

# Spelsbury Parish Council

MINUTES 20180602 DRAFT JULY 2, 2018

7.30 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Rick Leyland, Helen Datson, Simeon Harvey, Craig Richardson (late), Anne Ogilvie (Clerk)
<b>ABSENT</b>	Graham Beacham

## 1. APOLOGIES

WODC Cllr Neil Owen

## 2. MINUTES OF LAST MEETING

The minutes of the previous meetings in May were approved and signed.

## 3. DECLARATION OF INTERESTS

No declarations of interests received

## 4. REPORTS FROM COUNCILLORS

Report from Liz Leffman, OCC Councillor – Liz advised anyone with road problems to use “FixMyStreet” to log the issue, as this is now being checked on a regular basis by OCC.

OCC are aware of the road problems in Taston. The Liberal Democrats have suggested that OCC borrow money to improve the roads, and Liz believes that this suggestion may be taken up, with money being borrowed to undertake major infrastructure works including the roads.

2026 Footpath Deregulation Act – Liz advised the Council that any footpaths in the parish not on the definitive map by 2026 would be lost – the public would no longer be entitled to use them. She urged the Council to register any missing footpaths as soon as possible.

A survey of recycling throughout the County has taken place with the report going in front of the Cabinet next week. This recommends increasing peoples awareness of what can be recycled, and increasing uniformity recyclable material throughout the County.

A Councillor noted that Gigaclear have dug up the road just outside Spelsbury on the Charlbury Road, but not reinstated satisfactorily. Liz advised that WODC be contacted as they are managing the contract.

It was also noted that there are markings on the road and verge in the village, and there was concern that these might be for overground “boxes”, which could potentially obstruct residents access to their properties.

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

### a. 2018031310a – GDPR update

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

Ongoing  
By - Clerk

### b. 201805229d – Posts on verges – Taston

A resident has requested installation of posts on the verge outside their property.

Action – Clerk to request cost of post installation from OCC

Action – Clerk to forward cost to resident – waiting response from OCC

Action – On receipt of monies from resident, Clerk to arrange payment to OCC for installation

Completed  
By – Clerk  
By - Clerk

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

## 6. PLANNING UPDATE

- a. 18/01715/HHD – Proposed extensions to front and side elevations (amendments to Planning Permissions 15/04302/HHD and 17/03769/NMA) to allow three new dormers to rear elevation and lean to extensions to East elevation – The Barn Cottage, Dean  
The Council has not comment on this application.

## 7. CORRESPONDENCE RECEIVED

- Emails received since last meeting have been forwarded to Councillors
- Letter – Thank you from Soldiers of Oxfordshire Museum for the donation
- Email from WODC – Permission in Principle (PIP) and Technical Details Consent (TDC) – It was agreed to use the Clerk’s delegated authority to respond to applications received in between meetings.
- Email from WODC – reminder regarding the Code of Conduct Training – Clerk to book 2 places, Chairman and Clerk, for training on 13 September at Witney.
- Email from WODC – Planning Policy Consultation – Garden Village near Eynsham

## 8A. PREVIOUS FINANCE

- a. 201805227Ba – Payments to be approved by Council  
201805227Bb – 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  
The following were approved and instructed)

K Wakefield - £80.00 – grass cutting (100758)  
TP Jones & Co LLP - £54.00 – payroll April – June 2018 (100760)  
SLCC - £31.81 – part of subscription renewal (100762)

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 29 June 2018 presented to Council

Current account balance was £8688.29

Deposit account balance was £4789.40

Bank reconciliations and budget updates to June 2018 have been emailed to Councillors

## 9. BUSINESS ITEMS

a. *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 Gigaclear regarding installation plans for the parish

Completed

## 10. INTERNAL MANAGEMENT

a. Standing Orders – to approve and adopt the Standing Orders

The Standing Orders were approved and adopted

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

a. Helen offered to repaint the white gates if Council would pay for paint. The Council thanked Helen for this offer and agreed to pay for the paint.

b. Footpath Deregulation Act – an email has been received explaining the actions the Council can take to check that all known paths are listed on the definitive act. It was agreed to carry out this project. It was agreed to buy an OS map. Rick will start the project.

c. The Clerk will be on holiday from 31 July to 17 August. An "out of office" for the Council mailbox will be set up.

## 12. DATE OF NEXT MEETING

Next meeting – Monday 03 September 2018 at 7.30 pm at Spelsbury Memorial Hall

Meeting Closed at 8.30 pm

**Clerk Report:** 29 June 2018

Period: From 23 May 2018

1. Payments approved at meeting recorded and sent
2. Bank accounts updated
3. Contacted Gigaclear regarding rollout schedule and potential disruption
4. Created notice of Exercise of Public Rights – put on noticeboard, and copy for website
5. Privacy policies and notices sent for upload to website
6. Arranged move of wrongly positioned dog bin
7. Completed end of year accounts paperwork for external auditor
8. Sent end of year accounts paperwork to external auditor
9. Completed end of year accounts paperwork for website
10. Reviewed Transparency Act to ensure compliance
11. Completed Transparency Act compliance tasks
12. Contacted OCC regarding posts on verges for Taston
13. Arranged division of SLCC renewal with Kingham Parish Council

### Next Actions

1. Facebook page to be improved
2. Create map of Council assets
3. Create map of Parish
4. Continue GDPR work – policies and procedures
5. Complete setup of Council computer
6. Transfer electronic files to Council computer