

Spelsbury Parish Council

MINUTES 201507

JULY 7, 2015

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Paul, Rowley, Mark Wheatley, Diane Bunney 1 member of the public
------------------	---

1. APOLOGIES

Yvonne Beaumont, Rodney Rose

2. MINUTES FROM LAST MEETING

Approved and signed

3. MATTERS ARISING FROM LAST MEETING

a.	Street Party was held, raised £250 to be divided between Spelsbury Church and Spelsbury Memorial Hall. Details have been published in Parish Magazine.
b.	Good Neighbour Scheme is underway. Currently aiming to set up two "bases" for surgeries, one at Chadlington Church on a Monday, one at Café de La Poste on a Thursday for a few months. Currently have 25 volunteers.
c.	Co-option of Paul Rowley – Council has been informed by Keith Butler that the correct procedure for co-opting a new councilor was not followed. A Notice of Vacancy from WODC was not requested or issued, although an advert for the position had been published. Council need to declare that they are happy with route taken to fill the position. Councillors deemed themselves happy. New councilor signed Declaration of Acceptance of Office. Correct procedure has been noted for future.

4. DECLARATION OF INTERESTS

No declarations of interests.

5. PLANNING UPDATE

15/62360/TCA – Stable End, Spelsury – Reduction in height of hedge – no comments.

6. FINANCE

a.	Previous year accounts are late, have not been completed or audited.
Action – OALC to be asked for list of Internal Auditors	By – Parish Clerk
Action – Current Clerk to overview accounts once completed by previous Clerk	By – Parish Clerk
b.	Register of Assets has not been created.
Action – Register of Assets to be drafted	By – Parish Clerk
Action – Draft Register of Assets to be approved by Council	By – Councillors
Action – Register of Assets to be filed	By – Parish Clerk
c.	Payments to be approved by Council Cottsway Housing Association – playground rent - £50.00 – approved. Aon UK Ltd – Insurance - £386.36 – approved ORCC – annual subs - £30.00 – approved Ken Wakefield – grass cutting - £60.00 – approved CPRE – annual subs - £36.00 – approved OALC – annual subs - £133.07 - approved
Action – Payments to be recorded and sent	By – Parish Clerk
d.	Bank account postal address needs to be changed in writing. Letter signed by two councillors
Action – Letter to be sent to bank	By – Parish Clerk
e.	Invoice from KA Perkins for work to Memorial at Taston, inv number 3620, to be approved. Invoice gross total £1740.00 Two grants have been received which partially cover the work, £500 from Rodney Rose, £794 from OCC. Remainder of £446 to be funded by Council. Council funding agreement queried, and further information to be provided before Council approval will be given.
Action – KA Perkins to be asked to supply following: copy of quotation, description of works, copy of order to proceed	By – Parish Clerk

f. Clerk training day, An Introduction for new councilors and clerks by OALC, cost £78.00 to be approved. Approved.	
Action – Course place to be booked	By – Parish Clerk
7. ANY OTHER BUSINESS	
a. Street Party – Letters of thanks to be sent to raffle gifters from “Street Party Committee Organisers”	
Action – Letters of thanks to be sent	By – Paul Rowley
b. OALC are holding a meeting for Parish Councils next week regarding Parish Plans.	
Action – Presentation information to be requested	By – Graham Beacham
Action – Parish Plan to be started	
c. Playground – Lease agreement, for a minimum of 25 years, has been signed and returned to Cottsway. Improvements to play equipment can now be discussed.	
d. Street Party – Letters of thanks to be sent to raffle gifters from “Street Party Committee Organisers”	
Action – Letters of thanks to be sent	By – Paul Rowley
e. Press releases and information received by Clerk via email – agreed will be forwarded to all Councillors.	
f. Register of Members Interests – Councillors requested copies to Register of Members Interests to be sent to them for reference.	
Action – Register of Members Interests form and guidance notes to be emailed to Councillors	By – Parish Clerk
g. Parish Clerk employment – Council was informed that the Parish Clerk needs to be an employee of the Council. The Council needs to register with HMRC, and arrange payroll. Council needs to provide contract of employment.	
Action – OALC to be approached for information and help on setting up employee payroll	By – Parish Clerk
Action – Standard contract of employment to be sourced	By – Parish Clerk
h. SLCC – membership for Parish Clerk to be processed. Membership of £70, first year, approved for payment.	
Action – SLCC membership form to be completed, and payment raised	By – Parish Clerk
i. Aon UK Ltd – ERN/PAYE reference number has been requested.	
Action – To be provided once HMRC registration has been completed	By – Parish Clerk
j. Tractors and large vehicles driving through Parish – concern from public of the safety and suitability of lorries from ABN Feeds using the roads through Taston and Spelsbury as a short cut, and of the large tractors from Model Farm.	
Action – PCSO to be asked to attend next Meeting	By – Rick Leyland
Action – Letters stating concerns to be written to ABN Feeds and Model Farm	By – Parish Clerk
k. Water Fountain in Spelsbury- concern about the condition of the building and state of surrounding area. Question raised about whether it could become a Community Asset.	
Action – Laws & Fiennes to be informed of community concern about the condition of the Fountain and surrounds	By – Rick Leyland
Action – Community Asset paperwork to be prepared	By – Paul Rowley
l. Benches – the possibility of purchasing new benches and new sites for them were discussed.	
Action – To be listed at agenda item for next Meeting	By – Parish Clerk
Action – Possible sites to be investigated	By - Councillors
m. Pub & Pie Evening – Community event being organised by Rick Leyland and Paul Rowley on 03 October 2015.	
n. Digital Archive for Parish – Being organised by Rick Leyland and will be launched at Pub & Pie Evening.	
8. DATE OF NEXT MEETING	
Date of next meeting to be confirmed after answer re attendance has been received from PCSO.	
Action – Date of meeting to be provided	By – Rick Leyland

