

# Spelsbury Parish Council

## MINUTES 20180313

MARCH 13, 2018

7.30 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Rick Leyland, Helen Datson, Graham Beacham, Simeon Harvey, Anne Ogilvie (Clerk), Neil Owen (WODC Cllr), Liz Leffman (OCC Cllr)
<b>ABSENT</b>	Craig Richardson

### 1. APOLOGIES

Craig Richardson

### 2. MINUTES FROM LAST MEETING

09 January 2018, 20180109 – agreed true and accurate record, proposed by Helen Datson, signed by Rick Leyland

### 3. DECLARATION OF INTERESTS

No declarations of interests received

### 4. REPORTS FROM COUNCILLORS

#### DISTRICT COUNCIL REPORT – Neil Owen

The Local Plan has been before the Inspector, and subject to the completion of the modifications required, is likely to be found to be legal and sound, so should be in place in the next few months.

The WODC portion of the Community Charge is a £3.20 increase for band D properties.

#### COUNTY COUNCIL REPORT – Liz Leffman

At the CC budget meeting, the Community Charge was increased by 4.99%. This increase is required to fund social care and children's care. There is little funding available for road repairs. The Liberal Democrats proposed using reserves for road repairs required. This was not agreed, but that option will be considered.

Oxford Growth deal, has been agreed with the Government by six councils in Oxfordshire. There is £215 million to cover infrastructure, £60 million for affordable housing, £150 million for roads.

Next financial year £15,000 will be given to each Councillor to spend in their Division. Parish Councils can make applications for funding.

Price Waterhouse Cooper is currently undertaking a review of OCC's strategy. Councillors would like better communication with officers.

Cllr Owen left the meeting.

### 5. MATTERS ARISING FROM LAST MEETING AND CLERK'S REPORT

#### a. 201609059c – Defibrillator

Action 20170306 – To arrange training for the parish, after defibrillator has been installed  
The defibrillator has been installed, and registered with the Ambulance Service. The Council is waiting on training from the Ambulance Service.

Action – Notice to be created for Parish about new defibrillator

By – Helen Datson

#### b. 2017070410b – 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 20180313 - The report findings and suggestions of the Working Party were agreed by the Council, report attached to minutes.

Action – Working Party to undertake risk assessment – completed and report issued to Council

Completed

Action – Key to Parish Council filing cabinet in Village Hall to be found

By – Rick Leyland

Action – USB back up system to be created

By – Clerk

Action – Cloud storage options to be sourced and offered to Council for agreement

By – Clerk

Action – Document retention, storage and destruction policy to be created

By – Clerk

#### c. 201709059a – Spelsbury Playground – RoSPA report – to review the Play Area Safety Inspection Report undertaken on 25/07/17, and agree H&S actions required

Action – H&S actions in hand to be completed this autumn – ongoing

Completed

#### d. Clerk Report – The Clerk gave their report, which is appended to these minutes

### 6. PLANNING UPDATE

a. No planning applications

### 7. CORRESPONDENCE RECEIVED

a. Emails received since last meeting have been forwarded to Councillors

b. WODC email – Consultation on Further Main Modifications to the Submission Draft West Oxfordshire Local Plan (2011 - 2031)

c. Email – Breast Cancer Care Walk

d. OCC email – Proposed update to the Local List of Information Requirements for validation of planning and related applications

## 8A. PREVIOUS FINANCE

- a. 201801098Ba – Payments to be approved by Council  
201801098Bb – 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

OALC – (100745) - £135.06 – annual subscription 2018-2019 – approved & instructed  
It was agreed to issue donations to the following:  
West Oxfordshire CAB - £100.00 (100748)  
Soldiers of Oxfordshire Museum - £50.00 (100749)

