

Spelsbury Parish Council

MINUTES 20170905 DRAFT SEPTEMBER 5, 2017 7.30 PM

SPELSBURY MEMORIAL HALL

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| ATTENDEES | Rick Leyland, Graham Beacham, Helen Datson, Simeon Harvey, Anne Ogilvie (Clerk), Liz Leffman, Neil Owens |
| ABSENT | Paul Rowley – Parish Clerk received resignation from Paul Rowley on 05 September, prior to meeting |

1. APOLOGIES

Craig Richardson - business reasons

2. MINUTES FROM LAST MEETING

04 July 2017, 20170704 – agreed true and accurate record by Helen Datson, signed by Rick Leyland

3. MATTERS ARISING FROM LAST MEETING AND CLERK'S REPORT

a. 201607048c – Verge maintenance

OCC is only planning on one verge cut this year.

Craig has created a map of the road/verge issues in Taston, copy attached to minutes.

Action – Craig Richardson to contact OCC's Highway Officer to find out what OCC is planning regarding verge and road maintenance issues, cc to Rodney Rose.

20170109 – Craig has received no official response to the issues raised to OCC. Craig to supply response from OCC representative on local forum regarding these issues to attach to minutes

By – Craig Richardson

Action – Craig Richardson to continue to map verge and road maintenance issues in the parish.

Rick and Paul to work with Craig to complete the mapping of the parish.

Copy of map to be sent to Rodney Rose when completed. - Ongoing

By – Craig Richardson,
Rick Leyland, Paul
Rowley

Action 20161107 – work to map issues to continue during the winter, and issues to be flagged as appropriate

By – Craig Richardson,
Rick Leyland, Paul
Rowley

b. 201609059c – Defibrillator

Action 20170306 – To arrange training for the parish, after defibrillator has been installed

By – Rick Leyland

c. 201609059d – Litter and waste by garages in Quickset Close

Action – Council to arrange removal of rubbish.

By - Councillors

d. 201703069b – Welcome postcard for new households

Action – Welcome postcard to be created

Completed

e. 201701099b – Bench procurement update – To provide an update of the procurement of benches by the Council.

20170905 – benches have been ordered

f. 2017051610d – Dog waste bin in Taston – to discuss and agree to request one dog waste bin from WODC to be placed in Taston. It was agreed to contact WODC to discuss the feasibility and costs of purchasing a dog waste bin, and placing it at grid reference 359,222. Also to discuss collection arrangements

Action 2017051610d– WODC to be contacted regarding purchase and placing of dog waste bin, and collection arrangements

20170905 – WODC employee will respond w/c 11 September

g. 2017070410b – Storage of Council documentation – to set up a Working Party to undertake a risk assessment of the storage of Council documentation, and present findings and improvement suggestions back to Council

Action – Working Party to undertake risk assessment

By – Working Party

h. Clerk Report – The Clerk gave their report, which is appended to these minutes

4. DECLARATION OF INTERESTS

No declarations in interests received

5. REPORTS FROM COUNCILLORS

COUNTY COUNCIL REPORT – Liz Leffman

Following a query received at the last Council meeting, Liz reported that it would be very expensive to move the 30mph road sign on the Taston-Spelsbury road near the Spelsbury junction, but that there may be an option of putting in an Advanced Give Way sign on that road. She had not had a response from the Maintenance Team regarding the road by Dean Mill entrance, but will chase this.

She reported that verge maintenance has been contracted by OCC to WODC.

DISTRICT COUNCIL REPORT – Neil Owens

WODC will be holding a full council meeting tomorrow

Broadband – the deadline for receiving bids for the contract was 15 August. WODC will be making a decision regarding awarding the contract in the near future.

Local Plan – the definitive report is due in October.

WODC have set up an initiative to help first time buyers with their deposit by providing loans.

Neil was asked to investigate the option of the Parish managing the verge maintenance on behalf of WODC, and the grant provided for this.

6. PLANNING UPDATE

17/01774/FUL – erection of a single-span polytunnel for agricultural/horticultural use

Action – Clerk to send Council response to WODC

Completed

No current applications

7. CORRESPONDENCE RECEIVED

- Emails received since last meeting have been forwarded to Councillors
- Letter – SLCC re renewal of membership – Clerk to process
- Letter – Robert Courts introducing himself as MP for Witney and West Oxfordshire
- Letter – Soldiers of Oxfordshire Museum requesting a donation – Clerk to log on donation spreadsheet to be reviewed in March
- Letter and information – WODC re changes to the recycling service

8A. PREVIOUS FINANCE

- 201707048a – Payments to be approved by Council
201707048c – Payments to be approved by Council

