

Spelsbury Parish Council

MINUTES 20200707 DRAFT

JULY 7, 2020

7.30 PM

REMOTE VIA ZOOM

ATTENDEES	Simeon Harvey (Chairman), Helen Datson, Rick Leyland, Graham Beacham Cllr Liz Leffman (OCC) No members of the public Anne Ogilvie (Clerk),
ABSENT	None

1. The Chairman welcomed everybody to the meeting, and thanked the Clerk for her work since the last meeting.
2. **To agree deactivation of Clerk's delegated powers approved on 20 March 2020 as per the High Consequence Disease Policy, and reversion to the delegated powers specified in Standing Orders**
It was **resolved** not to deactivate the Clerk's delegated powers approved on 20 March 2020, and to review at the next meeting.
3. **Virtual Meeting Procedure – to approve the adoption of the Virtual Meeting Procedure – appendix A**
It was **resolved** to adopt the Virtual Meeting Procedure.
4. **To receive apologies for absence**
Apologies were received from Cllr Neil Owen (WODC).
5. **To approve and sign the minutes of the meetings on 03 March 2020 and 20 March 2020**
The minutes of the meetings on 03 March 2020 and 20 March 2020 were approved by the Council. They will be signed by the Chairman at the first opportunity.
6. **To receive declarations of interest from Members**
Nil
7. **Public participation**
Nil
8. **Reports from County and District Councillors**
WODC Report – Cllr Neil Owen – no report received
OCC Report – Cllr Leffman.
The County Council has been dealing with the effects of COVID-19 for the last three months, which has taken time and resources.
Highways – there has been much activity. A 20mph speed limit has been installed in Charlbury. Repairs to Fiveways, Charlbury, and the road between Dean and Spelsbury are due to take place this month.
Local Government Reorganisation – White Paper in September will propose that all two-tier counties become unitary authorities. This could have implications for local democracy, eg planning applications, local input. It could also cause issues for Publica, which is a joint venture between WODC and District Councils in Gloucestershire. There is a suggestion that local elections may be postponed again, and not take place in 2021.
9. **To receive and comment on Clerk's report, appendix B, appended to minutes**
The Clerk's report was received. There were no comments.
10. **Planning**
 - a. **20/01381/LBC – Internal alterations to refurbish existing rooms to the central section of the second floor (main house)**
19/01249/LBC – Refurbishment of existing rooms on the second floor of the main house The Mansion, Ditchley Park, Enstone – comment by 20 July 2020
The council had no comment.
 - b. **Any planning applications received after agenda issue and before date of meeting**
Nil
 - c. **Update of previous planning applications**
19/00301/CLE – Appeal ref APP/D3125/X/19/3235185 – Grove Farm, Grove Lane, Dean – dismissed – 06/04/20
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 – approved 14/04/20

Signed

(Chairman)

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20/00221/HHD – Single storey extension to existing outbuilding to form art studio – 2 South View, Dean – approved – 22/04/20
19/03544/HHD – Erection of two storey extension and detached garage with studio above - Thorsbrook, Taston approved 05/05/20

11. Business items

- a. **To fix the dates and times of Ordinary Meetings of the Council for the ensuing year. To note that the date for the next Annual Council Meeting will be fixed after the 2021 election date has been confirmed**
It was **resolved** to hold meetings on the first Tuesday of September, November, January and March. It was noted that the date for the Annual Council meeting will be fixed when the election date has been confirmed.
- b. **To note the internal auditor report for the year ending 31 March 2020 and agree actions required, appendix C**
The internal auditor report for the year ending 31 March 2020 was noted. It was **resolved** that no actions are required following the receipt of the report.
- c. **To approve and sign the Annual Governance Statement for the year ending 31 March 2020, appendix D**
It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2020. It was agreed that the Statement would be signed by the Chairman at the first opportunity.
- d. **To approve and sign the Accounting Statements for the year ending 31 March 2020, appendix E**
It was **resolved** to approve the Accounting Statements for the year ending 31 March 2020. It was agreed that the Statements would be signed by the Chairman at the first opportunity.
- e. **To set the date for the commencement of the Exercise of Public Rights**
It was **resolved** that the Clerk would set an appropriate date, given current circumstances, ensuring that this would be on or before 01 September 2020.
- f. **To approve the Certificate of Exemption – AGAR 2019/20 Part 2**
It was **resolved** to approve the Certificate of Exemption – AGAR 2019/20 Part 2.
- g. **To note revised risk assessment will be required with reference to COVID-19 and new legislation**
It was noted that a revised risk assessment will be required, and will be submitted by the Clerk to the council for approval when complete.
- h. **To note that the insurance has been renewed for the year being 01 June 2020**
It was noted that the insurance has been renewed, cost £302.04.
- i. **To approve actions taken by council using delegated powers since the meeting on 20 March 2020, appendix F**
It was **resolved** to approve the actions taken by the council using delegated powers since the meeting on 20 March 2020.
- j. **To receive updates regarding cancelled or postponed events**
The Streetparty was postponed. The committee hope that something can be arranged before the end of the year.
- k. **Replacement noticeboard for Ditchley – to agree action (deferred from meeting on 03 March 2020)**
It was **resolved** to defer this item to the next meeting.
- l. **Community Emergency Plan – to agree actions (deferred from meeting on 07 January 2020)**
It was **resolved** not to progress this item, as it was felt that the community had structures in place to support its needs.
- m. **To approve payment of percentage of Clerk's SLCC membership subscription, appendix G**
It was **resolved** to pay £34.52 as Spelsbury's share of the Clerk's SLCC membership subscription.
- n. **To approve adoption of Councillor Code of Conduct, appendix H**
It was **resolved** to approve the Councillor Code of Conduct.
- o. **To comment on the draft Action Plan, appendix I**
It was **resolved** to approve the Action Plan.
- p. **To comment on the LGA Code of Conduct consultation, appendix J**
The council had no comment.
- q. **To approve the Playground COVID-19 risk assessment, appendix K**
It was **resolved** to approve the Playground COVID-19 risk assessment.
- r. **To agree to re-open Spelsbury Playground, and agree actions required to open safely**
It was **resolved** to re-open Spelsbury Playground and to complete actions as listed in the risk assessment.

