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| Minutes 20210518 DRAFT | May 18, 2021 | 7.30 pm | spelsbury memorial Hall |

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| Attendees | Simeon Harvey (Chairman), Rick Leyland, Graham Beacham, Jack Blackwell, Hugo Pickering One MOP  Anne Ogilvie (Clerk), |
| aBSENT | None |

## 

**ANNUAL COUNCIL MEETING**

1. **To elect the Chairman of the Council**  
   Cllr Harvey was proposed by Cllr Pickering and seconded by Cllr Blackwell. He was elected by a show of hands.
2. **To receive Acceptance of Office of the Chairman**The Acceptance of Office of the Chairman was signed by Cllr Harvey in the presence of the Clerk.
3. **Welcome by the Chairman**The Chairman welcomed everyone to the meeting.
4. **To elect the Vice-Chairman of the Council**Cllr Leyland was proposed by Cllr Blackwell and seconded by Cllr Harvey. He was elected by a show of hands.
5. **To receive Acceptance of Office of the Vice-Chairman**The Acceptance of Office of the Vice-Chairman was signed by Cllr Leyland in the presence of the Clerk.
6. **To approve the signing of the Declaration of Acceptance of councillors unable to attend the meeting by 31 May 2021**Motion not required, as all councillors had signed the Declaration of Acceptance before the meeting.
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**It was **resolved** to co-opt Hugh Datson as a councillor to fill the vacancy due to insufficient candidates at the election held on 06 May 2021.
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**It was **resolved** to deactivate the Clerk’s delegated powers approved on 20 March 2020 as per the High Consequence Disease Policy and revert to the delegated powers specified in Standing Orders.
9. **To receive apologies for absence**  
   OCC Cllr Liz Leffman
10. **To approve and sign the minutes of the meeting on 02 March 2021**  
    The minutes of the meeting on 02 March 2021 were approved by the council, and signed by the Chairman.
11. **To receive declarations of interest from Members regarding items on the agenda**  
    Cllr Harvey re item 12 and 50a.  
    Cllr Beacham re item 50a.  
    Cllr Blackwell re item 50a  
    Cllr Leyland re item 50g.
12. **A written request has been received by the Proper Officer 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**This motion was withdrawn.
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**

