Council members are hereby summoned to attend the Parish Council Meeting on Tuesday 06 July 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

30 June 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 Test 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. Welcome by the Chairman
2. To receive apologies for absence
3. To approve and sign the minutes of the meeting on 18 May 2021
4. To receive declarations of interest from Members regarding items on the agenda
5. 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.
6. To receive reports from County and District Councillors
7. To receive and comment on Clerk’s report
8. Planning and enforcement
   1. To consider response to proposed update to Oxfordshire County Council’s Local List of Information and Requirements for validation of planning and related applications  
      Comment by: 08 July 2021
   2. Any planning applications received before date of meeting
   3. Update of previous planning applications and enforcement actions
9. Business items
   1. To consider and approve Terms of Reference for the Parish Plan working group
   2. To consider and approve Terms of Reference for the Climate Action working group
   3. To receive Climate Emergency community activities report from Cllr Pickering and agree actions
   4. To receive Parish Plan working group report and agree actions
   5. To receive report on email options for councillors from Cllr Pickering and agree actions
   6. To review and approve the Disciplinary and Grievance Policy
   7. To review and approve the Health and Safety Policy
   8. To review and approve the Sickness and Absence Policy
   9. To review and approve the Risk Assessment
   10. To review and approve the Virtual Meeting Procedure
10. 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

g. To approve bank reconciliation

h. 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