

# Spelsbury Parish Council

MINUTES 20201103 DRAFT

NOVEMBER 3, 2020 7.30 PM

REMOTE VIA ZOOM

<b>ATTENDEES</b>	Simeon Harvey (Chairman), Rick Leyland, Graham Beacham Cllr Liz Leffman (OCC) No members of the public Anne Ogilvie (Clerk),
<b>ABSENT</b>	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**  
District Councillor Owen
4. **To approve and sign the minutes of the meeting on 01 September 2020**  
The minutes of the meeting on 01 September 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**  
Cllr Harvey and Cllr Beacham – re item 9a.
6. **Public participation**  
Nil
7. **Reports from County and District Councillors**  
**WODC Report – Cllr Neil Owen – no report received**  
**OCC Report – Cllr Leffman.**  
Cllr Leffman reported that the Highways budget had been reduced to transfer funds to COVID-19. Emergencies will still be managed, but no general maintenance which has not already been scheduled will take place until the next financial year.  
COVID-19 – The County Council and District Councils had agreed that it was appropriate for Oxford to go into Tier 2. It was agreed, at a council meeting today, that if it was deemed appropriate to be in Tier 2 after the lockdown, this would cover the whole county. Cllr Leffman was unsure if the shielding programme would be reactivated, and whether food parcels would be issued. She noted that the county had started its own contact tracing operation, contacting people who had not responded to the national test and trace.  
FixMyStreet is currently not operating correctly, so Cllr Leffman suggested any concerns are directed to her for the time being.  
The proposal for changes to unitary authorities has been put on hold by central government for the moment.
8. **To receive and comment on Clerk's report**  
The Clerk's report was received.  
It was **resolved** to agree to proceed with the purchase of the noticeboard at the increased price. It was noted that the bench has been ordered for delivery to the playground.  
Fountain bin – WODC have advised that the Council would need to pay for collection. It was **resolved** to contact WODC and request that the bin by the fountain be emptied weekly, and request price for this.
9. **Planning**
  - a. **Appeal against refusal of Oxfordshire County Council to upgrade Spelsbury Footpath No44 to a Restricted Byway – comment by 16 November 2020.**  
The council had no comment.
  - b. **Any planning applications received before date of meeting**  
Nil
  - c. **Update of previous planning applications**  
Nil

Signed

(Chairman)

Date

# Spelsbury Parish Council

## 10. Business items

### a. To note resignation of Cllr Datson and receive update regarding vacancy from the Clerk

The Council noted the resignation of Cllr Datson, and expressed their appreciation of her work during her time on the Council.

The Clerk reported that no requests for an election had been received, therefore the co-option process had been started. Vacancy notices will be published.

**Action:** Clerk to continue actioning co-option process

### b. To co-opt new councillors

It was **resolved** to defer this item, as no responses had been received to the documentation sent to interested parties.

### c. To receive external playground inspection report and agree actions

The external playground inspection report was noted. It was noted that the deficiencies listed had been logged and included in the council's plans for improving the playground.

### d. To receive update from councillors regarding playground works and agree actions

Cllr Leyland reported that Wicksteed had undertaken a site visit to discuss the proposed changes. The Clerk will advise Council when a quotation has been received.

### e. To review, update and approve Action Plan for 2021-2022

It was **resolved** to add the playground works and investigating a Parish Plan to the Action Plan. It was **resolved** to approve the Action Plan for 2021-2022 with the additions above.

### f. To discuss and approve budget for 2021-2022

It was **resolved** to budget payments of £7832.68 for 2021-2022.

It was **resolved** that a minimum bank reserve level of £3900 (approx. 6 months expenditure) should be maintained.

It was **resolved** that £5000 of general reserves be earmarked for the playground project.

### g. To approve precept request for 2021-2022

It was **resolved** that the precept request for 2021-2022 be £7833.

### h. To approve employer COVID-19 risk assessment

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

### i. To review and approve revised risk assessment

It was **resolved** to approve the revised risk assessment.

## 11. Finance

### a. To ratify expenditure since last meeting

It was **resolved** to approve the following expenditure since last meeting:

Ubico Ltd	Dog waste bin emptying	£100.03	chq 100857
TP Jones & Co LLO	Payroll	£54.00	chq 100858
Clerk salary – September 2020			

### b. To approve current expenditure

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

Cottsway Housing Assoc	Playground rent	£50.00	chq 100859
Playsafety Ltd	Playground inspection	£82.20	chq 100861
Anne Ogilvie	Administration reimbursement	£39.95	chq 100862
SLCC	National conference contribution	£5.00	chq 100863
Clerk salary – October 2020			

### 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

WODC	½ year precept and grant	£3393.50
Barclays Bank	Gross interest	£0.67

### e. Update of current status to bank accounts

Current account as of 29 October 2020 - £14,284.23

Savings account as of 29 October 2020 - £4,809.79

### f. To approve current year budget update –

It was **resolved** to approve the budget update to 31 October 2020.

It was noted that total expenditure is currently under budget, but some budget lines show overspend, as below. A virement report will be created for approval at the next council meeting.

Software subscriptions – Zoom licence required which had not been budgeted for

Dog bin waste collection – price increase greater than had been budgeted for

### g. To approve bank reconciliation

It was **resolved** to approve the bank reconciliation to 25 September 2020. October statement not yet received.

Signed

(Chairman)

Date

## Spelsbury Parish Council

### **h. To approve finance update**

It was **resolved** to approve the finance update to 29 October 2020

### **12. Items for information only, and for next agenda**

- a.** The Clerk's training request to attend SLCC Practitioner Conference in February 2021 was approved, with the Council paying one-third of the cost, £25.00 + VAT.
- b.** TTRO – Finstock – Witney Road, near Finstock Station  
Prohibition of through traffic from 08 February 2021 to 22 March 2021.
- c.** It was agreed that the Clerk would undertake the monthly playground inspections.
- d.** It was noted that the Good Neighbours scheme and the informal networks are still in operation supporting those in need, and will provide support the community during this lockdown period.

### **13. Next meeting – Tuesday 05 January 2021**

**The meeting was closed at 8.45 pm**

DRAFT

Signed

(Chairman)

Date