

# Spelsbury Parish Council

MINUTES 20190513 ACM DRAFT MAY 13, 2019 8.10 PM SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Rick Leyland, Simeon Harvey, Graham Beacham, Helen Datson, Anne Ogilvie (Clerk),
<b>ABSENT</b>	None

- 1. Election of Chairman of the Council**  
Cllr Harvey was proposed by Cllr Datson, and seconded by Cllr Leyland. He was elected by a show of hands.
- 2. Acceptance of Office of Chairman**  
The Acceptance of Office of Chairman was signed by Cllr Harvey.
- 3. Election of Vice Chairman of the Council**  
Cllr Datson was proposed by Cllr Leyland, and seconded by Cllr Beacham. She was elected by a show of hands.
- 4. To receive apologies for absence**  
There were no apologies for absence.
- 5. To receive declarations of interest from members**  
There were no declarations of interest.
- 6. To approve and sign the minutes of the previous meeting**  
The minutes of the meeting on 04 March 2019 were approved by the Council, and signed by the Chairman.
- 7. To review and adopt Standing Orders**  
The Standing Orders were reviewed, and Council **resolved** to adopt them.
- 8. To review and adopt Financial Regulations**  
The Financial Regulations were reviewed, and Council **resolved** to adopt them.
- 9. To appoint an internal auditor for this financial year**  
It was **resolved** to appoint Julian Horsey as the internal auditor.
- 10. To create committees required and appoint members to serve**  
It was agreed that no committees were required.
- 11. To agree committee terms of reference**  
Not required.
- 12. To create working groups required and appoint members to serve**  
It was agreed that no new working groups were required.
- 13. To review current working groups**  
It was **resolved** to close the Document Retention Storage and Destruction working group.  
It was **resolved** to close the Parish Plan working group.  
There are no current working groups.
- 14. To agree working group terms of reference**  
Not required.
- 15. To review delegation arrangements to staff**  
The current delegation arrangements to staff were reviewed and approved.
- 16. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**  
There are no arrangements in place.
- 17. To review Council asset register**  
The asset register was reviewed and approved.
- 18. To review Council insurance policy**  
The insurance policy was reviewed. It was **resolved** to renew the insurance with the current provider, Zurich Municipal, on the three-year Long Term Arrangement for £293.52 per year.  
**Action:** Clerk to renew insurance policy on the above terms.

Signed

(Chairman)

Date

## Spelsbury Parish Council

### 19. To review Council's subscriptions to other bodies

The Council's subscriptions to other bodies were reviewed. The 2018-19 memberships were as noted below.

SLCC	proportion of Clerk's membership fee	£31.81
ICO	annual fee	£40.00
OALC	annual subscription	£115.81

It was **resolved** to continue these subscriptions.

### 20. To review Council's complaints procedure

The Complaints Procedure was approved and adopted.

### 21. To review Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

The policies, procedures and practices were reviewed and approved.

### 22. To review Council's policy for dealing with the press/media

The Press and Media Policy was approved and adopted.

### 23. To review Council's employment policies and procedures

The employment policies and procedures were reviewed and approved.

### 24. To review Council's expenditure under s137 of the Local Government Act 1972

Section 137 expenditure for 2018-2019 was reviewed. The maximum expenditure permissible was £1917.84. The actual expenditure was £198.89. This was recorded separately in the accounts system. The permissible expenditure for this financial year is £1981.28.

### 25. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year, and the next Annual Council Meeting

It was **resolved** to set the following dates and times for the meetings, all to be held at the Spelsbury Memorial Hall:

Tuesday 02 July 2019, 7.30 pm  
Tuesday 03 September 2019, 7.30 pm  
Tuesday 05 November 2019, 7.30 pm  
Tuesday 07 January 2020, 7.30 pm  
Tuesday 03 March 2020, 7.30 pm  
Tuesday 12 May 2020, 7.30 pm – Annual Council Meeting

### 26. To agree and sign the Annual Governance Statement for the year ending 31 March 2019

The internal audit report was received and noted.

The Annual Governance Statement for the year ending 31 March 2019 was completed, approved, and signed.

### 27. To approve and sign the Accounting Statements for the year ending 31 March 2019

The Accounting Statements for the year ending 31 March 2019 were approved and signed.

### 28. 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 as Monday 03 June 2019.

### 29. To propose Council certifies itself as exempt from the Limited Assurance Review

It was **resolved** to certify the Council as exempt from the Limited Assurance Review.

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### 30. Public participation

None

### 31. Matters arising from the last meeting, and Clerk's report

#### a. Clerk's report

The Clerk's report which had been sent to Council was received and noted.

