

Spelsbury Parish Council

MINUTES 20200901

SEPTEMBER 01, 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. The Clerk reminded everyone that the meeting might be recorded.
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. **To receive apologies for absence**
Nil.
4. **To approve and sign the minutes of the meetings on 07 July 2020**
The minutes of the meetings on 07 July 2020 were approved by the Council. They will be signed by the Chairman at the first opportunity.
5. **To receive declarations of interest from Members**
Nil
6. **Public participation**
Nil
7. **Reports from County and District Councillors**
WODC Report – Cllr Neil Owen – no report received
OCC Report – Cllr Leffman.
Applications have been made to Central Government for funding.
The County Council will be agreeing a revised budget in September, due to COVID-19 relating spending leaving a deficit, as funding from central government has not completely covered this. Some budget line will be very reduced.
The Council has been working with schools, to ensure that schools are safe for returning students this week. The COVID-19 outbreak in Oxford recently is now coming under control.
8. **To receive and comment on Clerk's report, appendix A, appended to minutes**
The Clerk's report was received. Council agreed to remove the Tree of Remembrance item.
9. **Planning**
 - a. **Any planning applications received after agenda issue and before date of meeting**
Nil
 - b. **Update of previous planning applications**
20/0381/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 – approved 29/07/20
10. **Business items**
 - a. **Replacement noticeboard for Ditchley – to agree action (deferred from meeting on 03 March and 07 July 2020) – appendix B**
It was **resolved** to purchase a noticeboard from Greenbarnes, 3xA4 unglazed landscape oak, price circa £560.00. The Bursar from Ditchley will be contacted to arrange installation.
Action: Clerk to purchase noticeboard.
Action: Cllr Leyland to provide Bursar details to Clerk. Clerk to contact Bursar.
 - b. **To create Action Plan for 2021-2022 – appendix C**
It was **resolved** to add the playground work and a Parish Plan to the Action Plan.
Cllr Harvey will work with the Clerk to put forward proposals for November. The Action Plan will be on the November agenda for approval.
 - c. **To discuss draft budget proposals for 2021-2022 – appendices D & E**
The budget proposals were discussed. The Council did not request any budget lines to be changed or any investigations.

Signed

(Chairman)

Date

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- d. To receive Playground Report of inspection on 16 July 2020, and updates, and agree actions – appendix H**
The Report was noted. Cllr Leyland has repaired the gate latch, fitted one swing seat, is working on the boundary fencing and has contacted Wicksteed regarding new equipment. Cllr Harvey is repairing the football target.
It was **resolved** to purchase a wooden bench to replace the existing, price circa £250.
Action: Clerk to purchase wooden bench.
- e. To engage internal auditor for financial year 2020-2021 – appendix H**
It was **resolved** to appoint Jane Olds as the internal auditor for 2020-2021.
Action: Clerk to complete paperwork for Chairman to sign, and send.
- f. To consider whether to request free winter salt from OCC – appendix I**
It was **resolved** not to request free winter salt.
- g. To consider whether to set up a Snow Warden scheme – appendix J**
It was **resolved** not to set up a Snow Warden scheme.
- h. To consider the installation of a dog waste bin by Spelsbury Fountain**
It was **resolved** not to install a dog waste bin by Spelsbury Fountain.
- i. To consider changing the litter bin by Spelsbury Fountain to an open top type**
It was **resolved** to exchange the bin by the Fountain with the bin in the playground.
Action: Cllr Leyland to exchange bins.
- j. To consider setting up a waste collection contract for the litter bin by Spelsbury Fountain**
Historically the litter was collected by WODC. It was **resolved** to ask WODC to include this bin on their waste collection schedule again.
- k. To review and approve the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation – appendices K-Q**
It was **resolved** to approve the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation.
- l. To review and approve the Freedom of Information Scheme – appendix R**
It was **resolved** to approve the Freedom of Information Scheme.
- m. To review and approve the Council's employment policies and procedures – appendices S-W**
It was **resolved** to approve the Council's employment policies and procedures.
- n. To review and approve the Council's asset register – appendix X**
It was **resolved** to approve the Council's asset register.
- o. To review and approve the Council's complaints procedure – appendix Y**
It was **resolved** to approve the Council's complaints procedure.
- p. To review and approve the Council's policy for dealing with the press/media – appendix Z**
It was **resolved** to approve the Council's policy for dealing with the press/media
- q. To review and approve revised Co-option Policy – appendix AA**
It was **resolved** to approve the Co-option Policy.
- r. To appoint councillors to carry out an Employer COVID-19 Risk Assessment – appendix AB**
It was **resolved** to appoint Cllr Harvey to carry out an Employer COVID-19 Risk Assessment.
- s. To note NJC pay award has been agreed and new pay rate will be backdated to 01 April 2020**
The NJC pay award and backdating of new pay rate to 01 April 2020 was noted.
- t. To comment on "Changes to the current planning system" consultation – appendix AC**
It was **resolved** that Council will send any comments to the Clerk, Clerk will collate and receive Council approval before forwarding.
- u. To comment on "Planning for the future, White Paper" consultation – appendix AD**
It was **resolved** that Council will send any comments to the Clerk, Clerk will collate and receive Council approval before forwarding.
- v. To comment on "Transparency and Competition: Data and Land Control" consultation – appendix AE**
It was **resolved** that Council will send any comments to the Clerk, Clerk will collate and receive Council approval before forwarding.

Signed

(Chairman)

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11. Finance

a. To approve current expenditure – appendix AF

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

SLCC	Membership renewal (part)	£34.52	chq 100847
TP Jones & Co LLP	Quarterly payroll	£54.00	chq 100848
ICO	Renewal	£40.00	chq 100849
Rick Leyland	Difibrillator parts and gate catch	£64.98	chq 100851
Wicksteed Leisure Ltd	Replacement swing seats	£246.08	chq 100852
Kingham Garden Service	Grass cutting (August)	£40.00	chq 100855

b. To approve Council administration costs – appendix AG

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

c. To instruct bank signatories to sign approved cheque payments

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

d. To note monies received, appendix AH

No monies had been received.

e. Update of current status to bank accounts – appendix AI

Current account as of 26 August 2020 - £11,732.25

Savings account as of 26 August 2020 - £4,809.12

f. To approve current year budget update – appendix AJ

It was resolved to approve the budget update to 31 July 2020.

g. To approve bank reconciliation – appendix AI

It was **resolved** to approve the bank reconciliation to 27 July 2020.

h. To approve finance update – appendix AJ

It was **resolved** to approve the finance update to 26 August 2020.

12. Items for information only, and for next agenda

- a. Cllr Datson resigned as a councillor.

13. Next meeting – 03 November 2020

The meeting was closed at 8.40 pm

Signed

(Chairman)

Date