

Spelsbury Parish Council

MINUTES 20181106

NOVEMBER 6, 2018 7.45 PM

SPELSBURY MEMORIAL HALL

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

1. APOLOGIES

Graham Beacham

2. MINUTES OF LAST MEETING

The minutes of the previous meeting were approved and signed.

3. DECLARATION OF INTERESTS

Helen Datson declared an interest regarding correspondence received – donation request from Chipping Norton Theatre

4. REPORTS FROM COUNCILLORS

Report from Liz Leffman, OCC Councillor – Liz reported that she had had a useful meeting with Matthew Timms (responsible for general road maintenance), who committed to some road maintenance in Taston. It is intended to build up the banks of the stream and the verge at the bottom, and he will liaise with Thames Water regarding the icy area to ensure this problem is resolved before the winter cold sets in. He thought it would be easiest to shut the road to complete the works, and reported that they would be completed in this financial year.

The line painting in Spelsbury is scheduled to take place in the spring, probably after March.

Repair work has been scheduled for the Spelsbury to Dean road, to be completed in the next financial year, if not this one.

Liz has spoken to Toby Morris, OCC, regarding the state of the verges following Gigaclear's work. He will be discussing this issue with Gigaclear.

Report from Neil Owen, WODC Councillor – At the recent Cabinet meeting the following was discussed:

- The acquisition of emergency homeless accommodation.
- A grant for £300,00 for a housing care scheme at Henry Cornish Care Centre in Chipping Norton was approved.
- The action plan for affordable housing which is linked to the Growth Deal.
- Ubico dustbin lorries – When the lorries are off the road for repairs etc, replacements are hired. The suggestion was made for the seven authorities within Ubico to create a pool of extra vehicles, for use by the authorities when required. They would also be available to hire to outside authorities, which would be a source of income.

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.

Ongoing
By - Clerk

Action – GDPR project to be continued

b. 201805229d – Posts on verges – Taston

A resident has requested installation of posts on the verge outside their property.
November 2018 – information has been sent to OCC. Waiting for prices.

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

By – Clerk

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

By - Clerk

c. 2018070211a – repainting of white gates

Action – White gates to be repainted - ongoing

By – Helen Datson

d. 2018070211b – Footpath Deregulation Act project

Action – Ongoing project - check of known footpaths compared with definitive map.

By – Rick Leyland

e. 201809037c – Trees of Remembrance Project

It was agreed to apply for a sapling to be planted in the Almshouse triangle
06 November 2018 – Saplings are available for collection this week, two per council. It was agreed select oak or birch if available. Sapling to be delivered to Rick Leyland. It was agreed to find out if the sapling planting/dedication could be included in the Armistice Day commemoration on Sunday.

Action – Clerk to apply for sapling to be planted in the Almshouse triangle

Completed

Action – Clerk to collect saplings and deliver to Rick

By – Clerk

Action – Rick to discuss inclusion of sapling planting/dedication in Armistice Day commemoration

By – Rick Leyland

f. 201809037e – Email from OCC – winter salt - It was agreed to apply for free salt in small bags

06 November 2018 – Salt has been delivered to the Clerk. It was agreed that Rick would collect this. The Council discussed options for distributing the salt bags.

Action – Clerk to apply for free salt in small bags

Completed

Action – Rick to collect salt from Clerk

By – Rick Leyland

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

6. PLANNING UPDATE

- a. 18/02438/HHD – First floor and porch extension - Ridge Cottage, Cote Lane, Taston

Action – Clerk to forward comments to WODC Planning Officer Completed

7. CORRESPONDENCE RECEIVED

- a. Emails received since last meeting have been forwarded to Councillors
b. Letter – donation request from Chipping Norton Theatre
Action – Clerk to log request in Donation Request spreadsheet.

8A. PREVIOUS FINANCE

- a. 201809038Ba – Payments to be approved by Council
201809038Bb – 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
TP Jones & Co LLP - £54.00 – payroll July – September 2018 (100772)
Ken Wakefield - £120.00 – grass cutting August – October (100774)
Borsuk Software Engineering Ltd - £96.00 – annual website hosting (100775)
Spelsbury Memorial Hall - £112.00 – 2018 hall hire (100776)

Action – Payments to be recorded and sent By – Clerk

- b. To approve Council administration costs

Action – Council administration costs approved

- c. Update of current status of bank accounts
Second half of precept had been received - £3600
Accounting statement as of 31 October 2018 was presented to Council
Current account balance was £10,627.31
Deposit account balance was £4794.18
Bank reconciliations and budget updates to October 2018 have been emailed to Councillors

- d. To approve budget for financial year starting 01 April 2019
The budget was discussed and was approved at £6339.32.

Action – Clerk to issue approved budget to Council By – Clerk

- e. To approve precept for financial year starting 01 April 2019
It was agreed to request a precept of £6339.32, based on budget approved in point 201811068d.

Action – Clerk to request precept of £6339.32 from WODC By – Clerk

9. BUSINESS ITEMS

- a. Speedwatch Activity – to discuss options for undertaking Speedwatch Activity in the parish and agree action.
The Clerk reported that it would be possible to add speedwatch activity and equipment to the insurance policy. It was agreed to ask Charlbury Town Council if we could borrow their equipment. If this is possible, dates and volunteers would be arranged.

Action – Clerk to contact Charlbury Town Council re borrowing their speedwatch equipment By – Parish Clerk
Action – Clerk to contact Chadlington Parish Clerk to ask if they have a risk assessment they could share with us By – Parish Clerk
Action – Clerk to contact Insurance Company to include speedwatch activity and equipment By – Council
Action – Dates to be agreed By – Council
Action – Volunteers to be arranged for activity By – Council

10. INTERNAL MANAGEMENT

- a. Standing Orders – to approve and sign updated Standing Orders.
The updated Standing Orders were approved and signed.

- b. To advise of new website standards required by 2020.
The Clerk reported that the “Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018 would come into force in 2020, requiring public sector websites to meet accessibility standards.

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

- a. Clerk appraisal – it was agreed that the Clerk’s annual appraisal should be arranged.
b. Good Neighbours – Emergency Contacts – The Good Neighbours Scheme has set up a list of emergency contact numbers for Chadlington. It was thought that this was not necessary for Spelsbury, but there are fridge magnets with some numbers on which could be given to some residents.
c. The Chair and the Clerk attended the Code of Conduct Training in September. The notes will be circulated to all Councillors.

12. DATE OF NEXT MEETING

Next meeting – Monday 07 January 2019 at 7.30 pm at Spelsbury Memorial Hall

Clerk Report: 05 November 2018
Period: From 02 September 2018

1. Payments approved at meeting recorded and sent
2. Bank accounts updated
3. Progressed request for posts at Taston
4. Updated budget
5. Bank reconciliations
6. Updated Facebook
7. Created map of Parish
8. Created draft map of Parish assets
9. Updated Standing Orders
10. Investigated insurance requirements for Speedwatch activity
11. Salt has been delivered
12. Received clarification regarding Rols on website
13. Created and distributed draft budget for 2019-20

Next Actions

1. Photograph Parish Assets
2. Continue GDPR work – policies and procedures
3. Check new version of GDPR toolkit and check against actions required