Action – Payments to be recorded and sent

Completed

8B. FINANCE

- To approve current expenditure and instruct bank signatories to sign approved cheque payments

K Wakefield – grass cutting (100722) - £80.00 – approved and instructed

Playsafety Ltd – RoSPA annual playground inspection (100723) - £79.80 – approved and instructed

C J Howard – electrical works re installation of defibrillator (100721) - £250.00 – approved and instructed

Action – Payments to be recorded and sent

By – Parish Clerk

- Update of current status of bank accounts
Accounting statement as of 25 August 2017 presented to Council
Current account balance including payments in 2017090548Ba & c was £5094.28
Deposit account balance was £4786.17
Bank reconciliation and budget update to August 2017 has been emailed to Councillors

- To approve Council administration costs

Action – Council administration costs approved

9 BUSINESS ITEMS

- Spelsbury Playground – RoSPA report – to review the Play Area Safety Inspection Report undertaken on 25/07/17, and and agree H & S actions required

Action – H & S actions in hand to be completed this autumn

By - Councillors

- TRO – A361 Burford High St Proposed Weight Limit Restriction Consultation – to review the consultation documents and formulate Council response if appropriate

The Council resolved that no comment was required

10. INTERNAL MANAGEMENT

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| a. Data Protection Registration – to approve registration of the Council under Data Protection Act 1998 (ICO), cost £35.00 It was resolved to register for Data Protection, cost £35.00 | |
| Action – Data Protection Registration to be processed and payment made | Completed |
| b. Council Co-option Policy – to agree to set up a Working Party to create a Co-option Policy and present back to Council, and to create Working Party. It was resolved to create a Co-option Policy | |
| Action – Draft Co-option Policy to be created and circulated to Council for comment | By – Parish Clerk |
| c. Term of Office for Chairman Policy – to agree to set up a Working Party to create Term of Office for Chairman Policy and present back to Council, and to create Working Party. It was resolved to create a Term of Office for Chairman Policy | |
| Action – Draft Term of Office for Chairman Policy to be created and circulated to Council for comment | By – Parish Clerk |
| d. Internal Checker job role – to agree to set up a Working Party to create an Internal Checker job description and term of reference and present back to Council, and to create Working Party It was resolved to create an Internal Checker job description | |
| Action – Draft Internal Check job description to be created and circulated to Council for comment | By – Parish Clerk |

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

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| a. Resignation from position of Councillor has been received from Paul Rowley. WODC has been notified and sent the paperwork to start the process of recruiting a new Councillor. Notice will be put up on Thursday giving the electorate the opportunity to request an election. If an election is not requested, the Council will start the process of recruiting a new Councillor. |
| b. It was noted that a new Transparency Grant is available, and that it would appropriate for the Council to apply. |

12. DATE OF NEXT MEETING

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| Next meeting – Tuesday 07 November 2017 at 7.30 pm at Spelsbury Memorial Hall |
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Clerk Report 05 September 2017
Period: From 05 July 2017

1. Sent completed Annual Return and associated paperwork to BDO – sign off document from BDO not yet received
2. Completed report of Clerk's Year training – emailed to Councillors
3. Draft Annual Parish Meeting minutes completed and published
4. Taston dog waste bin – waiting for WODC employee to respond, will be back from annual leave on 11 September
5. Council response to planning application 17/0174/FUL polytunnel sent
6. Payments from last meeting recorded and sent
7. Bank accounts updated
8. Data Protection Registration completed
9. Basic Council Facebook page created
10. Received paperwork from WODC to advertise councillor vacancy due to Paul's resignation
11. Logged actions required following Clerk's Year training
12. Changed format of agenda
13. Changed format of recording apologies and absences on the minutes
14. Brought following items to Council's attention – Co-option Policy required, Term of Office for Chairman Policy required, Internal Checker job role

Next Actions

1. Facebook page to be improved
2. Taston dog waste bin – pass information to Councillors when received
3. Continue to update Health and Safety Policy
4. Start preparing budget for next year
5. Investigate Local Council Award Scheme
6. Create Clerk Year Planner
7. Create Council Year Planner
8. Complete Pension Staging requirements with Chairman
9. Investigate recording rules for meetings
10. Undertake risk assessment of storage of Council documentation and present findings and improvement suggestions back to Council (working party)
11. Review the role of the internal auditor in light of changes in external audit procedure and report to Council
12. Create induction pack for new Councillors
13. Review the Transparency Act and ensure Council is fully compliant
14. Investigate "Act of Parliament" to be quoted with reference to expenditure decisions
15. Create map of Council assets