

Spelsbury Parish Council

MINUTES 20200303 DRAFT

MARCH 3, 2020

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Simeon Harvey (Chairman), Helen Datson, Rick Leyland, Graham Beacham Cllr Neil Owen (WODC), 11 members of the public Anne Ogilvie (Clerk),
ABSENT	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 07 January 2020

The minutes of the meeting on 07 January 2020 were approved by the Council, and signed by the Chairman.

3. To receive declarations of interest from Members

Cllrs Harvey and Beacham – item 8d

Cllr Datson – item 9b

4. Public participation

a. Member of public was concerned about increase in flytipping in Chipping Norton, and asked the council to support his view that Dean Pit should be reopened.

b. Member of public was concerned about the potential development of Saltway Barn.

5. Reports from County and District Councillors

WODC Report – Cllr Neil Owen

Full council met last Wednesday and the budget has been agreed. No grants have been cut.

There is an officer overseeing the endeavours of WODC to help combat global warming.

WODC have written to the Government regarding raw sewage going into rivers.

Better control mechanisms are being investigated regarding the control of emissions from Firework Displays.

OCC Report – written report from Cllr Leffman

Budget – the budget was passed by Council, there are no cuts. The Cabinet Minister with responsibility for finance is writing to the Secretary of State to ask for a five year plan so that councils can plan services better.

Youth services – An amendment to include £200,000 in the budget for a review of youth services across the county was accepted. A team will now work on this.

S106 – the money in S106 held by the county has been reviewed. Cllr Leffman met with the S106 team to see if monies for bus services in the Chipping Norton and Charlbury areas could be released so that the X9 can continue providing its current level of service.

6. Receive and comment on Clerk's report 25 February 2020, appendix A, appended to minutes

The Clerk's report was received. The Council asked the Clerk to find out if it was possible for the Council to actively opt out from receiving hard copy planning documents.

7. Planning

a. 19/03544/HHD – Erection of two storey extension and detached garage with studio above, Thorsbrook, Taston – to note response sent by council

Comment sent by council using delegated authority to Clerk to meet 31 January 2020 deadline.

The council noted following concern – no change in existing parking arrangements.

b. Any planning applications received after agenda issue and before date of meeting

20/00624/FUL – Change of use of land from agricultural to equestrian and conversion of existing field shelter to create stable, tack room and hay barn together with associated works including provision of a hardstanding, manure clamp and access track – Land East of Langston House Cottage, East End, Chadlington – comment by 24 March 2020

Application was received on day of meeting. It was **resolved** to use delegated authority to Clerk to send any response, to allow councilors opportunity to study the application.

c. Update of previous planning applications

20/00221/HHD – Single storey extension to existing outbuilding to form art studio – 2 South View, Dean – under consideration

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

Signed

(Chairman)

Date

Spelsbury Parish Council

8. Correspondence received – appendix B

- a. Email – WODC – closure of Chipping Norton customer access point – noted.
- b. Letter – WODC – meeting between Town and Parish Councils and WODC – 26 March – noted, no councillor wished to attend.
- c. Letter – Membership of CFO 2020/21. Council **resolved** not to become a member.
- d. Email – Dean Pit and Grove Lane – matter had been covered in Public Participation.

9. Business items

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

No response has been received.

b. **Playground inspection – to agree for Clerk to arrange annual playground inspection**

It was **resolved** to approve the Clerk arranging annual inspection of the playground.

Action: Clerk to arrange annual playground inspection.

c. **Funding requests – to consider funding requests received – appendix C**

It was **resolved** to donate £100 to Chipping Norton Theatre, and to vire the budget to use general reserves for this payment.

d. **2020 Annual Parish Meeting – to finalise date and to agree actions required to prepare for meeting.**

It was agreed that the APM will take place on Saturday 21 March. Councillors will meet this week to organise the meeting.

e. **Spelsbury vegetation maintenance – to discuss options for new maintenance contract and agree actions**

A contractor has visited the site and will send a quotation. It was **resolved** to allow the Clerk to agree the contract if less than £600 per annum.

It was **resolved** to thank Ken Wakefield for his work over the years cutting the grass for the Parish.

f. **Parish Council Election May 2020 – to note important dates relating to the Parish Council election on 07 May 2020, and dissemination of information to prospective nominees, and agree any further actions required**

The election is on Thursday 07 May. Spelsbury has 6 councillor positions, the election is for all of these.

