

Spelsbury Parish Council

MINUTES 20170306 DRAFT

MARCH 6, 2017 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Helen Datson, Simeon Harvey, Paul Rowley, Anne Ogilvie (Clerk), Neil Owens, no members of the public	
1. APOLOGIES		
Rodney Rose		
2. MINUTES FROM LAST MEETING		
09 January 2017, 201770109 – Approved and signed.		
3. MATTERS ARISING FROM LAST MEETING		
a.	201607048c – Verge maintenance OCC is only planning on one verge cut this year. Craig has created a mag 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
	Action 20170306 – Hi viz jackets and picker devices to be purchased for the Council. To be available for parishioners working on verge maintenance	By – Rick Leyland
b.	201609059c – Defibrillator – To discuss proposal for the installation of a defibrillator in the Parish. It was decided to investigate the costs and possible funding alternatives of a defibrillator. 20170306 – Defibrillator has been delivered. A discussion is ongoing with Spelsbury Memorial Hall regarding positioning the defibrillator on an outside wall of the Hall.	
	Action – Costs and funding alternatives for a defibrillator to be investigated – Rick has successfully applied to the British Heart Foundation for a grant. The Council will receive a defibrillator, cabinet and training details.	Completed
	Action – To arrange training for the parish	By – Rick Leyland
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	
	Action – Clerk to contact Cottsway regarding the litter and waste – in progress, waiting for an update from Cottsway Action 20170111 – Clerk to contact Cottsway again to request update. 20170306 – Cottsway have been contacted, no reply received.	By – Parish Clerk
d.	201609059e – Overgrown path from playground to Quickset Close This 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 – in progress, waiting for update from Cottsway. Action 20170111 – Clerk to contact Cottsway again to request update 20170306 – Cottsway have been contacted, no reply received.	By – Parish Clerk
e.	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. Ongoing – Helen will send an article for inclusion in the next Parish News, and will put information on the parish website. Rick will put a notice on the Parish Noticeboard	By – Helen Datson, Completed Completed
	Action – Welcome Pack Group to meet and bring report of next actions to the next Council Meeting. Ongoing – meeting has not been held yet. Is planned to be held before March meeting. 20170306 – Meeting had not been held prior to Council meeting	By – Welcome Pack Group

<p>f. 2016110711c – Phone box to be used to house defibrillator Following the email received by Councillors regarding the removal of the public telephone box in Spelsbury, a suggestion was made that the phone box could be used to house the defibrillator which is currently under discussion.</p>	
<p>Action – Clerk to request the cost and process of the Council adopting the phone box near the Memorial Hall in Spelsbury. BT have replied, stating that the Council needs to approach WODC Planning Dept. <i>Action – Clerk to contact WODC</i> 20170306 – WODC has been contacted and informed Council that this is the responsibility of BT. Council decided that phone box is no longer required to house defibrillator so will withdraw their interest in the phone box. Action – Clerk to inform WODC and BT that Council have withdrawn their interest in the phone box.</p>	<p><i>Completed</i> By – Parish Clerk</p>
<p>g. 201701099b – Bench procurement update – To provide an update of the procurement of benches by the Council. Paul has been asked to provide an update for the meeting, but no report had been received.</p>	
<p><i>Action – Graham to request update from Paul</i></p>	<p><i>Completed</i></p>
<p><i>Action – Graham to forward update to Councillors – no update had been received by meeting</i></p>	
<p>20170306 – Report received from Paul Currently waiting for one inscription, which is being chased, before benches can be ordered.</p>	
<p>h. 2017010910b – Internal Documentation – Clerk to provide update on process of updating/creating internal documentation required by Council as an employer. The draft documents which have been sent to Councillors for approval have been approved</p>	
<p>Action – Draft documents to be changed to approved documents with revision numbers</p>	<p><i>Completed</i></p>
<p>Action – Approved documents to be printed prior to signature (as appropriate), and uploaded to Dropbox</p>	<p><i>Completed</i></p>
<p>20170306 – Action - Approved documents to be signed by Chair and filed</p>	<p>By – Graham Beacham</p>

4. DECLARATION OF INTERESTS

Helen Datson declared an interest in Item 9d on the agenda – Response to Wychwood Project email regarding support for Parish conservation projects.

5. REPORTS FROM COUNCILLORS

COUNTY COUNCIL REPORT
No report from County Council

DISTRICT COUNCIL REPORT
Neil Owens presented his report to the meeting
The budget has been set. All services and grants are intact.
There has been a minimal increase in the Council Tax.
Devolution – the issues and processes are still ongoing.

