

Spelsbury Parish Council

MINUTES 20170704 DRAFT

JULY 4, 2017 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Helen Datson, Simeon Harvey, Craig Richardson, Anne Ogilvie (Clerk), Liz Leffman, Neil Owens, one member of the public
ABSENT	Paul Rowley

1. APOLOGIES

None received

2. MINUTES FROM LAST MEETING

08 May 2017, 201705ACM – agreed true and accurate record by Helen Datson, signed by Rick Leyland
 16 May 2017, 20170516 – agreed true and accurate record by Helen Datson, signed by Rick Leyland
 19 June 2017, 20170619 – 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 – To discuss proposal for the installation of a defibrillator in the Parish.

Action 20170306 – To arrange training for the parish	By – Rick Leyland
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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

<i>Action – Clerk to contact Cottsway regarding the litter and waste</i> <i>Action 20170111 – Clerk to contact Cottsway again to request update.</i> <i>20170306 – Cottsway have been contacted, no reply received.</i>	Completed Completed
<i>The Quickset Close residents have received communication from Cottsway advising that the residents will be charged £90 (in total) by Cottsway for the removal of the waste from the garages</i> <i>Action – Simeon to provide Clerk with a copy of the documents from Cottsway</i> <i>Action – Clerk to contact Cottsway and ask for clarification regarding this charge</i>	
Cottsway have contacted the Council. Residents have not accepted Cottsway's charge for removal of waste. It was resolved that the Parish Council would be responsible for the removal of the waste. Action – Council to arrange removal of rubbish.	

By - Councillors

d. 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.	Completed
201703069b – Welcome postcard for new households Action – Welcome postcard to be created and distributed for comment and approval	By -Rick Leyland

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

Council is prepared to purchase one bench, to be placed by the bus stop on the Chadlington Road Action 20170704 - Rick will liaise with WI regarding purchase of bench	By – Rick Leyland
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f. 201703068Bb – It was agreed to transfer £2175.00, unused monies in the Assets, New Projects and Reserve sections of the 2016 to the deposit account.

Action - £2175.00 to be transferred from current account to deposit account	Completed
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g. 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 WODC have been contacted by no response received. Clerk to continue to contact. Neil Owens advised that he will chase for a response for the Council.	By – Parish Clerk
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h. Clerk Report – The Clerk gave their report, which is appended to these minutes

4. DECLARATION OF INTERESTS

Helen Datson declared an interest in planning application 17/01774/FUL – erection of polytunnel in Spelsbury

5. REPORTS FROM COUNCILLORS

COUNTY COUNCIL REPORT	
Liz Leffman informed the Council that she does not believe that central government will move on a decision regarding the unitary authority in the near future.	
She is happy for the public to advise her of road problems in the area. She was advised of a problem at the corner by Dean Mill, and that the verges between Taston and Enstone have not been cut back enough to provide drivers with good visibility. She advised that she is concerned about the state of the roads in Charlbury, and has asked for these to be inspected and remedial work undertaken.	
She advised that the budget the OCC holds for verge cutting could be passed back to the Parish Council, to enable the Parish Council to be responsible for managing the verges in the Parish. Liz will request that OCC contact the Clerk with more details.	
Liz received a query regarding whether OCC have passed their responsibility for managing trees in schools to the schools. Liz will investigate and pass on her findings to the Council.	
DISTRICT COUNCIL REPORT	
WODC have submitted their proposal regarding the unitary authority question to central government.	
WODC are forming a company called Publica, which will take over some WODC functions.	
The Scrutiny Committee will be meeting this week, and will be attended by Superintendent Mark Johns of Thames Valley Police.	