Signed

(Chairman)

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It was agreed to hold a site meeting to agree works following the playground inspection on 04 July.

It was **resolved** to purchase new seats for the swings if required.

- s. **To respond to donation request from Oxfordshire Association of the Blind, appendix L**
It was **resolved** not to donate to this cause, as the council wished to be in the position to direct funds to more local causes.
- t. **To review and adopt Standing Orders, appendix M**
It was **resolved** to adopt the Standing Orders.
- u. **To review and adopt Financial Regulations, appendix N**
It was **resolved** to adopt the Financial Regulations.
- v. **To appoint an internal auditor for the year 2020-2021**
It was **resolved** to appoint a new internal auditor for year 2020-2021. Clerk to start process.
- w. **To review expenditure under S137 of the Local Government Act 1972 2019/20**
It was **resolved** to approve the S137 expenditure for 2019/20.

12. Finance

- a. **To approve payments made by council using delegated powers since meeting on 20 March 2020, appendix F**

It was **resolved** to approve the following payments:

TP Jones & Co LLP	Payroll	£54.00
Ubico Ltd	Dog bin emptying	£97.60
Kingham Garden Service	Grass cutting	£40.00
Avast	AVG renewal	£74.99
Zurich Municipal	Insurance renewal	£302.04

- b. **To approve current expenditure – appendix P**

It was **resolved** to approve the following expenditure:

Tarki Technology	Internal audit	£100.00
Kingham Garden Service	Grass cutting	£40.00

- c. **To approve Council administration costs – appendix Q**

It was resolved to approve the administration costs as per appendix Q.

- d. **To instruct bank signatories to sign approved cheque payments**

It was **resolved** to approve bank signatories to sign approved cheque payments.

- e. **To note monies received, appendix R**

WODC	Precept (1/2 year)	£3359.00
WODC	Grant (1/2 year)	£34.50
Barclays	Deposit account interest	£1.29

- f. **Update of current status to bank accounts – appendix S**

Current account as of 02 July 2020 - £12,637.40

Savings account as of 02 July 2020 - £4,809.12

- g. **To approve current year budget update – appendix T**

It was resolved to approve the budget update to June 2020.

- h. **To approve bank reconciliation – appendix U**

It was **resolved** to approve the bank reconciliation to 26 June 2020.

- i. **To approve finance update – appendix W**

It was **resolved** to approve the finance update to 02 July 2020

- j. **To approve Scheduled Payments List for year to 31 March 2021, appendix W**

It was **resolved** to approve the Scheduled Payments List for year to 31 March 2021.

- k. **To note change in interest rate on Deposit Account**

The change in interest rate from 0.1% to 0.01% was noted.

It was **resolved** to consider a new deposit account.

13. Items for information only, and for next agenda

- a. **Traffic Regulation Notice – Charlbury, Five Ways** – to note “no waiting on the highway by all motor vehicles” between 8.00pm and 6.00am from 20 July 2020 for five days.
- b. **Traffic Regulation Notice – Chadlington Road, Spelsbury** – to note 24 hour closure to facilitate carriageway resurfacing and draining works from 20-24 July 2020.

14. Next meeting – 01 September 2020

The meeting was closed at 8.40 pm

Signed

(Chairman)

Date