6. PLANNING UPDATE

<p>16/04265/HHD – extension of single storey extension Parish Council has no objection Graham Beacham removed himself from this item.</p>	
<p>Action – Clerk to send comment to WODC</p>	<p><i>Completed</i></p>

7. CORRESPONDENCE RECEIVED

a. Emails received since last meeting have been forwarded to Councillors
b. Email - WODC regarding Spelsbury phone box.
c. Email – Wychwood Project regarding conservation in the parish.
d. Email – OCC – Tree works to be carried out in the parish in next few weeks -copy placed on noticeboard
e. Letter – OCC – Modifications to Minerals and Waste Local Plan.
f. Email – Better Oxfordshire – final unitary proposal

8A. PREVIOUS FINANCE

<p>a. 201701098b – Payments to be approved by Council</p>	
<p>Action – Payments to be recorded and sent</p>	<p><i>Completed</i></p>

8B. FINANCE

a. To approve current expenditure

A Ogilvie – December salary (100695) - £82.20 - approved
A Ogilvie – Expenses to 09/01/17 (100696) - £18.09 – approved
OALC – annual subscription (100697) - £133.07 – approved
A Ogilvie – January salary (100698) - £82.00 – approved
Borsuk Software Engineering Ltd – website steup (100699) £216.00 – approved - REPLACEMENT CHEQUE
A Ogilvie – Expenses to 06/03/17 - £28.84 - approved

Action – Payments to be recorded and sent

By – Parish Clerk

b. Update of current status of bank accounts

Accounting statement as of 06 March 2017 presented to Council
Current account balance including payments in 201701098Ba was £5517.66
Deposit account balance was £2611.17
Bank reconciliation and budget update to February 2017 has been emailed to Councillors

It was agreed to transfer £2175.00, unused monies in the Assets, New Projects and Reserve sections of the 2016 budget to the deposit account.

Cheque number 100690 to Borsuk Software Engineering has gone missing. Cheque has been cancelled with the bank, for a cost of £12.50, and a new cheque has been issued. Accounting statements have been updated to reflect these actions.

Action - £2175.00 to be transferred from current account to deposit account

By – Rick Leyland

c. To approve Clerk salary and expenses

Action – Clerk salary approved

9. BUSINESS ITEMS

a. Spelsbury Playground – To discuss and agree improvements: to include improving signposting, more intensive hedge-trimming, removal of chain fence to right of entry from Chadlington Road.

It was agreed to arrange a Working Party on Saturday 01 April, at 9.30 am, to work on improving the playground.
Helen Datson to be Working Party co-ordinator.

Action – Information regarding Working Party to be uploaded onto website

By – Helen Datson

Action – Poster regarding Working Party to be put on noticeboard

By – Rick Leyland

b. Welcome postcard for new households – To discuss and agree criteria for a welcome postcard for new households in the Parish

It was agreed to design a postcard and distribute to Council to comment and approval

Action – Welcome postcard to be created and distributed for comment and approval

By – Rick Leyland

c. Donations to charity – to agree whether to donate, and if so, how much, to organisations which have approached Council.

It was agreed to send a donation of £75.00 to West Oxon Citizens Advice.

Action – Donation of £75.00 to be send to West Oxon Citizens Advice

By – Parish Clerk

d. Response to Wychwood Project email regarding support for Parish conservation projects

The Council agreed to apply for a “Roadside Nature Reserve” on the Taston/Chipping Norton Road junction in Spelsbury.

Action – Application for a “Roadside Nature Reserve” to be sent to Wychwood Project

By – Helen Datson

10. INTERNAL MANAGEMENT

a. Clerk hours – To discuss and agree changing Clerk’s hours to reflect current work load.

It was agreed to increase the Clerk’s hours to 18 hours per month.

Action – Clerk contract to be modified to reflect new hours of work

By – Parish Clerk

b. Annual Council Meeting preparation – to advise of items for which preparation is required before the Annual Council Meeting in May

Graham Beacham informed the Council of his intention to stand down as Chair in May. A new Chair will be required for next year.

Councillors were made aware of items which will be included in the ACM to enable preparation where required.

It was agreed that the Annual Parish Meeting would take place on the same day as the ACM. Time of Meeting to be 7.00 pm.

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

a. Craig informed the Council of the deterioration of the bank in Taston near Lower Farm House.

Action – Highways Department to be contacted and informed of issue

By – Craig Richardson

12. DATE OF NEXT MEETING

Next meeting – Monday 08 May 2017 at 7.30 pm at Spelsbury Memorial Hall -Annual Council Meeting