31 March – Nomination forms available from the Clerk or WODC

08 April, 4pm – Deadline for councillor nominations to be given in BY HAND to WODC

21 April – Deadline for receiving applications to be included in register of electors for election

07 May- Polling day (if more nominations have been received than councillor positions)

11 May -Current councillors retire/New councillors come into office.

It was agreed that the scheduled date for the ACM would not fit with the election timetable, and a new date would be selected.

g. **Catsham Lane Road closure – to note road closure on Catsham Lane from 27 April to 07 May, from 8am to 4.30pm daily**

The Council noted this information. The information will be put on Facebook.

h. **WODC Green Waste Collection – to note that the residents need to book their Green Waste Collection before April, for collections in April**

The Council noted this information.

i. **Climate Change – to discuss options available to the council and agree actions**

It was **resolved** to recognise the existence of a climate emergency and to take action to reduce its causes.

j. **Replacement noticeboard for Ditchley – to note report from Clerk and agree action – appendix D**

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

k. **VE/Hall Centenary Event – to receive update**

A meeting will be held on Thursday.

l. **Website – to discuss arrangements for the management of the council website from May and agree actions**

It was **resolved** that the Clerk will take over the management of the council website from Cllr Datson after training has taken place.

m. **Training – to approve Clerk attendance at OALC training – Information Management and Social Media**

It was **resolved** to approve the Clerk attending the following trainings – Website Accessibility, Information Management and Social Media.

Signed

(Chairman)

Date

Spelsbury Parish Council

n. Litter Picking – to agree to arrange a Litter Picking event and agree actions

It was **resolved** to arrange a Litter Picking event on 04 April from 10am – 12 noon, meeting at Spelsbury Memorial Hall. Litter pickers and hi-viz jackets will be requested from WODC for the event. Posters will be created and distributed.

o. Banking – to note report from Clerk, to agree to move current and savings account to Unity Trust Bank, and to agree signatories for bank account – appendix E

It was **resolved** to set up a current account with Unity Trust Bank.

It was **resolved** to set up a 2-signature mandate.

It was **resolved** that Cllrs Harvey, Leyland and Beacham be the councilor signatories.

It was **resolved** to make the Clerk a signatory, without permission to make payments.

It was **resolved** to apply for a debit card for the Clerk.

It was **resolved** to transfer funds to the new account, leaving the Barclays Current Account open for the timebeing.

It was **resolved** to request the precept from WODC be paid into the new account.

p. Council email communication – to discuss methods for improving response time from council to Clerk emails

It was agreed to continue using Dropbox for document sharing. It was agreed to continue using the current system for emails, but for the Clerk to chase for answers when required.

q. Litter and recycling issues – to discuss ongoing litter and recycling issues and agree actions

The litter picking event, above, will reduce the current litter problems. It was agreed that the some of the current litter came from recycling bins during the recent storms.

10. Finance

a. To approve current expenditure – appendix F

The following expenditure was approved:

Spelsbury Memorial Hall	Hall hire	£152.00
K Wakefield	Grass cutting and pathway clearance	£160.00
OALC	Annual subscription	£140.42
Anne Ogilvie	SLCC Practitioner Conference (part)	£100.00
Rick Leyland	Domain registration	£172.66

b. To approve Council administration costs – appendix G

The administration costs as per appendix G 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 H

Current account as of 25 February 2020 - £10,941.05

Savings account as of 25 February 2020 - £4,806.41

e. To approve current year budget update – appendix I

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

f. To approve bank reconciliation – appendix J

The bank reconciliation to January 2020, circulated to the Council prior to the meeting, was approved.

g. To approve finance update – appendix K

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

h. To note VAT reclaim to 31/12/19 - £229.80

Noted.

11. Items for information only

Nil

12. Next meeting – To be confirmed

13. To resolve 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

It was **resolved** to move into a Confidential Session.

14. Clerk salary – to review Clerk salary following annual appraisal

It was **resolved** to increase the Clerk salary to SCP15 from April 2020.

The meeting was closed at 9.45 pm.

Signed

(Chairman)

Date