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

- b. To approve Council administration costs

Action – Council administration costs approved

- c. Update of current status of bank accounts

Accounting statement as of 09 March 2018 presented to Council  
Current account balance including payments in 201801098B1a & b was £6 860.27  
Deposit account balance was £4787.01  
Bank reconciliation and budget update to February 2018 has been emailed to Councillors

## 9. BUSINESS ITEMS

- a. Annual Parish Meeting in May – to discuss the agenda for the APM in May  
It was agreed to ask Wychwood Project if they could provide a speaker for the meeting, then arrange the date, time etc based on speaker availability

Action – Wychwood Project to be approached to see if they could supply a speaker By – Helen Datson

- b. Review of Cotswold AONB Management Plan 2018-2023 – to review and comment on the second draft of the Cotswold AONB Management Plan 2018-2023  
It was agreed to advise the Cotswold Conservation Board that the Council offers their positive support for the Plan

Action – Cotswold Conservation Board to be offered Council's positive support By – Clerk

- c. Local Airspace Consultation – to review and comment on the consultation, with reference to the letter received from GAA in February

It was agreed that the Council still had no comment to make, following receipt of the letter

- d. Consultation on application to upgrade two restricted byways within Spelsbury Parish to byways open to all traffic status, as per OCC documents issued to Councillors – to review and comment on the application  
It was agreed to object to the application to upgrade the byways.

Action – To inform OCC that Spelsbury Parish Council object to the application to upgrade the byways By – Clerk

- e. Condition of roads in the Parish – to discuss and decide on course of action regarding the condition of the roads in the Parish, in particular, Taston

This issue had been discussed earlier in the meeting by the OCC Councillor. With regards to Taston, it was agreed to find the price of a new grit bin for Taston to be placed in the area which ices up badly. The grit bin which was empty has been refilled. It was agreed to put "Check grit bins" on Councillors' Year Planner.

Action – Price of new grit bin to be sent to Council. By – Clerk  
Action – "Check grit bins" to be added to Councillors' Year Planner By – Clerk

## 10. INTERNAL MANAGEMENT

- a. GDPR update from Clerk

The Clerk provided the Council with a GDPR update to the Council – attached to these minutes. It was agreed that the Council needs to purchase a laptop for the Clerk. It was agreed that the Council would purchase a key for the Clerk's filing cabinet to enable secure storage of physical data and laptop. It was agreed that Clerk and Councillors would have Council mailboxes

Action – Council to be provided with laptop options, Council to approve, Clerk to purchase

Action – Key to be purchased for Clerk's filing cabinet

Action – Mailboxes to be arranged for Clerk and Councillors

Action – GDPR project to be continued

By – All  
By – Clerk  
By – Helen Datson  
By – Clerk

## 11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

The Spelsbury Street Party has a provisional date of Sunday 12 August.

The Good Neighbours Scheme has set up a list of emergency contacts with Chadlington Parish Council. Chadlington has been split into four areas, with two contacts per area. It was asked if this was appropriate for Spelsbury, to deal with personal emergencies, "disasters", problems etc. It was agreed to advise Dianne Bunney that Spelsbury was interested in this.

## 12. DATE OF NEXT MEETING

Next meeting – Tuesday 01 May 2018 at 7.30 pm at Spelsbury Memorial Hall

Meeting Closed at 8.45 pm

**Clerk Report:** 05 March 2018  
**Period:** From 10 January 2018

1. Payments approved at meeting recorded and sent
2. Bank accounts updated
3. Working Group meeting to undertake assessment of the storage of Council documentation and present finding and suggestions to Council
4. Report of Working Party created, approved and circulated to Council
5. Attended GDPR training
6. Continued working through GDPR requirements
7. Created draft "New Councillor Induction Pack" – with Council for approval

Next Actions

1. Facebook page to be improved
2. Investigate recording rules for meetings
3. Review the role of the internal auditor in light of changes in external audit procedures and report to Council
4. Review the Transparency Act and ensure Council is fully compliant
5. Create map of Council assets
6. Create map of Parish
7. VAT refund