Spelsbury Parish Council

MINUTES 20160301

MARCH 1, 2016 7.30 PM SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Paul Rowley, Diane Bunney, Mark Wheatley, Anne Ogilvie (Clerk), two members of the public

1. APOLOGIES

Yvonne Beaumont

2. MINUTES FROM LAST MEETING

Approved and signed.

3. MATTERS ARISING FROM LAST MEETING

a. 2015096b – Register of Assets has not been created	
Action 201507 - Register of Assets to be filed – waiting on Action 2015113d	By – Parish Clerk
Action 2015113d – Clerk to be provided with list of playground equipment and values – in progress	By – Rick Leyland
Action 2015113d – Clerk to update and resend Register to Council for approval	By – Parish Clerk

b. 2015097c – Playground – Lease agreement, for a minimum of 25 years, has been signed and returned to Cottsway. Improvements to play equipment can now be discussed	
Action 201509 – Lease Agreement to be given to Clerk for filing – Hard copy received by Clerk	*Completed*

c. 2015097i – Water Fountain in Spelsbury – concern about the condition of the building and state of surrounding area, and whether it could become a Community Asset	
Action – 201509 – Trust ownership to be investigated *A representative of the Spelsbury Memorial Hall Committee stated that the Memorial Hall are happy to take over regarding options for ownership. Rick to liaise with Committee regarding information he has.*	*Closed*

d. 2015097k – Taston Cross – works procedure to be created to handle future orders	
Action – 201509 – To create a procedure to manage future works orders – completed and approved by Council	*Completed*

e. 2015097l – Grass triangle in front of houses in Chadlington Road. Can become an eyesore when not maintained	
Action – Highways to be contacted to ask if they own the triangle – in progress, waiting answer *Plan received from Highways showing OCC ownership of the triangle*	*Completed*

f. 2015097n – Old School House, Spelsbury – path reinstatement Discussion was held regarding the resinstatement of the path to the side of Old School House	
Action – To find out who owns the path - ongoing	By – Parish Clerk
Clerk to contact Highways regarding the path. Highways do not have a record of path in that area, their plan shows a verge. Photo to be provided to Highways to show area and path to clarify position.	
Action – Photograph of path required – in progress	By – Paul Rowley
Action – Photograph to be sent to Highways	By – Parish Clerk

g. 2015117Ba – Spelsbury Allotments – to discuss the management of Spelsbury allotments by the Parish Council, as requested by Laws & Fiennes (carried over from 201509) For information – Spelsbury allotment site is currently owned by Christopher Burton, and managed by Laws & Fiennes. The land is used as "unofficial" allotments by four families. No rent is paid by most of the users of the site. The plots are of uneven size. An email has been received from Laws & Fiennes suggesting that the Parish Council take over managing the site for a rent of £150 per year. This to be an annual agreement. It was advised that the Parish Council then rent out the allotment plots to the current users, and Laws & Fiennes offered to send over a contract template for this.	
Action – To request the contract template from Laws & Fiennes – in progress, not yet received	By – Rick Leyland
Action – Laws & Fiennes to be advised that decisions regarding the allotment will be left until the next Council is in office	By – Rick Leyland

Action – Chipping Norton Council to be contacted to request information regarding their allotment management	By – Graham Beacham

h. 201601128c – Parish Estate Maintenance – to devise a plan to investigate the options and cost of managing the Parish Estate	
Action – To be reviewed when Council has received answers regarding land ownership from OCC *It was agreed to Close this action until OCC has provided Council with information regarding the services which they will be providing in the next financial year*	*Closed*

i. 201601128d – Parking in Dean – number of police/security staff vehicles parking on the road through Dean has been causing issues for other residents	
Action – Letter to be written to Lord Chadlington informing him of residents' concerns. Copy to be sent to David Cameron - completed *Lord Chadlington has offered additional off road parking to reduce the problem.* Response to be sent to Lord Chadlington, Police Liaison Officer, and Protection Group Rep, thanking for action taken.	By – Parish Clerk

4. DECLARATION OF INTERESTS

Rick Leyland and Graham Beacham each declared an interest regarding the allotments

5. PLANNING UPDATE

No current applications

6. CORRESPONDENCE RECEIVED

a. Home Library Service leaflet – available to view at meeting b. Oxfordshire Together Highway Services Feb 2016 update – available to view at meeting c. Parking in Dean – response from Police Liaison Officer – available to view at meeting d. Parking in Dean – response from Lord Chadlington – available to view at meeting e. Parking in Dean – response from Mr Cameron – available to view at meeting f. Cotswold AONB Sustainable Development Fund email – available to view at meeting

g. 2016016f Mobile Library Service – email received from Oxfordshire Libraries stating that due to low levels of usage, they are proposing to discontinue stopping at Spelsbury.	
Action – Graham to try to encourage usage of the service, and to contact the Library Service to try to keep service in the village	*Completed*

