

Spelsbury Parish Council

MINUTES 20160905

SEPTEMBER 5, 2016 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Paul Rowley, Helen Datson, Simeon Harvey, Anne Ogilvie (Clerk), Rodney Rose, Neil Owens, no members of the public	
1. APOLOGIES		
Craig Richardson		
2. MINUTES FROM LAST MEETING		
04 July 2016, 20160704 – Approved and signed.		
3. MATTERS ARISING FROM LAST MEETING		
a. 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 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
b. 2015117Ba – Spelsbury Allotments – to discuss the management of Spelsbury allotments by the Parish Council, as requested by Law & Fiennes (carried over from 201509) For information – Spelsbury allotment site is currently owned by Christopher Burton, and managed by Law & 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 Law & Fiennes suggesting that the Parish Council take over managing the site for a rent of £150 per year. This is to be an annual agreement. It was advised that the Parish Council then rent out the allotment plots to the current users, and Law & Fiennes offered to send over a contract template for this.		
Action – To request the contract templated from Law & Fiennes – in progress, not yet received		By – Rick Leyland
Action – Law & 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
c. 201605174B – to select new signatory for bank accounts <i>It was resolved to add Simeon Harvey as a signatory, and to remove Mark Wheatley as a signatory</i>		
Action – Simeon Harvey to be added to, and Mark Wheatley to be removed from, the signatory list.		Completed
d. 201607048a – Parking solutions for Church Lane, Spelsbury A letter had been received from Anthony Fairbank, in response to the letter sent by Spelsbury Parish Council, as agreed at the March meeting It was resolved to set up a Working Party to investigate creating a Welcome Pack for the parish, which could include parking issues and solutions.		
Action – Graham Beacham to speak to Mr Fairbank to discuss the issues and possible solutions Phone message has been left. Graham to contact again		By – Graham Beacham
Action – Graham Beacham to write a note for inclusion in the Parish Magazine regarding parking issues		Closed
Action – Working Party of Craig Richardson, Rick Leyland, Helen Datson and Paul Rowley to investigate the creation of a Welcome Pack for the parish, to report back to the September meeting Working Party decided that Welcome Pack should be created after the website has been created		Completed
e. 201607048c – Verge maintenance OCC is only planning to do 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		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		By – Craig Richardson, Rick Leyland, Paul Rowley

f. 201607048e – Playground inspection It was agreed that a playground inspection is required for Spelsbury playground. It was resolved to contact RoSPA to find out the costs of the inspection and arrange for an inspection	
Action – Clerk to find out costs and arrange inspection of Spelsbury playground	Completed

4. DECLARATION OF INTERESTS

Graham Beacham declared an interest regarding planning application 16/02700/HHD
Simeon Harvey declared an interest regarding planning application 16/02700/HHD

5. REPORTS FROM COUNCILLORS

COUNTY COUNCIL REPORT

Rodney Rose presented his report to the meeting.

The debate regarding the Unitary Authority is ongoing. A meeting of the full Council in July looked at the reports received and options. The reports state that there would be a saving of £100 million over 5 years if the structure was changed to a single unitary authority. The Council view is that a two tier structure cannot continue, but the change needs to be by agreement, which will be difficult due to the different interests involved.

Electric blankets are currently being safety tested for free. Website www.oxfordshire.gov.uk has the details regarding dates, venues and how to book an appointment.

OCC have set up a new, bookable transport service, Oxfordshire Comet, created to help people without suitable access to public transport to make the journeys they want. More information is available from www.oxfordshire.gov.uk/comet or 01865 323201.

DISTRICT COUNCIL REPORT

Neil Owens presented his report to the meeting.

WODC continues to function efficiently. They are currently negotiating a new waste contract.

Planning is currently problematic, as the council is losing some decisions on appeal.

The District Council is currently taking part in meetings regarding the proposed reorganisation of the local government structure, but has different views to the County Council regarding this. The two independent reports have cost £200k, £100k paid by OCC, £100k paid by the district councils.

6. PLANNING UPDATE

16/02333/FUL – erection of detached garage with self contained flat above
Council comment to be sent to WODC – Spelsbury Parish Council believes that its concerns regarding this Planning Application would be met if the conditions listed in the Notice of Decision of Planning Application 10/0314/P/FP were applied to this application.

16/02700/HHD – erection of single storey extensions and new vehicle access
Council comment to be sent to WODC – Spelsbury Parish Council has concerns regarding the creation of a new vehicular access and dropped kerb, which could cause more problems for pedestrians using the verge for safety, as there is no pavement on that section of the road. The Council is unhappy with the removal of hedging in a rural area and believe that an entrance and exit in such a tight space would probably be so tight as to be unusable, and would suggest that a widening of the existing driveway could improve access with less impact. Graham Beacham recused himself from this item and left the room whilst it was discussed.

