

# Spelsbury Parish Council

MINUTES 20200107

JANUARY 7, 2020

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 05 November 2019**

The minutes of the meeting on 05 November 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 cycle of meetings and business has started for the new year. They are full of plans for the future. The Emergency Climate Change actions are proceeding.

No report received from OCC Councillor

**6. Receive and comment on Clerk's report to 31 December 2019, appendix A, appended to minutes**

The Clerk's report was received. There were no comments.

**7. Planning**

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

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

19/03055/LBC – Refurbishment of the library in the main house to encompass redecoration and the installation of an AV screen and new lighting – The Mansion, Ditchley Park. Approved – 20/12/19

19/00301/CLE – Appeal ref APP/D3125/X/19/3235185 – Grove Farm, Grove Lane, Dean – ongoing.

**8. Correspondence received – appendix B**

**a.** Letter – Volunteer Link-Up – donation request – refused.

**b.** Letter – Barclays Bank – change of interest rate to 0.1% - noted.

**c.** Email – OALC – S137 limit for next financial year will be £8.32 per elector – noted.

**d.** Letter – WODC - removal of hard copy provision of planning application

The council agreed to the principle of no longer receiving hard copy applications and paying for them if required, but wanted to enquire if there could be a limit on the cost of a large or complex application.

**Action:** Clerk to ask WODC if there would be a limit on the cost of a large or complex application.

**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 approve revised Financial Regulations, appendix C**

It was **resolved** to approve the revised Financial Regulations.

Signed

(Chairman)

Date

## Spelsbury Parish Council

**c. Speed of traffic on B4022 – to discuss resident concerns and agree action**

This had been logged on FixMyStreet in December. OCC response – Warning signs were ordered in November 2019 and records show they have been erected. This will be checked. If there are concerns about the speed of vehicles Thames Valley Police need to be contacted. It was **resolved** to check if the signage has been erected, and advise resident of OCC response. **Action:** Clerk to check if signage has been erected and inform OCC if it has not, and to advise resident of OCC response.

**d. Non-collection of recycling – to note resident concern regarding non-collection of recycling in Spelsbury, and agree action**

Recycling was not collected from Quickset Close twice before Christmas. Cllr Owen agreed to raise this with WODC.

**e. Business Continuity Policy, to review and adopt policy, appendix D**

It was **resolved** to adopt the Business Continuity Policy.

**f. Community Emergency Plan – to agree actions following receipt of Clerk’s report at November council meeting**

It was **resolved** to defer this item to the July meeting.

**g. 2020 Annual Parish Meeting – to agree date and format for Annual Parish Meeting**

A provisional date of 07 April was agreed. Councillors will plan the format of the meeting in the coming weeks.

**Action:** Clerk to check whether there are date limitations for the meeting due to the parish election in May and inform the Chairman.

### 10. Finance

**a. To approve current expenditure – appendix E**

The following expenditure was approved and the payments report initialed:

TP Jones & Co LLP	Payroll quarterly charge	£54.00
Rick Leyland	Domain registration	£172.66

**b. To approve Council administration costs – appendix F**

The administration costs as per appendix F were approved and listed on the payments report.

**c. To instruct bank signatories to sign approved cheque payments**

Approved cheque payments were signed.

**d. Update of current status to bank accounts – appendix G**

Bank interest has been received - £2.40

Current account as of 07 January 2020 - £11934.76

Savings account as of 31 December 2019 - £4,806.14

**e. To approve current year budget update – appendix H**

The budget update, circulated to the Council prior to the meeting, was approved.

**To approve virement report dated 07 January 2020**

It was **resolved** to approve the virement report dated 07 January 2020.

**f. To approve bank reconciliation – appendix I**

The bank reconciliations to December 2019, circulated to the Council prior to the meeting, were approved.

**g. To approve finance update – appendix J**

Finance update, circulated to the Council prior to the meeting, was approved.

**h. To note completion and return of precept form to WODC**

The precept form has been completed and returned to WODC.

### 11. Items for information only

**a. New banking arrangements** – The Clerk has investigated alternative banking arrangements for the council. Unity Trust Bank would enable the council to use internet banking and have a debit card. The Clerk will investigate Unity further to see if appropriate for council to use.

**b. Noticeboards at Ditchley** – The noticeboard at Ditchley has rotted and been removed. The Bursar would be happy to install a new noticeboard if the Council provides one. The Clerk will investigate noticeboard options.

**c. Flooding by Dean Mill** - The Council noted the concern raised about the flooding last year by Dean Mill. The drain cover has now been cleared. The area will be monitored.

**d. Clerk attendance at SLCC Conference** - the council has agreed to pay £100 towards the cost of the conference.

### 12. Next meeting – Tuesday 03 March 2020.

The meeting was closed at 8.45 pm.

Signed

(Chairman)

Date