Council members are hereby summoned to attend the Parish Council Meeting on Tuesday 07 September 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

01 September 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 06 July 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. Application to continue the development permitted by 19/03080/CC3REG (R3.0108/19) (for the extension of time for the restoration levels and extend the period of restoration until 31/12/2021 at Dean Pit Former Houseshold Waste Recycling Site, Grove Lane, Dean, Chipping Norton, OX7 3JY – Oxfordshire County Council
   2. 21/02890/HHD – Proposed extension to existing cottage, and replacement garage building – Thorsbrook, Taston, Chipping Norton – comment by 22 September 2021
   3. Proposed diversion of Spelsbury Footpath No 19 and 21 (part) and Charlbury Footpath No 3 (part) and extinguishment of Spelsbury Footpath No 19 (part) at Coldron Mill, Spelsbury – comment by 10 September 2021
   4. Any planning applications received before date of meeting
   5. Update of previous planning applications and enforcement actions
9. Business items
   1. To receive annual playground report and agree actions
   2. To consider request from Clerk to attend SLCC National Conference
   3. To consider draft Action Plan for 2022-23 and agree actions
   4. To consider draft budget for 2022-23 and agree actions
   5. To consider response to OCC’s Bus Service Improvement Plan – comment by 13 September
   6. To consider response to National Highways and Transport public satisfaction survey – comment by February 2022
   7. To consider response to Oxfordshire 2050 Plan consultation – comment by 08 October
   8. To receive update of Climate Emergency community activities report and agree actions
   9. To receive update of Parish Plan working group and agree actions
   10. To receive updated report on email options for councillors from Cllr Pickering and agree actions
   11. To review and approve the Equal Opportunities Policy
   12. To review and approve the Training and Development Policy
   13. To review and approve the Security Incident Report Policy
   14. To review and approve the Requests for Information Policy
   15. To review and approve the Document Storage, Retention and Destruction Policy
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
   1. To note the retirement of Keith Butler, the Monitoring Officer and replacement personnel at WODC re Monitoring Officer and elections/change of Clerk
   2. TTRO – Road closure at Lidstone, unnamed road from junction of B4026 and Lidstone Road, from 29 October to 02 November, between 9.30 am and 3.30 pm to facilitate carriageway retexturing works
   3. TTRO – Road closures and suspension of one way traffic at Chalbury, various roads, from 27 to 30 September, between 8pm and 6am, to facilitate drainage surveys
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