

Spelsbury Parish Council

MINUTES 201511

NOVEMBER 3, 2015 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Paul Rowley, Mark Wheatley, Diane Bunney, Yvonne Beaumont
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1. APOLOGIES

Rodney Rose

2. MINUTES FROM LAST MEETING

Approved and signed.

3. MATTERS ARISING FROM LAST MEETING

<p>a. 2015077j – PCSO to be asked to attend meeting It was not possible for the PCSO to attend this meeting, but to be asked if attendance can be arranged for a future meeting.</p>	
<p>Action – PCSO to be asked to attend future meeting Our PCSO is not on duty when Council have meeting so not possible to arrange attendance.</p>	Closed
<p>b. 2015075d – Bank account postal address needs to be changed in writing Letter has been sent to bank. Bank replied with concern regarding the signatures they have on file. Bank required phone call from signatory to resolve the issue.</p>	
<p>Action – Bank to be contacted in response to their letter - Forms have been received, completed, signed and returned</p>	Completed
<p>c. 2015077k – Water Fountain in Spelsbury – concern re condition of building and state of surrounding area Law & Fiennes have been contacted and have responded by letter, expressing the owner would be happy to give the Fountain to the village. The paperwork required to lodge the fountain as a community asset is being prepared.</p> <p>Further discussion on topic – see 2015097i</p>	
<p>Action – Parish Clerk to be issued with copy of letter from Law & Fiennes</p>	By – Rick Leyland
<p>Action – Community Asset paperwork to be continued to be prepared This action is no longer required due to paperwork received from Law & Fiennes</p>	Closed
<p>d. 2015096b - Register of Assets has not been created</p>	
<p>Action – Register to be updated and sent out to Council for approval</p>	Completed
<p>Action 201507 – Register of Assets to be filed – waiting on Action 2015113d</p>	By – Parish Clerk
<p>Action 2015113d – Clerk to be provided with list of playground equipment and values</p>	By – Rick Leyland
<p>Action 2015113d – Clerk to update and resend Register to Council for approval</p>	By – Parish Clerk
<p>e. 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.</p>	
<p>Action 201509 – Lease Agreement to be given to Clerk for filing</p>	By – Rick Leyland
<p>f. 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. Discussion took place regarding possible options for the future of the fountain and ownership</p>	
<p>Action – 201509 – Trust ownership to be investigated</p>	By – Rick Leyland
<p>g. 2015097k – Taston Cross – to discuss the use of restoration funds for highway widening, and to rectify the character of the green</p>	
<p>Action – 201509 – To ask whether advice received at the time of progressing the works was correct and accurate</p>	By – Rick Leyland
<p>Action – 201509 – To visit the area prior to the next meeting and see the results of the work</p>	Completed
<p>Action – 201509 – To create a procedure to manage future works orders – In progress</p>	By – Parish Clerk
<p>It was thought that it might be necessary to check the condition of the stonework of the cross after the winter, but this would be the responsibility of Historic England. It was felt that the area looked neater, but still suffered from the effect of traffic use in the area. To be reviewed again in the spring. The Parish Council passed on its thanks to Hugh for his ongoing work in the area.</p>	

h. 2015097i – Grass triangle in front of houses in Chadlington Road Can become an eyesore when not maintained. Highways to be asked if they own the area. Rick to approach Ken with a view to obtaining a quotation for him to include this in his grass cutting next year	
Action – Highways to be contacted to ask if they own the triangle	By – Parish Clerk
Action – Ken Wakefield to be asked to quote for cutting the grass next year	By - Rick Leyland

i. 2015097n – Old School House, Spelsbury – path reinstatement Discussion was held regarding the reinstatement of the path to the side of Old School House	
Action – To find out who owns the path - ongoing	By – Parish Clerk
Clerk in contact with Highways regarding the path. Highways do not have 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	By – Paul Rowley
Action – Photograph to be sent to Highways	By – Parish Clerk

j. 2015098b – Parish Clerk employment	
Action – <i>Draft Statement of Employment to be created and passed to Chair This was closed as contract will be completed.</i>	<i>Closed</i>
Action – <i>Draft Contract of Employment to be drawn up and passed to Chair</i>	<i>Completed</i>
Action – To contact Thirsk Payroll Bureau and start process for outsourcing payroll to them - ongoing	By – Parish Clerk
Council needs to review Contract and prepare for signing	
Action – Contract to be reviewed and prepared for signing	By – Rick Leyland

4. DECLARATION OF INTERESTS

Graham Beacham and Rick Leyland declared an interest in the allotments.

