

# Spelsbury Parish Council

## MINUTES 20190304

MARCH 4, 2019

7.35 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Rick Leyland, Simeon Harvey, Graham Beacham, Anne Ogilvie (Clerk), Liz Leffman (OCC)
<b>ABSENT</b>	Helen Datson

### 1. APOLOGIES

Helen Datson, Cllr Neil Owen (WODC)

### 2. MINUTES OF LAST MEETING

The minutes of the previous meeting were proposed by Rick Leyland, approved by Simeon Harvey, and signed.

### 3. DECLARATION OF INTERESTS

Nil

### 4. REPORTS FROM COUNCILLORS

Report from Liz Leffman, OCC Councillor -

- The budget was approved two weeks ago. The extra money for the roads has been put into the budget.
- The Chadlington to Spelsbury Road has been put on the list to be resurfaced.
- A Highways Team has been out to view the road in Taston where the ice forms. It has been decided that fairly major works will be required to rectify the problem – one proposal is to put a pipe under the road to take the water to the stream, which will mean a road closure. It is proposed that the work will take place in the next financial year.
- The budget for social care will be very stretched next year.
- The merger between OCC and Cherwell District Council appear to be progressing quite well. Some departments are being merged, and there is greater communication between County and District levels. It is hoped that this will demonstrate that there would be a benefit in increasing communications between OCC and the Districts in the county.
- There is currently a consultation ongoing in Charlbury regarding yellow lines in the town, removing some and adding lines in other areas.

### 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  
By - Clerk

Action – GDPR project to be continued

#### b. 2018070211a – repainting of white gates

Action – White gates to be repainted - ongoing

By – Helen Datson

#### c. 2018070211b – Footpath Deregulation Act project

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.

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

Action – Flyers to be created - ongoing

Action – Flyers to be distributed

Action – Date of APM to be arranged

By – Rick Leyland  
By – Rick Leyland  
By – Helen Datson  
By – Rick Leyland

#### d. 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.

Action – Suitable size sapling to be purchased and planted on the Almshouses triangle - ongoing

By – Rick Leyland

#### e. 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.

20190304 – This project will be discussed with the community at the APM.

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

By – Council  
By – Council  
By – Clerk  
Completed

#### f. 201901071 – Resignation of Cllr Richardson

20190304 – It was agreed to publicise the vacancy at the APM.

Action – Chairman to thank Craig for his service to the Council

Action – Notice of Vacancy to be put on the parish noticeboards

Action – Notice of Vacancy to be uploaded onto website

Action – Information about vacancy to be uploaded onto Facebook

Action – Councillors to approach individuals and invite them to join the Council - ongoing

Completed  
Completed  
Completed  
Completed  
By - Councillors

g. 201901079a – Councillor review of future planning – to discuss whether to undertake a Parish Plan, to discuss future plans for Council's work in the Parish.	
Action – Chadlington PC to be approached regarding their Parish Plan process Action – Surveys to be created if appropriate	By – Helen Datson By – Council
h. 201901079b – Spelsbury House planning application 18/01912/HHD The Enforcement Officer (WODC) reported that work is ongoing for the production of a plan which would be approved by the Planning Authority.	
Action – Clerk to contact enforcement officer	Completed
i. Clerk Report – The Clerk gave their report, which is appended to these minutes	
<b>6. PLANNING UPDATE</b>	
a. Nil	
<b>7. CORRESPONDENCE RECEIVED</b>	
a. Emails received since last meeting have been forwarded to Councillors b. Letter – Community First Oxfordshire – 2019/20 membership form It was resolved not to become a member. c. Email – WODC – West Oxfordshire Planning Policy Consultation The Council resolved to log their concern regarding the pressure on healthcare provision which would occur in Chipping Norton and the surrounding areas unless a service increase was included within the planning.	
<b>8A. PREVIOUS FINANCE</b>	
a. 201901078Ba – Payments to be approved by Council 201901078Bb – Administration payments to be approved by Council	
Action – Payments to be recorded and sent	Completed
<b>8B. FINANCE</b>	
a. To approve current expenditure and instruct bank signatories to sign approved cheque payments The following were approved and instructed OALC - £138.97 – annual subscription 2019-20 (100786)	
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 Accounting statement as of 28 February 2019 was presented to Council Current account balance was £9,490.07 Deposit account balance was £4,796.57 Budget updates to February 2019 have been emailed to Councillors Bank reconciliation to January 2019 has been emailed to Councillors. February bank statement has not been received.	
<b>9. BUSINESS ITEMS</b>	
a. Nil	
<b>10. INTERNAL MANAGEMENT</b>	
a. Community Engagement Policy – to approve and sign Community Engagement Policy. The Community Engagement Policy was approved and signed.	
b. To agree date for Annual Parish Meeting, and agree actions required. It was resolved that the Councillors will agree the date of the Annual Parish Meeting by email. Ideas for the format and content of the meeting were discussed.	
<b>11. ANY OTHER BUSINESS, TO INCLUDE PUBLIC PARTICIPATION</b>	
a. Nil	
<b>12. DATE OF NEXT MEETING</b>	
Next meeting – Monday 13 May 2019 at 7.30 pm at Spelsbury Memorial Hall. This will be the Annual Council Meeting.	

Meeting Closed at 8.20 pm

**Clerk Report:** 27 February 2019  
**Period:** From 04 January 2019

1. Payments approved at meeting recorded and sent
2. Bank accounts updated
3. Updated budget
4. Bank reconciliations

5. Updated Facebook
6. Started Councillor vacancy notification/advertisement process
7. Set up planning update spreadsheet
8. Cleaned out filing cabinet at Village Hall
9. Sorted out paperwork to be kept and refiled, to be stored at Village Hall
10. Created Community Engagement Policy
11. Attended SLCC Practitioner Conference
12. Found data required for Security Incident Response Form

#### Next Actions

1. Photograph Parish Assets
2. Create Security Incident Response Plan
3. Create Business Continuity Policy
4. Create Complaints Policy
5. Create Training Policy
6. Transfer current files to filing cabinet – keep working documents only
7. End of year accounts
8. AGAR
9. Prepare for Annual Parish Meeting