6. PLANNING UPDATE

17/01509/HHD – construction of in-ground outdoor swimming pool and associated plant room with hard and soft landscaping	
Action – Clerk to send objection to WODC Planning and request a site visit	Completed
17/01587/HHD – Proposed extension to main house to replace existing garage and outbuilding, and proposed outbuildings	
Action – Diagrams supplied to be checked against actual site for accuracy, and results to be forwarded to Council and Clerk	Completed
Action – Clerk to send Council response to WODC once additional information has been received from Rick Leyland	Completed
17/01774/FUL – erection of a single-span polytunnel for agricultural/horticultural use	
The applicant gave an address to the Council regarding his application.	
The Council resolved to advise WODC that they believed the erection of the structure is a positive move for the village	
Action – Clerk to send Council response to WODC	By – Parish Clerk

7. CORRESPONDENCE RECEIVED

a. Emails received since last meeting have been forwarded to Councillors
b. Letter – TP Jones & Co LLP re transfer of payroll services from Thirsk Payroll Services – Clerk to look at payroll options in January when new prices are released.
c. Letter – Guideposts re request for donation – Clerk to log on donation spreadsheet to be reviewed in March.

8A. PREVIOUS FINANCE

a. 201705168b – Payments to be approved by Council 201706195a – Payments to be approved by Council	
Action – Payments to be recorded and sent	Completed

8B. FINANCE

a. To approve current expenditure and instruct bank signatories to sign approved cheque payments	
J Harron – payroll charge (100715) - £45.00 – approved and instructed	
K Wakefield – grass cutting (100718) - £120.00 – approved and instructed	
Tarki Technology Ltd – internal audit (100720) - £100.00 – approved and instructed	
Action – Payments to be recorded and sent	By – Parish Clerk

b. Update of current status of bank accounts Accounting statement as of 27 June 2017 presented to Council Current account balance including payments in 201707048Ba was £6028.44
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Deposit account balance was £4786.17
Bank reconciliation and budget update to June 2017 has been emailed to Councillors

c. To approve Council administration costs

Action – Council administration costs approved

9 ANNUAL RETURN

a. To set the date for the commencement of the Exercise of Public Rights

It was resolved to set 05 June 2017 as the commencement of the Exercise of Public Rights

Action – Notification of the commencement to be posted on the Parish noticeboard at the correct time

Completed

10. INTERNAL MANAGEMENT

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

By – Parish Clerk

b. 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.
It was resolved to set up a Working Party – Graham Beacham, Simeon Harvey and Anne Ogilvie

Action – Working Party to undertake risk assessment

By – Working Party

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

- Some residents have concerns regarding speeding through Spelsbury.
- Some of the road markings in Spelsbury need to be renewed
- Some residents think that the 30 mph speed limit on the Taston Road into Spelsbury is incorrectly placed and needs to be further from the junction. Liz Leffman offered to look into this for the Council.
- The defibrillator will be fitted next week.

12. DATE OF NEXT MEETING

Next meeting – Tuesday 05 September 2017 at 7.30 pm at Spelsbury Memorial Hall

Clerk Report 04 July 2017

Period: From 19 June 2017

1. Attended "The Clerk's Year" training run by OALC on 27 June 2017
2. Researched Data Protection Act and ICO registration

Training Outcomes

Training was very useful.

There are a number of areas which the Council needs to look at, including:

- The format of the agenda
- Item to be included in the meetings
- Explanation of recording rules to be given out at every meeting
- Alternation of way of recording some data in the minutes
- Data Protection and registration with the ICO
- Data storage methods and archiving – hard and soft
- Councillor job role of "Internal Checker"
- Role of the internal auditor in light of the changes in external auditing
- The register of interest to be published on the website
- Guides available to Councillors from NALC
- The organization of the Annual Meeting
- Creation of induction pack for new Councillors
- Transparency Act – application of for small councils
- Create training schedule for Clerk and Councillors
- Council responsibilities
- Council Business Plan/Strategic Plan
- Know and quote the Act of Parliament which gives the Council authority to make the expenditure

Next Actions

- Send completed Annual Return and associated paperwork to BDO after the "Exercise of Public Rights" period has finished
- Complete the report of the Clerk's Year training
- Produce a list of actions required following the Clerk's Year training
- Write up minutes from Annual Parish Meeting and publish on noticeboard
- Taston dog waste bin – continue finding information required from WODC
- Update Health and Safety Policy
- Investigate creating a Facebook page for the Council