

Spelsbury Parish Council

MINUTES 20240109

JANUARY 9, 2024

7.35 PM

SPELSBURY MEMORIAL HALL

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

1. Welcome from the Chairman

The Chairman, Cllr Leyland, welcomed everyone to the meeting.

2. To receive apologies for absence

Apologies were received from Cllr Datson and WODC Cllr Temple.

3. To approve and sign the minutes of the meeting on 07 November 2023

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

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

None.

5. 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.

6. To receive reports from County and District Councillors

No reports were received from the County and District Councillors.

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

The Clerk's report was received and noted.

8. Planning and enforcement

Any planning applications received before date of meeting

None.

9. Planning and enforcement

Updates of previous planning applications and enforcement actions

No updates.

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

Cllr Pickering gave an update to the Council.

He advised that Charlbury Town Council are liaising with other car clubs and investigating funding. He advocated encouraging people to take part in the Slow Ways initiative, to create a network of walking routes connecting towns, cities and national parks.

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

There was no update from the working group.

12. To receive the playground inspection report and agree actions

The playground inspection report was received and noted.

The following issue was noted:

- the chains of the junior swing were uneven.

13. To consider the draft OCC Oxfordshire Councils Charter and agree actions

It was **resolved** to support the OCC Oxfordshire Councils Charter.

It was **resolved** to delegate authority to the Clerk to respond to the survey with a supportive comment.

14. To consider sending a representative to WODC's Oxfordshire Councils Charter meeting on 06 February and agree actions

It was **resolved** that the Clerk would attend the WODC Oxfordshire Councils Charter meeting on 06 February as the Council's representative.

Signed

(Chairman)

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15. To consider the Parish Council's further representation to OCC regarding pedestrian safety in Spelsbury and agree actions

It was **resolved** to send the plan submitted at the meeting showing areas of safety concern to OCC.
It was **resolved** to request a site meeting with OCC Highways to show the areas of safety concern.

16. To consider the draft Action Plan for 2024-2025 and agree actions

The Action Plan for 2024-2025 was considered. It was agreed to add an Election section.
It was **resolved** to approve the Action Plan for 2024-2025.

17. To consider the draft budget for 2024-2025 and agree actions

The draft budget for 2024-2025 was considered.
It was **resolved** to approve an expenditure budget of £9,217 for 2024-2025.

18. To agree the precept for the financial year beginning 01 April 2024 and agree actions

It was **resolved** to set a precept of £9,217 for 2024-2025.

19. Finance – To ratify the expenditure since the last meeting

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

Anne Ogilvie	Salary – November		SO
Anne Ogilvie	Salary – November (remainder)		Bank transfer
HMRC	PAYE/NI – P8		Bank transfer
OCC LGPS	Pension – November		Bank transfer
Anne Ogilvie	Salary – December		SO
Anne Ogilvie	Salary – December (remainder)		Bank transfer
HMRC	PAYE/NI – P9		Bank transfer
OCC LGPS	Pension – December		Bank transfer
Witney Signs	Playground signage	£47.68	Bank transfer
Hugopickering.com	Mailboxes - December	£46.20	Bank transfer

20. Finance – To approve current expenditure

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

Hugopickering.com	Mailboxes – January	£46.20	Bank transfer
Spelsbury Memorial Hall	Hall hire – January	£16.00	Bank transfer
SLCC Enterprises Ltd	Practitioners' Conference	£102.75	Bank transfer
TP Jones & Co LLP	Payroll – October-December	£59.40	Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£25.34	Bank transfer

21. To instruct the bank signatories to process the approved payments

It was **resolved** to approve the current bank signatories to process the approved bank transfer payments.

22. To note monies received

None.

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

Unity Trust current account as of 31 December 2023 - £10,033.01
Barclays savings account as of 26 May 2023 - £0.00
Credit in the HMRC PAYE account as of 31 December 2023 - £142.79

24. To approve the bank reconciliation

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

Unity Trust current account to 30 November 2023
Unity Trust current account to 04 December 2023
Unity Trust current account to 31 December 2023

25. To approve the finance update

It was **resolved** to approve the finance update to 31 December 2023
Receipts to 31 December 2023 - £8,813.99
Payments to 31 December 2023 - £6,480.48
Balance to 31 December 2023 - £9,651.46

26. To approve the budget update

It was noted that 66% of the budget had been used to 31 December 2023.
It was **resolved** to approve the budget update to 31 December 2023.

Signed

(Chairman)

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27. 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 December 2023.

Reserve levels as of 31 December 2023 – Earmarked reserves: £523.01; General reserves: £6,844.68

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

28. To review and approve the Grants and Donations Policy

It was **resolved** to approve the Grants and Donations Policy.

29. To review and approve the Business Continuity Policy

It was **resolved** to approve the Business Continuity Policy.

30. To review and approve the Community Engagement Policy

It was **resolved** to approve the Community Engagement Policy.

31. To review and approve the Term of Office of Chairman Policy

It was **resolved** to approve the Term of Office of Chairman Policy.

32. To review and approve the Internet Banking Payment Procedure

It was **resolved** to approve the Internet Banking Payment Procedure.

33. To review and approve the Internal Financial Control Policy

It was **resolved** to approve the Internal Financial Control Policy.

34. To organise the Clerk's annual appraisal

It was **resolved** that the Chairman would carry out the Clerk's annual appraisal, and arrange a suitable date and venue with the Clerk.

35. To receive items for information only

It was noted that the Council election will be held on Thursday 02 May 2024.

The Council thanked Cllr Datson for his recent litter picking work.

It was noted that a litter picking event will be needed this spring.

36. 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.

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

Tuesday 05 March 2024, 7.30 pm, at Spelsbury Memorial Hall.

38. The meeting was closed at 8.16 pm.

Signed

(Chairman)

Date