

# Spelsbury Parish Council

MINUTES 20191105 DRAFT

NOVEMBER 5, 2019 7.30 PM

SPELSBURY MEMORIAL HALL

<b>ATTENDEES</b>	Simeon Harvey (Chairman), Helen Datson, Rick Leyland, Graham Beacham Cllr Neil Owen (WODC), No members of the public Anne Ogilvie (Clerk),
<b>ABSENT</b>	None!

The Chairman welcomed everybody to the meeting.

**1. To receive apologies for absence**

Apologies were received from Cllr Liz Leffman (OCC).

**2. To approve and sign the minutes of the meeting on 03 September 2019**

The minutes of the meeting on 03 September 2019 were approved by the Council, and signed by the Chairman.

**3. To receive declarations of interest from Members**

None

**4. Public participation**

None

**5. Reports from County and District Councillors**

**WODC Report – Cllr Neil Owen**

The normal business of the council is continuing. OCC, WODC and Thames Water are dealing with the local incident of sewage rising up due to the weather.

**OCC Report received from Cllr Liz Leffman**

OCC have completed a thorough investigation regarding the water issue in Taston. It was found to be being discharged from private land. OCC have diverted this water through a filter drain, and will monitor this. There is now water coming from a different place, possibly caused by the Gigaclear works, which will be inspected by OCC next week. If Gigaclear are responsible they will be asked to remedy the situation. Thames Water will be closing the road in March to carry out works.

**6. Receive and comment on Clerk's report to 04 November 2019, appendix A, appended to minutes**

The Clerk's report had been circulated to the Council prior to the meeting.

Point 3 - It was noted that the tree will not now be planted on the Almshouses Triangle, a new location will be found.

**7. Planning**

**a. Any planning applications received after agenda issue and before date of meeting – None**

**b. Update of previous planning applications - None**

**8. Correspondence received – appendix B**

**a.** Emails received have been forwarded to Councillors

**b.** Notification – OCC – Notification of road closure in Dean, 18–25 November 2019.

**c.** Email – Charlbury Neighbourhood Plan 2031 – pre-submission – No comment.

**d.** Notification – OCC – Notification of road closure in Taston – 02-05 March 2020.

**e.** Email – WODC – Notification of Christmas waste arrangements - will go on website.

**f.** Email – OCC – Planning application ref Dean Pit – no comment.

**g.** Email – WODC – Council election 07 May 2020 – Clerk meeting on 30 January 2020.

**9. Business items**

**a. Website accessibility – to receive report from Cllr Datson regarding pricing for works, and agree action**

No response has been received. Cllr Datson will forward the information to the Council when it is received.

**b. Financial Regulations – to agree amendments in preparation for adoption in January, appendix C**

It was **resolved** to approve the amendments on the draft version

**Action:** Clerk to amend document and put on next agenda for adoption.

Signed

(Chairman)

Date

## Spelsbury Parish Council

- c. **Council provided email addresses – to review report and agree action, appendix D**  
The report comments were noted. It was **resolved** not to adopt mailboxes for Councillors. It was **resolved** to use Dropbox to forward documents to councillors.
- d. **Training Policy – to review and adopt policy, appendix E**  
It was **resolved** to adopt the Training Policy.
- e. **Business Continuity Policy, to review and adopt policy, appendix F**  
It was **resolved** to defer this item to the next meeting.
- f. **2020 Street Party – to agree actions required**  
The council will work with the Memorial Hall trustees to organize the event which will take place on the Bank Holiday weekend. The Hall trustees will report updates to the Council. It was **resolved** to approve expenditure of £500 for this event.
- g. **May elections – to agree actions to advertise election**  
A report has been sent to the Parish Newsletter. An item will go onto the website.
- h. **Community Emergency Plan – to receive update from Clerk and agree actions**  
An update was received from the Clerk. It was **resolved** to defer the decision to the next meeting.
- i. **Clerk appraisal – to agree Councillor to undertake Clerk annual appraisal**  
Cllr Harvey will undertake the appraisal.

Cllr Owen left the meeting.

### 10. Finance

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

SSP Direct	Twentys Plenty signage	£129.66
Ubico	Dog bin waste disposal	£97.60
TP Jones	Payroll quarterly charge	£54.00
Cottsway Housing Assoc	Annual playground rent	£50.00
- b. **To approve Council administration costs – appendix H**  
The administration costs as per appendix H 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 I**  
Precept has been received - £3133.50  
Bank interest has been received - £2.39  
Current account as of 04 November 2019- £12,556.34  
Savings account as of 04 November 2019 - £4,803.74
- e. **To approve current year budget update – appendix J**  
The budget update, circulated to the Council prior to the meeting, was approved.
- f. **To approve bank reconciliation – appendix K**  
The bank reconciliations to October 2019, circulated to the Council prior to the meeting, were approved.
- g. **To approve finance update – appendix L**  
Finance update, circulated to the Council prior to the meeting, was approved.
- h. **To agree budget for 2020-21, appendix L**  
It was **resolved** to approve the budget. General receipts - £9. General payments - £6787.
- i. **To agree precept for 2020-21**  
It was **resolved** to approve the precept - £6718.  
**Action:** Clerk to send approved precept to WODC.

### 11. Items for information only

- a. **Water on Charlbury Road south of Spelsbury –** The water running across the road and the blocked drains will be reported via FixMyStreet.

### 12. Next meeting – Tuesday 07 January 2020.

The meeting was closed at 8.45 pm.

Signed

(Chairman)

Date