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| Minutes 20210302 | March 2, 2021 | 7.30 pm | REMOTE VIA ZOOM |

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| Attendees | Simeon Harvey (Chairman), Rick Leyland, Graham Beacham, Jack Blackwell (from item 5) Cllr Liz Leffman (OCC),  Anne Ogilvie (Clerk), |
| aBSENT | None |

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1. The Chairman welcomed everybody to the 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. **To receive apologies for absence**  
   Cllr Neil Owen (WODC)
4. **To approve and sign the minutes of the meeting on 05 January 2021**  
   The minutes of the meeting on 05 January 2021 were approved by the Council. They will be signed by the Chairman at the first opportunity.  
     
   Cllr Blackwell entered the meeting.
5. **To receive declarations of interest from Members**  
   Cllr Leyland re item 10a.
6. **Public participation**

Nil

1. **Reports from County and District Councillors  
   WODC Report – Cllr Neil Owen –** no report received.  
   **OCC Report – Cllr Leffman**.  
   The Councillor Priority Fund will exist next year, but the £15k will be over two years, not annually.  
   OCC budget includes funds to assist councils set up 20MPH zones in their communities.  
   OCC budget includes funds to deal with drainage issues.  
   Where the verges have been damaged due to the hedge cutting in the parish, it may be possible for remedial works to take place in the spring. No action has been proposed regarding the mud left on the road during the works.
2. **To receive and comment on Clerk’s report**

The Clerk’s report was received.  
The Council had no comments.

1. **Planning**
2. **Any planning applications received before date of meeting**Nil
3. **Update of previous planning applications**  
   20/02874/HHD – Erection of a single storey studio and workshop – Coldron Mill, Spelsbury – withdrawn 22 January 2021  
   20/02403/LBC – Structural repair works to the Rotunda – The Mansion, Ditchley Park, Enstone – Approved 09 February 2021  
   20/03513/FUL – Change of use of outbuilding for parking, storage and family gatherings/activities all ancillary to main dwelling – New Farm Barn, Ditchley Park, Enstone – Awaiting decision  
   20/03515/HHD – Alterations to include erection of single and two storey extensions, an open-fronted loggia, a pergola, new entrance porches and changes to existing chimneys. Conversion of existing garage to provide ancillary accommodation and erection of new detached shed to replace existing outbuildings. Landscaping works to include changes to ground levels and construction of new retaining wall – Wigwell House, Spelsbury – Under consideration
4. **Business items**
5. **To co-opt new councillors**It was **resolved** to co-opt Hugo Pickering as a councillor until the next ordinary election of the Council.
6. **To consider quotations from playground contractors for new equipment for Spelsbury Playground**It was **resolved** to offer the contract for new playground equipment to Reids Playground Maintenance Ltd (RPM), ref their quotation RPM/WR/4808 to include replacement of existing roundabout (£5217).   
   It was **resolved** to request RPM investigate alternative options for the new MUGA End.
7. **To consider quotation from WODC for bin collection from Spelsbury Fountain**It was **resolved** to request a fortnightly bin collection from Spelsbury Fountain, at a cost of £7.25 per collection.  
   It was **resolved** to use general reserves to fund this.
8. **To consider request for Council to install dog waste bin in Spelsbury**It was **resolved** to purchase a dog waste bin from WODC including waste collection.  
   It was **resolved** for the bin to be installed at the corner of the Coldron Mill entrance.  
   It was **resolved** to earmark reserves to cover the purchase and waste collection next financial year.
9. **To review the effectiveness of the 2019-20 internal audit**The effectiveness of 2019-20 internal audit report was reviewed.  
   It was **resolved** to approve the effectiveness of 2019-20 internal audit report.
10. **To receive and comment on inspection of assets**It was **resolved** to approve the asset inspection report.
11. **To consider mowing contract for 2021 for playground and Chadlington Road triangle**It was **resolved** to use Clerk’s delegated authority to issue the 2021 mowing contract, when quotations had been received by contractors.
12. **To note concern regarding mud and debris left on Chadlington Road, Spelsbury, Taston Road, and B4026 folllowing hedge trimming and agree actions**The Council noted its concern, but also noted that there is no action it can take.  
      
