November salary.

126. 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.

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

Tuesday 09 January 2024, 7.30 pm, at Spelsbury Memorial Hall.

The meeting was closed at 8.45 pm

Signed

(Chairman)

Date

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