7A. PREVIOUS FINANCE

a. 2016017Ba – Payments to be approved by Council	
Action – Payments to be recorded and sent	*Completed*

b. 2016017Be – Audit arrangements – It was resolved to remain "opted in", to have an auditor appointed for it by the new sector led body which has been set up by NALC	
Action – Clerk to confirm to OALC that this matter has been discussed and council has decided to "opt in"	*Completed*

7B. FINANCE

a. To approve current expenditure OALC – Annual membership subscription (100653) £133.07 - approved A Ogilvie – December salary (100652) £82.20 - approved A Ogilvie – January salary (100654) £98.52 - approved A Ogilvie – expenses to 29.02.16 (100655) £33.94 - approved	
Action – Payments to be recorded and sent	By – Parish Clerk

b. Update of current status of bank accounts Accounting statement as of 01 March 2016 presented to Council Current account balance including payments in 201603017B was £2667.34 Deposit account balance was £2609.52

c. To approve Clerk salary and expenses
Action – Clerk salary and expenses approved

d. Change of postal address on bank accounts Letter received from bank in response to the request to change the Clerk and postal address. Proof of ID form required from Clerk. Also update of proof of ID required from Graham Beacham, Hugh Datson and Louise Barnes. It was resolved to remove Hugh Datson and Louise Barnes from the bank mandate as they are no longer Councillors with Spelsbury Parish Council.	
Action – Clerk to complete ID form and take to bank to confirm whether proving ID at bank is before or after the ID form is returned to Barclays. Then to inform Graham Beacham	*Completed*
Action – Rick to inform Barclays that Hugh Datson and Louise Barnes are no longer Councillors with Spelsbury Parish Council, and to ask the procedure for removing them from the Mandate. 20160301 - New paperwork has been provided by Barclays to regularize the position of the paperwork – new paperwork to be completed and returned	By – Rick Leyland

8. BUSINESS ITEMS

a. Website creation – To discuss the creation of a website to comply with the Transparency Code It was resolved to appoint a Working Party for the purpose of creating a Parish Website. Working Party to be made up of Rick Leyland, Diane Bunney and Parish Clerk. Working Party to discuss website content, look and feel, to discuss updating procedure, to create a remit to put out to tender, to source companies/individuals to whom quotation request could be sent - All to be reported back to Council.	
Action – Working Party report to be made to Council	*Completed*
Action – new Working Party meeting to be set up to discuss content	By – Parish Clerk

b. Queen's 90th birthday – to agree Parish activities Discussion took place regarding options for Parish activities in relation to the Queen's 90th birthday	
Action – To obtain information regarding litter picking "Clean for the Queen"	By – Parish Council

c. Memorial Hall parking – To discuss concerns regarding Memorial Hall parking Issues regarding lack of parking places close to the Memorial Hall being unavailable to users of the Memorial Hall due to residents parking along the top of Church Road were discussed.	
Action – To contact Mr Fairbank, as landlord of The Old Bakehouse and Manor Cottage, regarding the impact of their tenants parking in front of Memorial Hall with regards to users of the Memorial Hall.	By – Parish Clerk

9. INTERNAL MANAGEMENT

a. 20160112 – Using Dropbox to assist with internal communication within Council	
Action – Dropbox set up and usage to be investigated, and put into use to aid internal communications	*Completed*

b. Parish Council Election on 05 May – To provide information regarding the Election Parish Clerk provided Council with information regarding nomination procedure and key dates. Notice of Election to be posted up by 30 March. Nominations to be handed in, in person, to WODC between 30 March and 4pm on 07 April. Nomination packs available from Parish Clerk or WODC Woodgreen.

10. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

a. 2016011210c - Council made aware that there are some trees and branches resting on the powerlines at the junction of Chadlington Road and the road to Dean.	
Action – Southern Electric to be contacted to be made aware of situation	*Completed*

b. Parish Summer Event It was agreed that the Council would donate £500 towards the cost of the Parish summer event.

c. Clerk's holiday pay It was decided to pay the Clerk in lieu on a monthly basis for holiday rather than lose Clerk hours of work	
Action – To calculate and allocate holiday pay on a monthly basis	By- Parish Clerk

11. DATE OF NEXT MEETING

Next meeting to be the Annual Council Meeting to be held between 09 and 23 May – date to be arranged by Parish Clerk