    Cllr Leffman left the meeting.
13. **To review and approve Standing Orders**It was **resolved** to approve the Standing Orders.
14. **To review and approve the Community Engagement Policy**It was **resolved** to approve the Community Engagement Policy.
15. **To review and approve the Grants and Donations Policy**It was **resolved** to approve the Grants and Donations Policy.
16. **To review and approve the Business Continuity Policy**It was **resolved** to approve the Business Continuity Policy.
17. **To review and approve the High Consequence Infectious Disease Policy**It was **resolved** to approve the High Consequence Infectious Disease Policy.
18. **To review and approve the Habitual or Vexatious Complaints Policy**It was **resolved** to approve the Habitual or Vexatious Complaints Policy.
19. **To consider date, venue and format for the 2021 Annual Parish Meeting**It was **resolved** to hold the 2021 Annual Parish Meeting on 27 April at 7.30 pm via Zoom.
20. **Finance**

**a. To ratify expenditure since last meeting**Nil

**b. To approve current expenditure**It was **resolved** to approve the following expenditureAnne Ogilvie Administration reimbursement £44.01 chq 100874  
OALC Membership subscription £146.16 chq 100875  
Clerk salary – January 2021  
Clerk salary – February 2021

**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**Barclays Gross interest £0.12

**e. Update of current status to bank accounts**Current account as of 27 January 2021- £13,876.54  
Savings account as of 27 January 2021 - £4,809.91

**f. To approve current year budget update –**It was **resolved** to approve the budget update to 28 February 2021.  
It was noted that total expenditure was under budget, but some budget lines are, or will be, overbudget at the end of the financial year. A virement report had been created for approval.

**g.** **To approve budget virement report**It was **resolved** to approve the budget virement report.  
It was **resolved** to vire monies from underspent budget lines to Assets to cover the Ditchley noticeboard purchase.

**h. To approve earmarked reserves**It was **resolved** to create the following earmarked reserves:  
Playground refurbishment - £12,000  
Dog waste bin, Spelsbury (install and collection) - £450  
Bin collection, Spelsbury - £200  
Memorial Hall hire - £112

**i. To approve bank reconciliation**  
It was **resolved** to approve the bank reconciliation to 27 January 2021. February statement not yet received.

**j. To approve finance update**It was **resolved** to approve the finance update to 25 February 2021.

1. **Items for information only, and for next agenda**
2. Temporary road closure, Chadlington Road, Spelsbury – 09-13 April
3. Temporary road closure, B4026 Charlbury Road, Spelsbury – 09-13 April
4. Temporary road closure, B4022 Sturt Road, Charlbury – 15-16 May
5. May 2021 parish council election  
   The Notice of election will be published on 29 March 2021.  
   Nominations for councillors have to be delivered BY HAND to WODC by 4pm on 08 April.  
   If the election is contested, the poll will be hold on 06 May.  
   If the election is not contested, WODC will inform the Clerk in mid April.  
   Current councillors remain in office until 10 May.  
   New councillors come into office on 10 May.  
   The Chairman remains in office until a successor is elected at the Annual Council Meeting.  
   The Annual Council Meeting must be held between 10 and 24 May inclusive.  
   Councillors are standing for a three year term this time.
6. **Next meeting – Annual Council Meeting**The Annual Council Meeting will be held on Tuesday 18 May at 7.30 pm, venue to be confirmed.
7. **To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the following business to be transacted**It was **resolved** under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the following business to be transacted.
8. **To note that Clerk annual appraisal was held in February**The Chairman reported that the Clerk’s annual appraisal had been held and report written.
9. **To consider annual pay review for Clerk**It was **resolved** to increase the Clerk’s salary by one scale point from 01 April 2021.
10. **To consider providing a pension via LGPS for the Clerk**It was **resolved** to offer the Clerk membership of the Oxfordshire Local Government Pension Scheme with effect from 01 April 2021. It was noted that the council was unable to provide pension advice.  
    The Clerk accepted the pension offer.

**The meeting was closed at 9.05 pm**