Nil

1. **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 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2021, sch 2**It was **resolved** to adopt the General Power of Competence until the next relevant Annual Meeting of the Council.
2. **To review existing committees and agree terms of reference**It was **resolved** that there were no existing committees.
3. **To create committees to carry out council business and agree terms of reference**It was **resolved** that no committees were required to carry out council business.
4. **To appoint members to serve on committees**Not required as no committees in existence or created.
5. **To review existing working groups and agree terms of reference**It was **resolved** that there were no existing working groups.
6. **To create working groups required to carry out council business and agree terms of reference**It was **resolved** to create the following working groups;  
   Parish Plan  
   Climate Action  
   Terms of reference will be created for approval at the next council meeting.
7. **To appoint members to serve on working groups**It was **resolved** to appoint the following members to serve on working groups:  
   Parish Plan – Cllr Harvey and Cllr Blackwell  
   Climate Action – Cllr Pickering
8. **To appoint lead councillors and agree terms of reference**It was **resolved** that no lead councillors were required to carry out council business.
9. **To review and approve delegation arrangements to committees and other local authorities**There are no delegation arrangements to committees and other local authorities
10. **To review and approve delegation arrangements to staff**It was **resolved** to approve the current delegation arrangements to staff, as listed in Standing Orders and Financial Regulations.
11. **To review arrangements (including lease agreements) with other local authorities, not-for-profit bodies and businesses**It was noted that the council leases the Spelsbury playground land from Cottsway.
12. **To review and adopt Standing Orders**It was **resolved** to adopt Standing Orders.
13. **To review and adopt Financial Regulations**It was **resolved** to adopt Financial Regulations.
14. **To review and approve council’s complaints procedures**It was **resolved** to approve the council’s complaints procedures.
15. **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**It was **resolved** to approve the 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.
16. **To review representation on, or work with, external bodies and arrangements for reporting back to council**There is no representation on, or work with, external bodies.
17. **To review and approve inventory of land owned or maintained by the council**It was **resolved** to approve the inventory of land owned or maintained by the council.
18. **To review and approve the asset register**It was noted that the old Ditchley noticeboard needs to be removed. It was **resolved** to approve the asset register this this amendment.
19. **To review and approve the council insurance policy and renewal agreement**It was noted that the council is outside the LTA with the current insurance provider. The insurance is due for renewal on 01 June 2021.  
    It was **resolved** that the Clerk would investigate other insurance options, and report back to council.  
    It was **resolved** that the Clerk would arrange insurance, as approved by councillors after receiving the report from the Clerk.
20. **To review and approve council’s and staff subscriptions to other bodies**It was **resolved** to approve the following subscriptions:  
    Oxfordshire Association of Local Councils (OALC)  
    Society of Local Council Clerks (SLCC)  
    Information Commissioner Office (ICO
21. **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**It was noted that no s137 expenditure had been incurred in the last financial year.  
    The council has resolved to adopt GPC, so it was not necessary to the note the expenditure limit for 2021-2022.
22. **To determine the time and place of ordinary meetings of the council and committees up to and including the next Annual Council Meeting**It was **resolved** to hold the following meetings, all to be held at Spelsbury Memorial Hall at 7.30 pm:  
    Tuesday 06 July 2021  
    Tuesday 07 September 2021  
    Tuesday 02 November 2021  
    Tuesday 11 January 2022  
    Tuesday 02 March 2022  
    Tuesday 03 May 2022 – Annual Council Meeting
23. **To approve the councillor code of conduct**It was **resolved** to approve the councillor code of conduct
24. **To appoint an internal auditor for the current financial year**It was **resolved** to appoint Jane Olds as the internal auditor for the current financial year.
25. **To receive and comment on the RFO’s review of the annual accounts to 31 March 2021**The RFO gave a report regarding the annual accounts to 31 March 2021.  
    Total receipts were £6,789.20, total payments were £6,094.41. The ending balance was £16,266.01 which formed the general reserves and opening balance for 2021-2022.  
    The council spent 84% of its 2020-21 budget (which was approved in 2019). Some budget lines were vired during the year to allow for expenditure over the initially approved amount. The unexpected costs line was used to cover the dog waste bin collection for the last six months, to bring expenditure into the appropriate year.  
    The 2021-22 budget was approved in 2020, £7,832.68 of payments. £7,833 was agreed as the precept figure.  
    The internal audit has been carried out.  
    All finance documents are on the website.  
      
