

ATTENDEES	Rick Leyland, Helen Datson, Graham Beacham, Craig Richardson, Anne Ogilvie (Clerk)
ABSENT	Simeon Harvey

1. APOLOGIES

Simeon Harvey

2. DECLARATION OF INTERESTS

No declarations of interests received

3. REPORTS FROM COUNCILLORS

The reports from the District Councillor and County Councillor were heard at the Annual Parish Meeting, which preceded this meeting.

4. MATTERS ARISING FROM LAST MEETING AND CLERK'S REPORT

a. 201609059c – Defibrillator

Action – Notice to be created for Parish about new defibrillator	Completed
--	-----------

b. 2018031310a – GDPR update

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 – Clerk mailbox has been set up. Package with website does not include enough mailboxes for the Councillors. Action – GDPR project to be continued	Completed Completed Ongoing By - Clerk
--	---

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

5. PLANNING UPDATE

*a. 18/00993/HHD – Renovation of existing cottage to include the removal of existing extension and erection of single and two storey extension. Close existing and form new pedestrian access in revised position with provision of "pull in space" for one car – Ryman's Cottage, Spelsbury.
The Council had no comment on this application.*

6. CORRESPONDENCE RECEIVED

*a. Emails received since last meeting have been forwarded to Councillors
b. Email – Resident from Taston – posts on verges – Council action noted in Business Items
c. Email from OCC – invitation to attend local area engagement meeting – one place to be requested*

7A. PREVIOUS FINANCE

*a. 201803138Ba – Payments to be approved by Council
201803138Bb – Payments to be approved by Council*

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

7B. FINANCE

a. To approve current expenditure and instruct bank signatories to sign approved cheque payments

The following were approved and instructed
 Tarki Technology - £100.00 – internal audit for year ending 31/03/18 (100750)
 Currys PC World - £364.98 – laptop and laptop bag (100751)
 K Wakefield - £30.00 – hedge cutting (100752)
 Zurich Municipal - £292.45 – annual insurance 01/06/18 – 31/05/19 (100753)
 TP Jones & Co LLP - £54.00 – payroll Jan – March 2018 (100754)

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 22 May 2018 presented to Council
 First portion of precept from WODC has been received.
 VAT refund has been received.
 Current account balance was £9337.92
 Deposit account balance was £4789.40
 Bank reconciliation and budget update to April 2018 has been emailed to Councillors

8. ANNUAL RETURN

a. To agree and sign the Annual Governance Statement for the year ending 31 March 2018
The Council agreed and signed the Annual Governance Statement for the year ending 31 March 2018
b. To approve and sign the Accounting Statements for the year ending 31 March 2018
The Council approved and signed the Accounting Statements for the year ending 31 March 2018
c. To set the date for the commencement of the Exercise of Public Rights
The date for the commencement of the Exercise of Public Rights was set – to be 04 June 2018

9. BUSINESS ITEMS

a. <i>Review of Cotswold AONB Management Plan 2018-2023 – to review and comment on the second draft of the Cotswold AONB Management Plan 2018-2023</i> <i>It was agreed to advise the Cotswold Conservation Board that the Council offers their positive support for the Plan</i>	
Action – Cotswold Conservation Board to be offered Council's positive support	Completed
b. <i>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</i> <i>It was agreed to object to the application to upgrade the byways.</i>	
Action – To inform OCC that Spelsbury Parish Council object to the application to upgrade the byways	Completed
c. <i>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</i> <i>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.</i>	
Action – Price of new grit bin to be sent to Council – £250 + VAT	Completed
Action – "Check grit bins" to be added to Councillors' Year Planner	Completed
d. Posts on verges – Taston A resident has requested installation of posts on the verge outside their property. These posts need to be installed by OCC. The Council will liaise with OCC to obtain costs of installation, and forward these to the resident. Payment via the Parish Council is required before OCC will arrange installation.	
Action – Clerk to request cost of post installation from OCC	By – Clerk
Action – Clerk to forward cost to resident	By – Clerk
Action – On receipt of monies from resident, Clerk to arrange payment to OCC for installation	By - Clerk
e. Broadband in the area – to query schedule for installation and potential disruption Gigaclear is currently rolling out its broadband in the "Over Kiddington" area, which includes Spelsbury. It was agreed to request information from Gigaclear regarding installation plans for the parish, the schedule and potential disruption	
Action – Clerk to contact Glgaclear regarding installation plans for the parish	By – Clerk

10. INTERNAL MANAGEMENT

a. Privacy Policy – to approve and adopt the Privacy Policy The Privacy Policy was approved and adopted
b. General Privacy Notice – to approve and adopt the General Privacy Notice The General Privacy Notice was approved and adopted
c. Internal Privacy Notice – to approve and adopt the Internal Privacy Notice The Internal Privacy Notice was approved and adopted
d. Bring Your Own Device (BYOD) Policy – to approve and adopt the Bring Your Own Device (BYOD) Policy It was decided not to adopt this policy. The Clerk was instructed to include the points into the Data Protection Policy and send to the Council for comment.
e. Requests for Information Policy – to approve and adopt the Requests for Information Policy The Requests for Information Policy was approved and adopted
f. Document Storage, Retention and Destruction Policy – to approve and adopt the Document Storage, Retention and Destruction Policy The Document Storage, Retention and Destruction Policy was approved and adopted
g. Security Incident Response Policy – to approve and adopt Security Incident Response Policy This policy has not been completed. Clerk to complete and send to Council for review, to be adopted at next meeting.

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

a. Annual Play Inspection – Annual Play inspection of Spelsbury Play Area has been requested by Clerk.	
b. SLCC renewal – Clerk's SLCC renewal is due by 01 July. Membership cost is based on Clerk's gross annual salary from all Council's. Council stated that they wished to pay a proportionate percentage of the fee, based on salary, 27%. Clerk to put this proposal to Kingham Parish Council, and inform Council of response.	
Action – Clerk to put SLCC membership fee proposal to Kingham Parish Council and inform Council of response	By – Clerk
c. Request to attend Countryfile 2018 Town and Parish Meeting on 29 May. It was decided not to attend the meeting.	

12. DATE OF NEXT MEETING

Next meeting – Monday 09 July 2018 at 7.30 pm at Spelsbury Memorial Hall

Meeting Closed at 9.05 pm

Clerk Report: 22 May 2018
Period: From 06 March 2018

1. Payments approved at meeting recorded and sent
2. Bank accounts updated
3. VAT refund requested and received
4. Document storage, retention and destruction policy created
5. Researched computer options and advised Council
6. Purchased new computer
7. Researched software options and advised Council
8. Purchased software
9. Purchased cybersecurity software
10. Purchased filing cabinet key
11. Sourced price of grit bin and advised Council
12. Updated Councillor Year Planner and emailed to Council
13. Continued working through GDPR requirements, created policies and notices
14. Completed end of year accounts to 31 March 2018
15. Accounts have been audited by Internal Auditor and signed off
16. Prepared AGAR paperwork for meeting
17. Created New Standing Orders
18. Investigated recording rules for meeting – included in new Standing Orders
19. Requested annual playground inspection
20. Set up new email mailbox
21. Created USB backup policy

Next Actions

1. Facebook page to be improved
2. Review the Transparency Act and ensure Council is fully compliant
3. Create map of Council assets
4. Create map of Parish
5. Continue GDPR work – policies and procedures
6. Complete setup of Council computer
7. Transfer electronic files to Council computer