

Spelsbury Parish Council

MINUTES 20240305

MARCH 5, 2024

7.30 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

39. Welcome from the Chairman

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

40. To receive apologies for absence

Apologies were received from Cllr Datson and OCC Cllr Leffman.

41. To approve and sign the minutes of the meeting on 09 January 2024

It was **resolved** to approve the minutes of the meeting on 09 January 2024. The minutes were signed by the Chairman.

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

None.

43. 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.

44. To receive reports from County and District Councillors

No reports were received from the County and District Councillors.

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

The Clerk's report was received and noted.

It was agreed to request that OCC move the new grit bin to the correct position in Taston and remove the damaged bin.

46. Planning and enforcement

Any planning applications received before date of meeting

None.

47. Planning and enforcement

Updates of previous planning applications and enforcement actions

No updates.

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

Cllr Pickering advised that there was nothing new to report.

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

There was no update from the working group.

50. To receive the playground inspection report and agree actions

The playground inspection report was received and noted.

It was noted that the gate catch has been fixed, and the new sign has been put up.

51. To receive an update regarding pedestrian safety in Spelsbury and agree actions

The Clerk reported that the plan agreed at January's meeting had been sent to OCC and a site meeting had been requested.

52. To consider donation requests and agree actions

It was **resolved** not to offer donations to the requesting organisations.

53. To consider the date, time, venue and format of the Annual Parish Meeting and agree actions

It was **resolved** to hold the Annual Parish Meeting on Tuesday 21 May, at 7.30 pm, at Spelsbury Memorial Hall.

54. To receive an update regarding the May 2024 Council election

An update was received from the Clerk. It was noted that the Clerk would be attending the Election Briefing from WODC on Wednesday 06 March, and would send an update to Council after this.

Signed

(Chairman)

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55. To consider sending a representative to WODC's nature recovery guide launch event on 21 March and agree actions

It was **resolved** that the Clerk would attend WODC's nature recovery guide launch event on behalf of the council.

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

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

Anne Ogilvie	Salary – January		SO
Anne Ogilvie	Salary – January (remainder)		Bank transfer
Anne Ogilvie	Salary – February		SO
Anne Ogilvie	Salary – February (remainder)		Bank transfer
HMRC	PAYE/NI – P10		Bank transfer
HMRC	PAYE/NI – P11		Bank transfer
OCC LGPS	Pension – January		Bank transfer
OCC LGPS	Pension – February		Bank transfer
Cottsway Housing Association	Playground rent 2023-24	£50.00	DD

57. Finance – To approve current expenditure

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

Hugopickering.com	Mailboxes – February	£46.20	Bank transfer
Hugopickering.com	Mailboxes – March	£46.20	Bank transfer
OALC	Annual membership	£168.00	Bank transfer
Spelsbury Memorial Hall	Hall hire – March	£16.00	Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£36.64	Bank transfer

58. 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.

59. To note monies received

Ubico Ltd	Invoice adjustment	£13.07
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60. To receive the update of the current status of the bank accounts

Unity Trust current account as of 29 February 2024 - £8,379.21
Credit in the HMRC PAYE account as of 29 February 2024 - £130.39

61. To approve the bank reconciliation

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

Unity Trust current account to 31 January 2024
Unity Trust current account to 29 February 2024

62. To approve the finance update

It was **resolved** to approve the finance update to 29 February 2024.

Receipts to 29 February 2024 - £8,826.46
Payments to 29 February 2024- £7,653.49
Balance to 29 February 2024 - £8,491.52

63. To approve the budget update

It was noted that 78% of the budget had been used to 29 February 2024.

It was noted that the clerk salary, employer pension and mailbox lines will be overbudget by the end of the year.

It was **resolved** to approve the budget update to 29 February 2024.

64. 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 29 February 2024.

Reserve levels as of 29 February 2024 – Earmarked reserves: £523.01; General reserves: £6,857.75

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

65. To consider the virement report and agree actions

The virement report was considered.

It was **resolved** to approve the virement report.

66. To review and approve the Press and Media Policy

It was **resolved** to approve the Press and Media Policy.

Signed

(Chairman)

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- 67. To review and approve the Co-option Policy**
It was **resolved** to approve the Co-option Policy.
- 68. To review and approve the Freedom of Information Scheme**
It was **resolved** to approve the Freedom of Information Scheme.
- 69. To review and approve the High Consequence Infectious Disease Policy**
It was **resolved** to approve the High Consequence Infectious Disease Policy.
- 70. To review and approve the Staff Recruitment and Retention Policy**
It was **resolved** to approve the Staff Recruitment and Retention Policy.
- 71. To review and approve the Expenses Policy**
It was **resolved** to approve the Expenses Policy.
- 72. To review and approve the Reserves Policy**
It was **resolved** to approve the Reserves Policy.
- 73. To receive the asset inspection report and agree actions**
The report of the asset inspection on 04 March 2024 was received and noted.
It was agreed to add the extra grit bin in Taston, and remove the two missing twenty's plenty signs.
- 74. To review and approve the asset register**
It was **resolved** to approve the asset register with the amendments following the asset inspection.
- 75. To receive items for information only**
Cllr Pickering noted that it was 100th anniversary this year of the fire which destroyed the Chequers Inn, and suggested the village create a "Pub for a day" at the Memorial Hall. It was agreed to create an agenda item for the May meeting.
Cllr Beacham has created an article about the May election for the Parish Magazine.
- 76. 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.
- 77. Next meeting – to note date, time and venue of next meeting**
The Clerk will confirm the date of the next Council meeting when it is known if there is a contested election.
It was noted the meeting must be held between 10 and 20 May.
- 78. 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.
- 79. To complete and approve the Pension Discretionary Policy**
It was **resolved** to offer the minimum possible in the Pension Discretionary Policy.
It was **resolved** to review the policy in the new financial year.
- 80. The Chairman thanked the councillors for their service to the Council and the community.**
The meeting was closed at 8.18 pm.

Signed

(Chairman)

Date

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