Council members are hereby summoned to attend the Annual Parish Council Meeting on Tuesday 18 May

2021 at 7.30 pm, at Spelsbury Memorial Hall. Please inform the Clerk if you are unable to attend.

Anne Ogilvie

Anne Ogilvie - Spelsbury Parish Clerk

13 May 2021

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960

All COVID-19 guidelines must be adhered to by all attending the meeting.

1. Masks to be worn in the building unless exempt.
2. Hand sanitiser to be used.
3. Attendees must sign in for Track and Trace.

Attendees are asked to read the Parish Council’s COVID-19 risk assessment (available on the website).

Maximum room capacity for members of the public is 11.

**Agenda**

1. To elect the Chairman of the Council
2. To receive Acceptance of Office of the Chairman
3. Welcome by the Chairman
4. To elect the Vice-Chairman of the Council
5. To receive Acceptance of Office of the Vice-Chairman
6. To approve the signing of the Declaration of Acceptance of councillors unable to attend the meeting by 31 May 2021
7. To consider co-option to fill the vacancy on the parish council due to insufficient candidates at the election held on 06 May 2021, in accordance with the Representation of the People Act 1985, section 21
8. 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
9. To receive apologies for absence
10. To approve and sign minutes of meeting on 02 March 2021
11. To receive declarations of interest from Members regarding items on the agenda
12. A written request has been received by the Proper Office from Cllr Harvey for a dispensation, in accordance with the Localism Act 2011, s33  
    To approve a request for a dispensation from Cllr Harvey in regard to the proposed byway open to all traffic (BOAT) through Dean Grove
13. Public participation – to allow members of the public/press to comment on any item on the agenda, bring any matter to the attention of the Council, or request the inclusion of an item on a future agenda. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person.
14. To approve that from 18 May 2021 until the next relevant Annual Meeting of the Council, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the number of members elected at the 2021 ordinary election was greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2
15. To review existing committees and agree terms of reference
16. To create committees to carry out Council business and agree terms of reference
17. To appoint members to serve on committees
18. To review existing working groups and agree terms of reference
19. To create working groups required to carry out Council business and agree terms of reference
20. To appoint members to serve on working groups
21. To appoint lead councillors and agree terms of reference
22. To review and approve delegation arrangements to committees and other local authorities
23. To review and approve delegation arrangements to staff
24. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
25. To review and adopt Standing Orders
26. To review and adopt Financial Regulations
27. To review and approve Council’s complaints procedures
28. To review and approve dates of review of all Council policies, procedures and notices to include the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council’s policy for dealing with the press/media, and the Council’s employment policies and procedures
29. To review representation on, or work with, external bodies and arrangements for reporting back to Council
30. To review and approve inventory of land owned or maintained by the Council
31. To review and approve the asset register
32. To review and approve the Council insurance policy and renewal agreement
33. To review and approve Council’s and staff subscriptions to other bodies
34. To review Council’s expenditure incurred under s137 of the Local Government Act 1972, and note expenditure limit for 2021-2022 if Council has not resolved to adopt GPC
35. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
36. To approve the Councillor code of conduct
37. To appoint an internal auditor for the current financial year
38. To receive and comment on the RFO’s review of the annual accounts to 31 March 2021
39. To receive and comment on the internal audit report for the year ending 31 March 2021
40. To approve and sign the Annual Governance Statement for the year ending 31 March 2021
41. To approve and sign the Accounting Statements for the year ending 31 March 2021
42. To approve the Certificate of Exemption – AGAR 2020/21
43. To set the date for the commencement of the Exercise of Public Rights
44. To approve Scheduled Payments List for the year to May 2022
45. To approve grants and donations for year to 31 March 2022
46. To review and approve Action Plan for 2021-2022
47. To receive reports from County and District Councillors
48. To receive and comment on Clerk’s report
49. Planning and enforcement
    1. 21/01010/LBC – Alterations to internal layout of house, formation of new external openings, removal of chimney stack and replacement windows – Tooleys, Charlbury Road, Spelsbury  
       Comment by: 18 May 2021
    2. 21/01010/HHD – Alterations to internal layout of house, formation of new external openings, removal of chimney stack and replacement windows – Tooley, Charlbury Road, Spelsbury  
       Comment by: 18 May 2021
    3. Any planning applications received before date of meeting
    4. Update of previous planning applications
50. Business items
    1. To consider objecting to the Oxfordshire County Council Spelsbury Byway Open to All Traffic No 44 Modification Order 2021, running in a south-south-easterly direction for approximately 184m to Dean Grove, then continuing through the wood in a generally south-easterly direction for approximately 256m to meet the footpath, and then continuing in a southerly direction for approximately 40m to the parish boundary at a bridge over Coldron Brook where it joins with Charlbury Restricted Byway No 30
    2. To consider the issue of indistinct road markings in Spelsbury and agree actions
    3. To consider the issue of flytipping in the parish and agree actions
    4. To consider the issue of footpaths which have been reported as blocked in the parish and agree actions
    5. To consider the MUGA options received for Spelsbury Playground and agree actions
    6. To ratify Clerk’s delegated decision to request Playsafety Ltd undertake the annual playground inspection for Spelsbury playground
    7. To ratify Clerk’s delegated decision to offer the grass cutting contract for Spelsbury playground and the “triangle” to Mr Leyland for the 2021 season
    8. To consider whether to hold a community litter picking event and agree actions
    9. To consider Climate Emergency community activities and agree actions
    10. To agree next actions required for the creation of the Parish Plan
    11. To consider and plan community events and celebrations for the year
    12. To consider report from Clerk regarding website options and agree actions
51. Finance

a. To ratify expenditure since last meeting

b. To approve current expenditure

c. To instruct bank signatories to sign approved payments

d. To note monies received

e To receive update of current status of bank accounts

f. To approve current year budget update

h. To approved earmarked reserves

i. To approve bank reconciliation

j. To approve finance update

1. To receive items for information only
2. To receive requests for items for the next agenda, and to note that items and background papers for the next agenda must be received by the Clerk at least one week before the next meeting
3. Next meeting – to note date, time and venue of next meeting