

Spelsbury Parish Council

MINUTES 20170109

JANUARY 9, 2017 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Helen Datson, Simeon Harvey, Anne Ogilvie (Clerk), Neil Owens, no members of the public	
1. APOLOGIES		
Rodney Rose		
2. MINUTES FROM LAST MEETING		
07 November 2016, 20161107 – Approved and signed.		
3. MATTERS ARISING FROM LAST MEETING		
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 – To discuss proposal for the installation of a defibrillator in the Parish. It was decided to investigate the costs and possible funding alternatives of a defibrillator.		
Action – Costs and funding alternatives for a defibrillator to be investigated – Rick has successfully applied to the British Heart Foundation for a grant. The Council will receive a defibrillator, cabinet and training details. Action – To arrange training for the parish	By – Rick Leyland	
c. 201609059d – Litter and waste by garages in Quickset Close This land is owned by Cottsway. It was decided to contact Cottsway regarding the issue		
Action – Clerk to contact Cottsway regarding the litter and waste – in progress, waiting for an update from Cottsway Action 20170111 – Clerk to contact Cottsway again to request update	By – Parish Clerk	
d. 201609059e – Overgrown path from playground to Quickset Close This path is overgrown at the back of 9 & 10 Quickset Close. This land is owned by Cottsway. It was decided to contact Cottsway regarding the issue.		
Action – Clerk to contact Cottsway regarding overgrown path – in progress, waiting for update from Cottsway. Action 20170111 – Clerk to contact Cottsway again to request update	By – Parish Clerk	
e. 201611079b – Website and Welcome Pack It was agreed to look at options for charging local businesses to advertise on the new Council website. It was agreed that the Welcome Pack group would meet before the next Council meeting and bring their report to that meeting.		
Action – To investigate options for charging local businesses to advertise on the new Council website. Ongoing – Helen will send an article for inclusion in the next Parish News, and will put information on the parish website. Rick will put a notice on the Parish Noticeboard	By – Helen Datson, Rick Leyland	
Action – Welcome Pack Group to meet and bring report of next actions to the next Council Meeting. Ongoing – meeting has not been held yet. Is planned to be held before March meeting.	By – Welcome Pack Group	
f. 2016110711c – Phone box to be used to house defibrillator Following the email received by Councillors regarding the removal of the public telephone box in Spelsbury, a suggestion was made that the phone box could be used to house the defibrillator which is currently under discussion.		
Action – Clerk to request the cost and process of the Council adopting the phone box near the Memorial Hall in Spelsbury. BT have replied, stating that the Council needs to approach WODC Planning Dept. Action – Clerk to contact WODC	By – Parish Clerk	

- g. Working Party report – Playground Inspection
The working party provided costs to the Council regarding items required to improve the safety of the playground.
2No seats for seesaw - £138 ex VAT – approved
Fixings for roundabout - £20 - approved

4. DECLARATION OF INTERESTS

Graham Beacham declared an interest in Item 6 on the agenda – planning update – 16/04265/HHD – Erection of single storey extension
Helen Datson provided the Clerk with an updated Register of Members' Interests.

5. REPORTS FROM COUNCILLORS

COUNTY COUNCIL REPORT
No report from County Council

DISTRICT COUNCIL REPORT

Neil Owens presented his report to the meeting

The budget process is proceeding, final figure will be produced in April. WODC is financially sound, and will maintain the current grant structure.

Council tax is set to rise slightly. The Cabinet are set to meet on Wednesday (they meet on a fortnightly basis), and will be setting and approving the budget.

Local Plan – it hoped that this will be approved. It will provide some defence against some future planning proposals.

Devolution – the process is ongoing. No final decision has been made yet.

6. PLANNING UPDATE

16/03642/HHD – erection of a two storey extension Comment to be sent to planning regarding improved signage required in the area.	
Action – Clerk to send comment to WODC	Completed
16/04265/HHD – extension of single storey extension Parish Council has no objection Graham Beacham removed himself from this item.	
Action – Clerk to send comment to WODC	By – Parish Clerk

7. CORRESPONDENCE RECEIVED

- a. Emails received since last meeting have been forwarded to Councillors
b. Letter from HMRC re PAYE – have requested Council pay PAYE electronically

8A. PREVIOUS FINANCE

a. 201611078b – Payments to be approved by Council	
Action – Payments to be recorded and sent	Completed

8B. FINANCE

- a. To approve current expenditure
A Ogilvie – A Ogilvie – October salary (100688) – £98.52 – approved
Spelsbury Memorial Hall – hall rent (100689) - £152.00 – approved
Borsuk Software Engineering Ltd - website setup - £216.00 – approved
A Ogilvie – Council resources (100691) - £92.00 - approved
J Harron – payroll production (100692) - £45.00 – approved
HRMC – PAYE/NI (100693) - £77.40 approved
A Ogilvie – November salary (100694) - £108.12 – approved

Action – Payments to be recorded and sent

By – Parish Clerk

- b. Update of current status of bank accounts
Accounting statement as of 06 January 2017 presented to Council
Current account balance including payments in 201701098Ba was £5874.36
Deposit account balance was £2611.17
Bank reconciliation and budget update to December 2016 has been emailed to Councillors

- c. To approve Clerk salary and expenses

Action – Clerk salary approved

<p>d. To agree and approve budget for year beginning April 2017 Budget was discussed, and it was resolved that the total of £8069 would be the Council budget for year beginning April 2017</p>	
Action – Agreed budget to be sent to all Councillors	Completed
<p>e. To agree and approve precept for year beginning April 2017 Precept was discussed, and it was resolved to use the agreed total budget figure of £8069 for the year beginning April 2017.</p>	
Action – Precept documentation to be sent to Councillors when received by Clerk.	Completed
Action – Clerk to complete Precept form and send to Councillors for approval.	Completed
Action – Clerk to return completed approved Precept form to WODC as per their timetable	Completed

9. BUSINESS ITEMS

<p>a. 201611079d – Donation request from West Oxfordshire Citizens Advice Bureau To discuss the request for a donation and agree on an action regarding this request.</p> <p>It was agreed that all donation requests received during the budget year will be logged. The decision on which, if any, charities the Council would donate to will be made at the last Council meeting of the budget year.</p>	
Action – Clerk to create spreadsheet to log donation requests received during the budget year	Completed
<p>b. Bench procurement update – To provide an update of the procurement of benches by the Council Paul had been asked to provide an update for the meeting, but no report had been received</p>	
Action – Graham to request update from Paul.	By – Graham Beacham
Action – Graham to forward update to Councillors	By – Graham Beacham

10. INTERNAL MANAGEMENT

<p>a. 2016110710c – Training – To discuss current training on offer and agree whether any are required by the Council. It was agreed previously in the meeting for a training allowance to be included in the 2017 budget. It was agreed that the Clerk and Councillors would put in a training request to the Council on a case by case basis. It was agreed that the Council would keep a training log, showing trainings which have been attended by the Clerk and Councillors.</p>	
Action – Clerk to create and maintain a training log	Completed
<p>b. Internal Documentation – Clerk to provide update on process of updating/creating internal documentation required by Council as an employer The draft documents which have been sent to Councillors for approval have been approved</p>	
Action – Draft documents to be changed to approved documents with revision numbers	By – Parish Clerk
Action – Approved documents to be printed prior to signature (as appropriate), and uploaded to Dropbox	By – Parish Clerk

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

None

12. DATE OF NEXT MEETING

Next meeting – Monday 06 March 2017 at 7.30 pm at Spelsbury Memorial Hall
