

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 26 February 2020 to 02 July 2020

1. **Footpath Deregulation Act project** - being run by Cllr Leyland.
2. **Trees of Remembrance** – suitable size sapling to be purchased suitable place for planting to be found by Cllr Leyland.
3. Correspondence from March meeting has been dealt with.
4. **Annual Parish Meeting** – has been postponed until in-person meetings are permitted.
5. **Banking** – investigated Unity Trust Bank and sent report to council. Investigated options regarding the Barclays Current Account and forwarded information to council. Bank application started.
6. **Noticeboard for Ditchley** – Noticeboard option report sent to council. Decision has been deferred until July meeting.
7. **Playground inspection** – has been requested – due to take place in July. Have requested council be added to the automatic schedule list.
8. **Vegetation maintenance contract** – met with contractor to request quotation for vegetation maintenance of Spelsbury playground and bus-stop triangle. Quotation received and agreed by council. Purchase order raised. Works have commenced.
9. **Litter Picking** – event cancelled due to COVID-19.
10. **Thank-you card for Ken Wakefield** – card sent.
11. **Donation to Chipping Norton Theatre** – sent.
12. **COVID-19** – researched COVID-19 consequences for council. Created High Consequence Disease Policy. Investigated delegated authority options.
13. **Emergency meeting March** – called an emergency meeting in March in response to the Coronavirus outbreak. Minutes written, published and circulated.
14. **Payments** - approved payments have been sent.
15. **Finance update** – finance system has been updated and forwarded to council monthly.
16. **Budget update** – updates have been forwarded to council monthly.
17. **Bank reconciliation** – updates have been forwarded to council monthly.
18. Payroll has been processed and cheques raised.
19. Agenda and appendices for March created, published and circulated.
20. March Council Meeting Minutes written and published.
21. Processed new payments.
22. Facebook updated as required.
23. Planning spreadsheet regularly updated and uploaded to Dropbox.
24. **VAT refund**- applied for VAT refund to 31/12/19. Refund, £229.80, received.
25. Attended SLCC Practitioners' Conference.
26. **Website Accessibility Training** – booked, but training was cancelled.
27. **Climate Emergency** – Notes created regarding council options re climate emergency.
28. **Playground** – playground closed as per Government instruction – notice created for gates, Facebook and website updated.  
Re-opening – risk assessment created, insurance company contacted.
29. **End of year accounts** - accounts created and circulated.

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30. **End of year payroll** – completed.
31. **New accounting year** – systems set up.
32. **Internal auditor** – files sent to internal auditor. Audit carried out. Report received from auditor.
33. **Annual Council Meeting** – council agreed to postpone Annual Council Meeting to May 2021 as permitted in legislation.
34. **Insurance** – insurance renewed.
35. **Computer software** – Microsoft 365 and AVG renewed.
36. **Byway through Dean Grove** – council comment sent agreeing with OCC regarding refusal of application (Application to upgrade Footpath No 44 to Restricted Byway at Grove Lane, Spelsbury).
37. **Report of dog being aggressive to other dogs on footpath at Coldrun Mill** – reported issue to OCC via website. Has been added to existing report.
38. **Delegated authority decisions** – logged for approval at next council meeting.
39. **Council Action Plan 2020-2021** – created and circulated to council.
40. **SLCC membership for clerk** – emailed parish council split payment to council.
41. **Virtual Meeting Procedure** – created and circulated to council.
42. **Code of Conduct** – document created and circulated to council.
43. **Practice Zoom meeting** – practice Zoom meeting held for council.
44. **Zoom licence** – Zoom licence purchased for July meeting.
45. **Clerk report** – written.
46. **Scheduled payments list** – created.