

Spelsbury Parish Council

MINUTES 20190107

JANUARY 7, 2019 7.30 PM

SPELSBURY MEMORIAL HALL

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

1. APOLOGIES

NIL	
<p>The Chairman had received the resignation from Craig Richardson from position of Councillor. It was resolved to thank Craig for his service to the Council.</p> <p>The Clerk had reported the resignation to the Monitoring Officer, and Councillor Vacancy documentation has been received. It was resolved to copy the Vacancy Notice and put it on every Parish Noticeboard. It was resolved to upload the Vacancy Notice onto the website, and put the vacancy information onto Facebook. It was resolved that Councillors will approach individuals and invite them to join the Council.</p>	
Action – Chairman to thank Craig for his service to the Council	By- Rick Leyland
Action – Notice of Vacancy to be put on the parish noticeboards	By – Rick Leyland
Action – Notice of Vacancy to be uploaded onto website	By- Helen Datson
Action – Information about vacancy to be uploaded onto Facebook	By - Clerk
Action – Councillors to approach individuals and invite them to join the Council	By - Councillors

2. MINUTES OF LAST MEETING

The minutes of the previous meeting were proposed by Rick Leyland, approved by Helen Datson, and signed.
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3. DECLARATION OF INTERESTS

Graham Beacham – item 11b.

4. REPORTS FROM COUNCILLORS

<p>Report from Neil Owen, WODC Councillor -</p> <p>a. After investigating, it was found that the Community Fund would not be able to fund Speedwatch equipment.</p> <p>b. He is aware of a threat of a stone quarry in Churchill, on the road to Chipping Norton.</p> <p>c. There is an aspiration to turn the AONB into a National Park.</p> <p>d. WODC is now fully functioning again after the Christmas break.</p> <p>Cllrs raised the issue of unease regarding the unsafe driving, and amount and speed of traffic using SoHo Farmhouse.</p> <p>Report from Liz Leffman, OCC Councillor -</p> <p>a. The quarry mentioned by the WODC Councillor has been listed as part of the Minerals and Waste Core Strategy, but it will probably be removed at the consultation stage as the type of stone there is not required, and it would be a speculative development.</p> <p>b. A report has stated that Oxfordshire has been named the best performing county council waste disposal authority in England for its recycling rates during 2017/18. Liz is continuing to look at ways of promoting and increasing recycling.</p> <p>c. The next Localities Meeting will discuss section 106 monies, and that there needs to be a bigger discussion with Councillors and officers as to how the money should be used.</p> <p>d. The highway works at Taston are scheduled for this year.</p>	
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5. MATTERS ARISING FROM LAST MEETING AND CLERK'S REPORT

a. 2018031310a – GDPR update	
Action – Mailboxes to be arranged for Councillors. Package with website does not include enough mailboxes for the Councillors.	Ongoing
Action – GDPR project to be continued	By - Clerk
b. 201805229d – Posts on verges – Taston	
<p>A resident has requested installation of posts on the verge outside their property.</p> <p>November 2018 – information has been sent to OCC. Waiting for prices.</p> <p>20190107 - Liz agreed to chase for price.</p>	
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	
<p>20190107 – It was resolved to involve the community in this project. It was resolved to hold the APM in March, and include the footpath project. It was resolved to create and distribute flyer to advertise the event. Rick will look at suitable dates and report to Council.</p>	
Action – Ongoing project - check of known footpaths compared with definitive map.	By – Rick Leyland
Action – Flyers to be created	By – Rick Leyland
Action – Flyers to be distributed	By – Helen Datson
Action – Date of APM to be arranged	By – Rick Leyland

<p>e. 201809037c – Trees of Remembrance Project The saplings have been potted up, but are not big enough to be safely planted on the Almshouses triangle. They will be planted when big enough. It was resolved to purchase a larger sapling to be planted on the Almshouses triangle.</p>	
Action – Suitable size sapling to be purchased and planted on the Almshouses triangle.	By – Rick Leyland

<p>f. 201811069a – Speedwatch Activity – to discuss options for undertaking Speedwatch Activity in the parish and agree action. 20190107 - It has not been possible to borrow equipment from local parish councils. A response is waited for, from Thames Valley Police. The insurance company will be able to add the activity to the Council's insurance, but will need the equipment list with value and a completed risk assessment. Risk assessment example has been received.</p>	
<p>Action – Clerk to contact Charlbury Town Council re borrowing their speedwatch equipment Action – Clerk to contact Chadlington Parish Clerk to ask if they have a risk assessment they could share with us Action – Clerk to contact Insurance Company to include speedwatch activity and equipment Action – Dates to be agreed Action – Volunteers to be arranged for activity Action – Risk assessment to be created Action – TVP to be chased regarding borrowing equipment</p>	<p>Completed Completed Completed By – Council By – Council By – Clerk By - Clerk</p>