Action – Clerk to send comments to WODC	By – Parish Clerk
---	-------------------

7. CORRESPONDENCE RECEIVED

- Emails received since last meeting have been forwarded to Councillors
- Email from Enstone Parish Council regarding Parish Councils undertaking work no longer being funded by County Council
- Letter from OCC regarding new Liaison Service for Parish Councils
- Letter from OCC regarding Oxfordshire Comet transport service
- Letter from WODC regarding the Council Tax Reduction Scheme 2017/18 consultation

8A. PREVIOUS FINANCE

- 201607047Ba – Payments to be approved by Council

Action – Payments to be recorded and sent	Completed
---	-----------

8B. FINANCE

- To approve current expenditure
 - A Ogilvie - June salary (100672) - £80.00 - approved
 - A Ogilvie – July salary (100673) - £82.20 – approved
 - K Wakefield – Grass cutting June/July (100674) - £60.00 – approved
 - Playsafety Ltd – Playground annual inspection (100676) - £270.00 – approved
 - SLCC – Annual subscription (100676) - £65.00 – approved
 - A Ogilvie – Expenses to 31/08/16 (100677) - £22.34 - approved

Action – Payments to be recorded and sent	By – Parish Clerk
---	-------------------

b. Update of current status of bank accounts
 Accounting statement as of 05 September 2016 presented to Council
 Current account balance including payments in 201609058Ba was £4341.46
 Deposit account balance was £2610.51
 Bank reconciliation and budget update for August 2016 emailed to Councillors

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

9. BUSINESS ITEMS

a. Playground Inspection Report
 The playground inspection report from RoSPA has been received. It was agreed to create a Working Party to form an Action Plan to rectify the issues raised by the report.
 Working Party to be Rick Leyland, Helen Datson, Simeon Harvey
 Action – Working Party to create an Action Plan and report back to Council
 By – Working Party

b. Website and Welcome Pack
 Three tenders had been received for the website creation. These were reviewed and it was agreed to accept the bid from Paul Cunningham. Mr Cunningham will be asked to start the works.
 A temporary website has been created to ensure that the Council fulfills its legal obligations until the new site is ready, www.hugofox/community/spelsbury-parish-council-12985
 Action – Mr Cunningham to be asked to start work on creating the Council website
 By – Helen Datson

c. Defibrillator – to discuss proposal for the installation of a defibrillator in the Parish
 It was decided the costs and possible funding alternatives of a defibrillator
 Action – Costs and funding alternatives for a defibrillator to be investigated
 By – Rick Leyland

d. 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
 By – Parish Clerk

e. Overgrown path from playground to Quickset Close
 The 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
 By – Parish Clerk

f. Ditchley – to discuss ways in which residents of Ditchley could be included more in parish activities.
 It was decided to carry this item over to the next meeting
 Action – Clerk to put item on agenda for November meeting
 By – Parish Clerk

10. INTERNAL MANAGEMENT

a. Purchase of “The Good Councillor Guide”
 The Clerk has obtained a PDF copy of “The Good Councillor Guide”, which has been forwarded to all Councillors, so it was agreed that hard copies are not required.

b. Training for Councillors – to agree to provide funding for Councillors to attend approved training
 It was agreed that the Council would fund Councillors attending suitable training.
 OALC provides training on Roles and Responsibilities, and Planning which would be beneficial to Councillors.
 Action – Places on Roles & Responsibilities and Planning to be booked
 By – Helen Datson

c. Council response to Planning Applications – review of current process for Council response to Planning Applications, and agreement of new procedure to better manage these
 It was agreed that the bimonthly Council meetings do not allow the Council to properly respond to Planning Applications, as the time period to send comments to WODC is three weeks.
 It was agreed that the Council would have a two tier approach to responding to Planning Applications. The Council will send a response to WODC for every application.
 Email received by Clerk from WODC regarding Planning Application. Clerk to forward email to Councillors. Councillors to review application.
 1. If “no comment”, Councillors to send this response to Clerk. Clerk to email “No comment from Spelsbury Parish Council” to WODC.
 2. If Council wish to comment – Clerk to be contacted so that a Meeting Summons and agenda can be processed to schedule a meeting. Councillors to meet to discuss planning. Councillors to take minutes of meeting. Minutes of meeting to be forwarded to Clerk. Clerk to email comment to WODC.

It was agreed to update the Standing Orders to give the "Planning Committee" permission to make planning comments on behalf of the Council.

Action – Standing Orders to be updated

By – Parish Clerk

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

a. Local Council Administration

Since the agenda had been published, the 10th edition of Local Council Administration has become available to purchase from OALC, costing £73.60 rather than £92.00. It was agreed to purchase a copy

Action – Clerk to purchase copy of Local Council Administration

By – Parish Clerk

b. Publication Scheme

Since the agenda had been published, the OALC August update has highlighted the requirement on Parish Councils to have a Publication Scheme (ref Freedom of Information Act 2000). This needs to be created, and published on the Council website.

Action – Clerk to investigate requirements and start creating documentation required

By – Parish Clerk

c. Spelsbury Memorial Hall AGM

The Spelsbury Memorial Hall AGM will be held on 19th October at 7.30 pm, at Spelsbury Memorial Hall. This meeting is open to the public

11. DATE OF NEXT MEETING

Next meeting – Monday 07 November 2016 at 7.30 pm at Spelsbury Memorial Hall