

Spelsbury Parish Council

MINUTES 20170516 DRAFT

MAY 16, 2017 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Rick Leyland, Graham Beacham, Helen Datson, Simeon Harvey, Craig Richardson, Anne Ogilvie (Clerk), Liz Leffman, no members of the public
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1. APOLOGIES

Paul Rowley, Neil Owens

2. MINUTES FROM LAST MEETING

06 March 2017, 20170306 – Approved and signed.

3. MATTERS ARISING FROM LAST MEETING

<p>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.</p>	
<p>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</p>	By – Craig Richardson
<p>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</p>	By – Craig Richardson, Rick Leyland, Paul Rowley
<p>Action 20161107 – work to map issues to continue during the winter, and issues to be flagged as appropriate</p>	By – Craig Richardson, Rick Leyland, Paul Rowley
<p><i>Action 20170306 – Hi viz jackets and picker devices to be purchased for the Council. To be available for parishioners working on verge maintenance</i></p>	<i>Completed</i>
<p>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.</p> <p>20170306 – Defibrillator has been delivered. A discussion is ongoing with Spelsbury Memorial Hall regarding positioning the defibrillator on an outside wall of the Hall.</p>	
<p>Action 20170306 – To arrange training for the parish</p>	By – Rick Leyland
<p>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</p>	
<p><i>Action – Clerk to contact Cottsway regarding the litter and waste Action 20170111 – Clerk to contact Cottsway again to request update. 20170306 – Cottsway have been contacted, no reply received.</i></p> <p>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 Action – Simeon to provide Clerk with a copy of the documents from Cottsway Action – Clerk to contact Cottsway and ask for clarification regarding this charge</p>	By – Simeon Harvey By – Parish Clerk
<p>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.</p>	
<p>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.</p>	By – Parish Clerk
<p>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.</p>	
<p>Action – To investigate options for charging local businesses to advertise on the new Council website.</p>	By – Helen Datson,
<p>201703069b – Welcome postcard for new households Action – Welcome postcard to be created and distributed for comment and approval</p>	By -Rick Leyland
<p>f. 2016110711c – Phone box to be used to house defibrillator</p>	
<p>20170306 – 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>	<i>Completed</i>

g. 201701099b – Bench procurement update – To provide an update of the procurement of benches by the Council.	
20170516 – It was agreed that Rick would follow up progress regarding the benches and close this action. Council is prepared to purchase one bench, to be placed by the bus stop on the Chadlington Road	By – Rick Leyland
h. 2017010910b – Internal Documentation – Clerk to provide update on process of updating/creating internal documentation required by Council as an employer.	
20170306 – Action - Approved documents to be signed by Chair and filed	Completed
i. 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	By – Rick Leyland

4. DECLARATION OF INTERESTS

Simeon Harvey declared an interest in the charge by Cotsway to the residents of Quickset Close for the removal of the waste by the garages.

5. REPORTS FROM COUNCILLORS

COUNTY COUNCIL REPORT

Liz Leffman is the new County Councillor covering the parish. She has been appointed to the Performance Scrutiny Committee. She stated awareness of issues affecting rural residents and wants work to improve them. These include the state of the roads, potholes and failing repairs, the lack of a bus service in some villages, and pressure on GP surgeries.

DISTRICT COUNCIL REPORT

No report from District Council.

6. PLANNING UPDATE

17/01509/HHD – construction of in-ground outdoor swimming pool and associated plant room with hard and soft landscaping
Council decided to ask WODC Planning for a site visit.
Council decided to object to the planning application on the basis that, as the site is within the Cotswold AONB, the pool size is too big as it will be situated more than 20 metres from the house

Action – Clerk to send objection to WODC Planning and request a site visit

By -Parish Clerk

7. CORRESPONDENCE RECEIVED

- Emails received since last meeting have been forwarded to Councillors
- Letter – Robert Courts MP – Update on broadband rollout in West Oxfordshire
- Letter – Citizens Advice West Oxfordshire – thank you for donation received
- Documents – Zurich Municipal – insurance renewal documents

8A. PREVIOUS FINANCE

- 201703068b – Payments to be approved by Council

Action – Payments to be recorded and sent

Completed

8B. FINANCE

- To approve current expenditure

A Ogilvie – February salary (100701) - £98.52 – approved
 HRMC – Quarter 4 PAYE (100702) - £65.60 – approved
 Wickstead Lesiure Ltd – replacement playground equipment for repairs (100703) - £211.84 – approved
 J Harron – payroll charge (100704) - £45.00 – approved
 Citizens Advice West Oxfordshire – donation (100705) -approved
 A Ogilvie – March salary (100706) - £123.30 – approved
 CFO – annual subscription (100707) £35.00 – approved
 K Wakefield – hedge cutting (100708) - £30.00 – approved
 WODC – 2016 election expenses (100709) - £434.63 – approved
 Zurich Municipal – insurance renewal (100710) - £291.40 – approved
 R Leyland – expenses16/05/17 (100711) - £75.18 – approved
 A Ogilvie – expenses to 15/05/17 (100712) - £30.62 - approved

Action – Payments to be recorded and sent

By – Parish Clerk

- Update of current status of bank accounts
 Accounting statement as of 16 May 2017 presented to Council
 Current account balance including payments in 201703068Ba was £8927.89
 Deposit account balance was £2611.17
 Bank reconciliation and budget update to April 2017 has been emailed to Councillors

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

9 ANNUAL RETURN

a. To agree and sign the Annual Governance Statement for the year ending 31 March 2017 It was resolved to agree and sign the Annual Governance Statement for the year ending 31 March 2017	
Action – Annual Governance Statement signed by Chair and Clerk	Completed
a. To approve and sign the Accounting Statements for the year ending 31 March 2017 It was resolved to approve and sign the Accounting Statements for the year ending 31 March 2017	
Action – Accounting Statements signed by Chair and Clerk	Completed
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	By – Parish Clerk

10. BUSINESS ITEMS

a. <i>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.</i>	
Action – Information regarding Working Party to be uploaded onto website	Completed
Action – Poster regarding Working Party to be put on noticeboard	Completed
b. <i>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.</i>	
Action – Donation of £75.00 to be send to West Oxon Citizens Advice	Completed
c. <i>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.</i>	
Action – Application for a “Roadside Nature Reserve” to be sent to Wychwood Project Wychwood Project are planning to start creation of Nature Reserve on junction in the autumn	Completed
d. <i>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.</i>	
Action – WODC to contacted regarding purchase and placing of dog waste bin, and collection arrangements	By – Parish Clerk
e. <i>Electrical supply for defibrillator – to discuss and approve quotation for the electrical supply required from the defibrillator to be situated on the Memorial Hall Quotation has been received from Howard Electrical for £250 + VAT. Quotation from Bannor Electrical has not yet been received. It was agreed to proceed with lower quotation for these works, once the Bannor Electrical quote has been received</i>	
Action – Works to be approved once the second quote has been received	By – Parish Clerk

11. INTERNAL MANAGEMENT

a. <i>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.</i>	
Action – Clerk contract to be modified to reflect new hours of work	Completed

12. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

a. <i>Craig informed the Council of the deterioration of the bank in Taston near Lower Farm House.</i>	
Action – Highways Department to be contacted and informed of issue OCC have repaired the verge by the stream	Completed

13. DATE OF NEXT MEETING

Next meeting – Tuesday 04 July 2017 at 7.30 pm at Spelsbury Memorial Hall