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

6. PLANNING UPDATE

a. Nil

7. CORRESPONDENCE RECEIVED

<p>a. Emails received since last meeting have been forwarded to Councillors b. Letter – OCC – North Area Operations Contacts c. Letter – WODC – invitation to meeting between town and parish councils and WODC on 07 March 2019 d. Email – OCC – invitation to Oxfordshire Resilience Group – Communities Evening</p>
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8A. PREVIOUS FINANCE

<p>a. 201811068Ba – Payments to be approved by Council 201811068Bb – Payments to be approved by Council</p>	
Action – Payments to be recorded and sent	Completed

<p>b. 201811068Bg -To approve budget for financial year starting 01 April 2019 The budget was discussed and was approved at £6339.32.</p>	
Action – Clerk to issue approved budget to Council	Completed

<p>c. 201811068Bh - 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.</p>	
Action – Clerk to request precept of £6339.32 from WODC	Completed

8B. FINANCE

<p>a. To approve current expenditure and instruct bank signatories to sign approved cheque payments The following were approved and instructed Cottsway Housing Association - £50.00 – ground rent for playground (100779) TP Jones & Co LLP - £54.00 – payroll October – December 2018 (100780) Anne Ogilvie – £50.00 – grant for SLCC Practitioners Conference 14/15 February 2019 (100784)</p>	
Action – Payments to be recorded and sent	By – Clerk

<p>b. To approve Council administration costs</p>	
Action – Council administration costs approved	

<p>c. Update of current status of bank accounts Accounting statement as of 03 January 2019 was presented to Council Current account balance was £10,098.65 Deposit account balance was £4796.57 Bank reconciliations and budget updates to December 2018 have been emailed to Councillors</p>	
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9. BUSINESS ITEMS

<p>a. Councillor review of future planning – to discuss whether to undertake a Parish Plan, to discuss future plans for Council's work in the Parish. It was resolved to obtain views from the community regarding whether to undertake a Parish Plan, and obtain views regarding Council activities in the Parish, at the APM. Chadlington PC will be approached as they are starting the Parish Plan process. It was resolved to start to undertake surveys at the APM if appropriate after investigation into the process.</p>	
Action – Chadlington PC to be approached regarding their Parish Plan process Action – Surveys to be created if appropriate	By – Helen Datson By - Council

<p>b. Spelsbury House planning application 18/01912/HHD has been refused. It was resolved to contact Planning Enforcement to find out if remedial or rectification works should be taking place, and any timescale for these.</p>	
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Action – Clerk to contact Enforcement Officer

By – Parish Clerk

10. INTERNAL MANAGEMENT

a. Security Incident Response Policy – to approve and sign Security Incident Response Policy.
The Security Incident Response Policy was approved and signed.

b. Grants and Donations Policy – to approve and sign Grants and Donations Policy.
The Grants and Donations Policy was approved and signed.

c. To review the function of Working Parties and decide if they are appropriate for Council needs.
It was resolved to close the Neighbourhood Plan Working Party.
It was resolved to set up a Parish Plan Working Party – members Rick Leyland and Helen Datson
It was resolved that Helen Datson would join the Document Retention, Storage and Destruction Working Party.

d. To obtain Council permission for the Clerk to use Council information as evidence as part of qualification portfolio
It was resolved to allow the Clerk to use Council information as part of a qualification portfolio.

11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION

a. *Clerk appraisal – took place in December.*

b. Graham reported that properties on Chadlington Road had been experiencing problems from leaking pipes, which were being investigated by Thames Water.

c. It was noted that an information board has been erected by the Fountain in Spelsbury.

12. DATE OF NEXT MEETING

Next meeting – Monday 04 March 2019 at 7.30 pm at Spelsbury Memorial Hall. Helen Datson gave apologies for her absence at that meeting.

13.

It was resolved to move into a Confidential Session – that pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

14. CLERK SALARY REVIEW

The Clerk's salary was reviewed. It was resolved to increase the salary, and a letter will be written to the Clerk and forwarded to payroll to reflect the change agreed. It was resolved to review the Clerk salary in January on an annual basis.

Meeting Closed at 9.10 pm

Clerk Report: 03 January 2019
Period: From 05 November 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. Collected saplings from Bagley Sawmill
8. Finalised 2019-20 budget and emailed to Council
9. Contacted PCs and TVP regarding speedwatch equipment
10. Contacted PCs regarding speedwatch risk assessment, and obtained a copy
11. Sent precept request to WODC
12. Created Security Incident Response Policy
13. Created Grants and Donations Policy
14. Started Business Continuity Policy
15. Staff appraisal meeting

Next Actions

1. Photograph Parish Assets
2. Create Security Incident Response Plan
3. Create Business Continuity Policy
4. Create Community Engagement Policy
5. Create Complaints Policy
6. Create Training Policy
7. Assess filing cabinet contents and destroy/file as appropriate
8. Transfer current files to filing cabinet – keep working documents only