5. PLANNING UPDATE

No planning applications to be considered

6A. PREVIOUS FINANCE

a. <i>Previous year accounts are late, have not been completed or audited</i>	
Action – <i>Hard copy of Annual Return to be sent to BDO, with supporting documentation, including Action Plan</i>	<i>Completed</i>
Action – <i>RFO Course place to be booked</i>	<i>Completed</i>

b. 201509 – Payments to be approved by Council	
Action – Payments to be recorded and sent	Completed

c. 201509 - Budget for next year needs to be prepared for year beginning 01 April 2016	
Action – Draft budget to be created based on current year's expenditure and circulated to Council	Completed

d. 201509 – Parish Council suppliers and service providers to be contacted to check that there are no unknown/outstanding payments due	
Action – Suppliers and service providers to be contacted	Completed

6B. FINANCE

a. To approve current expenditure Cottsway Housing Association – rent (100641) - £50.00 – approved Spelsbury Memorial Hall – hall hire (100642) - £80.00 – approved K Wakefield – grass cutting (100643) - £105.00 – approved A Ogilvie – expenses to 31.10.15 (100644) - £6.30 approved	
Action – Payments to be recorded and sent	By – Parish Clerk

<p>b. Update of current status of bank accounts Accounting statement as of 03 November 2015 presented to Council Current account balance including payments in 2015116Ba was £2462.03 Deposit account balance was £2609.52 Bank reconciliation to 25 September 2015 presented to Council</p>	
<p>c. To approve budget for year beginning 01 April 2016 The budget for next year was discussed and agreed</p>	
Action – Clerk to update agreed budget and send out to Councillors	By – Parish Clerk
<p>d. To approve precept for year beginning 01 April 2016 The precept for next year was discussed and approved. Precept to be £7000.00</p>	
Action – Clerk to complete Precept form when received	By – Parish Clerk

7A. PREVIOUS BUSINESS ITEMS

<p>a. 201509 - OALC are holding a meeting for Parish Councils next week regarding Parish Plans</p>	
Action 2015077b– Presentation information to be requested	Completed
Action – Parish Plan to be started To be deferred for next Parish Council	Closed
<p>b. 201509 - Aon UK Ltd – ERN/PAYE reference number has been requested</p>	
Action 201507 – To be provided once HMRC registration has been completed. HMRC registration has been completed. Action – Send ERN/PAYE reference to Aon UK Ltd	Completed
<p>c. 201509 - Houses on Chadlington Road in Spelsbury– grass cutting Discussion was held regarding the state of the verges and frequency of grass cutting. It was noted that the tree in the crescent is in need of attention.</p>	
Action – Tree maintenance Checked and not required	Closed
Action – To query if OCC are continuing their contract for grass cutting, and find out their policy on verge cutting OCC cut the grass verges twice a year, the second cut at the end of October	Completed
<p>d. 201509 Houses on Chadlington Road in Spelsbury – parking status Discussion was held regarding the current parking.</p>	
Action – To find out which land is owned by Cottsway	Completed
<p>e. 201509 - Overgrown footpaths – on Dean Common and Dean Grove Discussion regarding the report received by resident that the paths are overgrown on some parts of Dean Common and Dean Grove.</p>	
Action – To pass report on to the Cotswold Wardens Reply from Wardens – will look at site and is sure they can arrange a work party to deal with this in the future	Completed
<p>f. 201509 - Ragwort on Dean Common Discussion regarding the report received by resident that ragwort has been sighted on Dean Common.</p>	
Action – to pass report on to the Cotswold Wardens Reply from Wardens – will look at site and are sure they can arrange a work party to deal with this in the future	Completed

7B. BUSINESS ITEMS

<p>a. 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 sizes. An email has been received from Laws and 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.</p>	
Action – To investigate land law in respect of ownership of use of area based on current usage	By – Parish Clerk
Action – To advise Law & Fiennes that the Council is not a position to give an answer at the moment, as a new Council will be in place in May	By – Rick Leyland

Action – To request the contract template from Laws & Fiennes

By – Rick Leyland

8. INTERNAL MANAGEMENT

a. No new items

9. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

a. No new items

10. DATE OF NEXT MEETING

05 January 2016 at 7.30pm at Spelsbury Memorial Hall