    A councillor commented that he had been informed by a member of the public that they felt that the precept had rose considerably in the last year, and that he believes council has a duty to show value for money. There were no other comments.
26. **To receive and comment on the internal audit report for the year ending 31 March 2021**The council received the internal audit report for the year ending 31 March 2021.  
    The internal auditor’s recommendations were noted, and actions agreed:  
    - Review of Internal controls – Clerk to read revised JPAG Practitioners’ Guide and update risk assessment as required, to be published on website when approved  
    - Asset Register – to move asset register to include as part of finance documents on website  
    - Exercise of Public Rights – to agree and minute dates of Exercise of Public Rights prior to publication of the notice  
    - Review of internal audit – to review the effectiveness of the internal audit annually  
    - Training – to encourage councillors to undertake training  
    - Website – to ensure website is accessibility-compliant, and easy for Clerk to update and maintain  
    - Banking – to have at least three councillor signatories with Clerk as administrator on the new bank account
27. **To approve and sign the Annual Governance Statement for the year ending 31 March 2021**The Annual Governance Statement was completed by the council.  
    It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2021. The Statement was signed by the Chairman and the Clerk.
28. **To approve and sign the Accounting Statements for the year ending 31 March 2021**It was **resolved** to approve the Accounting Statements for the year ending 31 March 2021.  
    The Accounting Statements were signed by the Chairman.
29. **To approve the Certificate of Exemption – AGAR 2020/21**It was **resolved** to approve the Certificate of Exemption – AGAR 2020/21.  
    The Certificate was signed by the Chairman and the RFO.
30. **To set the date for the commencement of the Exercise of Public Rights**It was **resolved** to set 03 June as the date for the commencement of the Exercise of Public Rights. The ending date will be 14 July.
31. **To approve Scheduled Payments List for the year to May 2022**It was **resolved** to approve the Scheduled Payments List for the year to May 2022.
32. **To approve grants and donations for year to 31 March 2022**It was **resolved** to keep a list of grants and donations requests, and to review this and agree actions at the March 2022 meeting.
33. **To review and approve Action Plan for 2021-2022**It was **resolved** to approve the Action Plan for 2021-2022.
34. **To receive reports from County and District Councillors  
    WODC Report –** no report received.  
    **OCC Report –** report received and read to the meeting. Cllr Leffman retained her seat at the election, and is now the Leader of OCC. The Chairman issued his congratulations on behalf of the council.
35. **To receive and comment on Clerk’s report**The Clerk’s report was received and noted.  
    The council had no comments.
36. **Planning and enforcement**
37. 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  
    The council had no comment.
38. 21/01009/HHD – Alterations to internal layout of house, formation of new external openings, removal of chimney stack and replacement windows – Tooleys, Charlbury Road, Spelsbuyr – comment by 18 May 2021  
    The council had no comment.
39. **Any planning applications received before date of meeting**Nil
40. **Update of previous planning applications**  
    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 – Approved 02/03/21  
      
      
    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 – Approved 11/03/21  
    21/00326/HHD – Removal of existing garden shed and erection of new garden shed – Nethercote, Cote Lane, Taston – Approved 29/04/21  
    21/00495/HHD – Erection of a single storey studio and workshop – Coldron Mill, Church Lane, Spelsbury – Approved 05/05/21  
    21/00531/FUL – Construction of detached security lodge together with associated works – Dean Mill, Dean – Under consideration  
    21/00532/LBC – Provision of security lodge at Dean Mill – Dean Mill, Dean – Under consideration
41. **Business items**
42. **To consider objecting to the Oxfordshire County Council Spelsbury Byway Open to All Traffic No44 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 No30**It was **resolved** to contact OCC Countryside Records Officer for information and advice.It was **resolved** to send an objection to the Principal Officer, Countryside Records, OCC, to be forwarded to DEFRA  
    It was **resolved** to inform the following of the council’s objections and concerns:  
    Security of State for Environment, Food and Rural Affairs, Robert Courts MP, Wychwood Project, CPRE, Woodland Trust, BBOWT.  
    It was **resolved** to request OCC apply a Traffic Regulation Order to prohibit motor vehicles using the byway.
43. **To consider the issue of indistinct road markings in Spelsbury and agree actions**It was **resolved** to ask Cllr Leffman for OCC to repaint the roadmarkings.  
    It was **resolved** to note the problem on FixMyStreet.
44. **To consider the issue of flytipping in the parish and agree actions**The council noted its concern about the issue.  
    It was **resolved** to use the website to advise the public how to report the problem.
45. **To consider the issue of footpaths which have been reported as blocked in the parish and agree actions**It was **resolved** that reports would be made by the Clerk to OCC.
46. **To consider MUGA options received for Spelsbury Playground and agree actions**It was **resolved** to purchase MUGA option 3 (Quoate RPM/WR/4976) from RPM Ltd, at a cost of £5,430, plus £650 for the concrete base under the basketball hoop.  
    It was **resolved** to investigate and apply for suitable grants to help cover the costs of the new playground equipment.
47. **To ratify Clerk’s delegated decision to request Playsafety Ltd undertake the annual playground inspection for Spelsbury playground**It was **resolved** to approve the Clerk’s delegated decision to request Playsafety Ltd undertake the annual playground inspection for Spelsbury playground
48. **To ratify the Clerk’s delegated decision to offer the grass cutting contract for Spelsbury playground and the “triangle” to Mr Leyland for the 2021 season**It was **resolved** to approve the Clerk’s delegated decision to offer the grass cutting contract for Spelsbury playground and the “triangle” to Mr Leyland for the 2021 season.
49. **To consider whether to hold a community litter picking event and agree actions**It was **resolved** to arrange a litter picking event on 19 June 2021. This will be publicised on the website and posters created. WODC will be requested to carry out a rubbish collection after the event.
50. **To consider Climate Emergency community activities and agree actions**It was **resolved** that Cllr Pickering will bring a report to the next council meeting.
51. **To consider next actions required for the creation of the Parish Plan**It was **resolved** that the Parish Plan working group will bring a report to the next council meeting.
52. **To consider and plan community events and celebrations for the year**It was noted that a Street Party is being organised for 27 June.
53. **To consider report from Clerk regarding website options and agree actions**The Clerk’s report and recommendations were received and noted.  
    It was **resolved** that Cllr Pickering will undertake changes to the existing website to ensure that it is accessibility-compliant.  
    It was **resolved** that Cllr Pickering will investigate email options for councillors, and bring a report to the next council meeting.
54. **Finance**
55. **To ratify expenditure since last meeting**It was **resolved** to approve the following:Greenbarnes Ltd Ditchley noticeboard £835.70 chq 100877  
    Ubico Ltd Weekly dog bin emptying £100.03 chq 100878  
    Ubico Ltd Fortnightly bin emptying £8.70 chq 100879  
    TP Jones & Co LLP Payroll Jan-March £54.00 chq 100880  
    Borsuk Software Eng Ltd Website hosting/mailboxes £108.00 chq 100882  
    Transfer to new bank account, Unity Trust Bank £500.00 chq 100881  
    Clerk salary – March 2021  
    Clerk salary – April 2021  
    HMRC tax/NI – April 2021