#### b. Gate painting

Cllr Datson has completed the painting of the white village entrance gates in Spelsbury.

#### c. Speedwatch Activity

It was **resolved** that Councillors would ask for volunteers and give any names to the Clerk in the next two weeks.

**Action:** Councillors to ask for volunteers and forward details to Clerk

#### d. Parish Plan

It was **resolved** to not to undertake a Parish Plan.

Signed

(Chairman)

Date

## Spelsbury Parish Council

### 32. Planning

- a. **Any planning applications received before date of meeting**  
None.
- b. **Update of previous planning applications**  
19/00633/HHD – Proposed extensions and alterations to garden pavilion (partly retrospective) – Spelsbury House, Church Lane, Spelsbury. Application – awaiting decision

### 33. Correspondence received – appendix A

- a. **Emails received have been forwarded to Councillors**
- b. **Notification – OCC – Road closure Chadlington Road, Spelsbury – 13-16 August**
- c. **Notification – OCC – Road closure unnamed road, Spelsbury – 22-26 July**
- d. **Notification – OCC – Road closure Forest Road, Charlbury – 01-08 July**
- e. **Email – WODC – Invitation to Community Resilience Meeting 13 June 2019 – Cllr Beacham**  
requested to attend.  
**Action:** Clerk to put request place for Cllr Beacham
- f. **Email – Wilderness Festival – notification of discounted local tickets**

### 34. Finance

- a. **To approve current expenditure – appendix B**  
The following expenditure was approved

TP Jones	payroll January to March 2019	£54.00
Ubico Ltd	weekly emptying of dog bin	£134.98
Tarki Technology Ltd	internal audit	£100.00
Ken Wakefield	vegetation maintenance January to March 2019	£80.00
- b. **To approve Council administration costs – appendix C**  
The administration costs as per appendix C were approved.
- c. **To instruct bank signatories to sign approved cheque payments**  
Approved cheque payments were signed.
- d. **Update of current status to bank accounts – appendix D**  
Receipts received to 13 May 2019 – WODC ½ year precept and grant - £3,170.00  
Current account as of 13 May 2019 - £11,994.33  
Savings account as of 13 May 2019 - £4,798.96
- e. **To approve current year budget update**  
Budget update to April 2019 forwarded to Council was approved.
- f. **To approve bank reconciliation**  
Bank reconciliation to April 2019 forwarded to Council was approved.
- g. **To approve finance update**  
Finance update forwarded to Council was approved.
- h. **To approve risk assessment**  
The updated risk assessment was approved and signed.

### 35. Business items

- a. **“Twenty’s Plenty” signage – to approve purchase and placement of signage**  
It was **resolved** to approve the purchase of 3 signs plus clips, for £108.30.  
It was provisionally agreed to place the signs on the Chadlington Road and Chipping Norton Road coming in to Spelsbury, and the Enstone Road into Taston.  
**Action:** Clerk to purchase signage

### 36. Items for information only

- a. **Van parked on the Almshouses triangle** – The van belongs to a Spelsbury resident. The ownership of the Almshouses triangle is unknown, so there is no authority to request the van be moved. It was suggested that the Parish Council could investigate claiming ownership of the triangle for the benefit of the community.

**The meeting was closed at 9.30 pm**

Signed

(Chairman)

Date

# Spelsbury Parish Council

**Clerk Report:** 13 May 2019

Period: From 28 February 2019

1. Payments approved at meeting recorded and sent
2. Bank accounts updated
3. Updated budget
4. Bank reconciliations
5. Updated Facebook
6. Advertised Councillor vacancy
7. Updated planning spreadsheet
8. Photographed Parish assets
9. Completed end of year accounts
10. Completed AGAR
11. Internal audit complete
12. Updated asset register
13. Transferred files to filing cabinet
14. Attended Strategic Planning training
15. Attended CiLCA training
16. Updated parish asset map
17. Obtained new insurance quotation
18. Suggested dates for next year's meetings
19. Reviewed Standing Orders
20. Reviewed Financial Regulations
21. Reviewed existing policies for Annual Council Meeting
22. Organised paperwork for Annual Council Meeting
23. Created Complaints Procedure
24. Created Press/media Policy
25. Set up accounting structure for new financial year
26. Updated Risk Assessment
27. Found pricing and details of "Twenty's Plenty" signage

## Next Actions

1. Complete picture document of Parish assets
2. Complete insurance comparison
3. Create Security Incident Response Plan
4. Create Business Continuity Policy
5. Create Complaints Policy
6. Create Training Policy

Signed

(Chairman)

Date