**b. To approve current expenditure**It was **resolved** to approve the following expenditureAnne Ogilvie Administration reimbursement £61.23 chq 100885  
Digital River AVG renewal £74.99 chq 100886  
Jane Olds Internal audit £130.00 chq 100887

**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 First half precept £3,916.50  
HMRC VAT reclaim £285.18

**e. Update of current status to bank accounts**Current account as of 27 April 2021- £17,32.57  
Savings account as of 27 April 2021 - £4,810.03

**f. To approve current year budget update –**It was **resolved** to approve the budget update to 30 April 2021..  
It was noted that no expenditure was made in April.

**g. To approve earmarked reserves**It was **resolved** to approve the earmarked reserves report.  
Earmarked reserves as at 01 April 2021  
- Playground refurbishment - £12,000  
- Dog waste bin, Spelsbury - £450  
- Bin collection, Spelsbury - £200  
- Memorial Hall meetings - £112  
General reserves as at 01 April 2021 - £3,464.01

**h. To approve bank reconciliation**  
It was **resolved** to approve the following bank reconciliations  
- to 26 February 2021  
- to 26 March 2021  
- to 27 April 2021

**i. To approve finance update**It was **resolved** to approve the finance update to 14 May 2021  
Receipts - £4,201.68  
Payments - £589.86  
Balance - £19,828.83

1. **Items for information only**
2. Temporary road closure, Nine Acres Lane, Charlbury 28-28 May 2021, 8pm – 6am
3. Clerk is on annual leave next week.
4. The council thanked the volunteers who had cut back the vegetation in Spelsbury.
5. **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**There were no requests for items for the next agenda.  
   It was noted that items and background papers for the next agenda must be received by the Clerk at least one week before the next meeting.
6. **Next meeting – to note date, time and venue of next meeting**06 July 2021, at 7.30 pm, at Spelsbury Memorial Hall.

**The meeting was closed at 9.25 pm**