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| Minutes 20210907 DRAFT | September 7, 2021 | 7.33 pm | SPELSBURY MEMORIAL HALL |

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| Attendees | Rick Leyland, Jack Blackwell, Hugo Pickering, Graham Beacham, Hugh Datson Cllr Liz Leffman (OCC) Anne Ogilvie (Clerk) No members of public |
| aBSENT | Simeon Harvey |

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1. **Welcome by the Chairman**It was **resolved** that Cllr Leyland would act as Chairman for the meeting, due to the absence of Cllr Harvey. He welcomed everyone to the meeting.
2. **To receive apologies for absence**  
   Cllr Simeon Harvey
3. **To approve and sign the minutes of the meeting on 06 July 2021**  
   The minutes of the meeting on 06 July 2021 were approved by the Council and signed by the Chairman of the meeting.
4. **To receive declarations of interest from Members**  
   Cllr Blackwell regarding item 8a  
   Cllr Pickering regarding item 9j
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**

Nil

1. **Reports from County and District Councillors  
   WODC Report – Cllr Dean Temple**No report received.  
   **OCC Report – Cllr Leffman**  
   Cllr Leffman reported that August had been a quiet month.  
   She had received the application for the Councillor Priority Fund from the Council, but requested that the amount requested be decreased due to available funds.  
   Progress has been made in respect of introducing 20MPH limits in Oxfordshire villages.
2. **To receive and comment on Clerk’s report**

The Clerk’s report was received and noted.  
There were no comments.

1. **Planning**
2. **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 Household Waste Recycling Site, Grove Lane, Dean, Chipping Norton, OX7 3JY – Oxfordshire County Council**The Council had no comment.
3. **21/02890/HHD – Proposed extension to existing cottage, and replacement garage building – Thorsbrook, Taston, Chipping Norton – comment by 22 September 2021**The Council had no comment.
4. **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**It was **resolved** to comment on this application.  
   It was **resolved** to object to the application to change the path. Clerk to send letter to OCC.
5. **Any planning applications received before date of meeting**Nil
6. **Update of previous planning applications**  
   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  
   21/01009/HHD – Alteration to internal layout of house, formation of new external openings, removal of chimney stack and replacement windows – Tooleys, Charlbury Road, Spelsbury – Under consideration  
   21/01010/LBC – Alteration to internal layout of house, formation of new external openings, removal of chimney stack and replacement windows – Tooleys, Charlbury Road, Spelsbury – Approved – 16 July 2021  
   21/01781/HHD – Alteration to existing entrance, construction of driveway and garage – Wigwell House, Spelsbury – Approved – 08 July 2021  
   21/02351/HHD – Internal and external alterations, including new single storey orangery and associated works – Dean Manor, Dean – Under consideration  
   21/02352/LBC – Internal and external alterations, including new single storey orangery and associated works – Dean Manor, Dean – Under consideration

Cllr Beacham left the meeting

1. **Business items**
2. **To receive annual playground report and agree actions**The annual playground inspection report was received and noted.  
   The works recommended were noted. It was agreed that works recommended would be reviewed again, and actions agreed after completion of the playground refurbishment works.
3. **To consider request from Clerk attend SLCC National Conference**It was **resolved** to approve the request from the Clerk to attend the SLCC National Conference.
4. **To consider draft Action Plan for 2022-23 and agree actions**The draft Action Plan for 2022-23 was received and noted.  
   It was **resolved** that councillors would provide suggestions to the Clerk for changes and additions to the plan by the middle of October, and the plan would be represented at the November council meeting.
5. **To consider draft budget for 2022-23 and agree actions**The draft budget for 2022-23 was received and noted.  
   It was **resolved** to discuss and approve the 2022-23 budget at the November council meeting.
6. **To consider response to OCC’s Bus Service Improvement Plan – comment by 13 September**It was **resolved** that Cllr Leyland would complete the form and forward to the Clerk to send in.
7. **To consider response to National Highways and Transport public satisfaction survey – comment by February 2022**It was **resolved** to defer this item to the November meeting.
8. **To consider response to Oxfordshire 2050 Plan consultation - comment by 08 October**It was **resolved** to delegate authority to the Clerk to comment on this consultation, following attendance at OCC’s webinar.
9. **To receive update of Climate Emergency community activities report and agree actions**No update was received. A report will be made at the November meeting.
10. **To receive update of Parish Plan working group and agree actions**The working group reported that it had been agreed that an appropriate way to speak to the parish and obtain views was required. It was suggested that this could take place at the next parish event.
11. **To receive updated report on email options for councillors from Cllr Pickering and agree actions**It was **resolved** to move the domain and the website to another host.  
    It was **resolved** to update the website accessibility statement.  
    It was **resolved** to purchase mailboxes for councillors and the Clerk at a cost of £5 per mailbox per month.  
    It was **resolved** to use General Reserves to fund the above decisions.
12. **To review and approve the Equal Opportunities Policy**It was **resolved** to approve the Equal Opportunities Policy.
13. **To review and approve the Training and Development Policy**It was **resolved** to approve the Training and Development Policy.
14. **To review and approve the Security Incident Response Policy**It was **resolved** to approve the Security Incident Response Policy.
15. **To review and approve the Requests for Information Policy**It was **resolved** to approve the Requests for Information Policy.
16. **To review and approve the Document Storage, Retention and Destruction Policy**It was **resolved** to approve the Document Storage, Retention and Destruction Policy.
17. **Finance**
18. **To ratify expenditure since last meeting**  
    Nil
19. **To approve current expenditure**It was **resolved** to approve the following expenditureICO Data Protection Fee £40.00 chq 100903  
    Playsafety Ltd Playground inspection £82.20 chq 100906  
    OALC Training £60.00 chq 100907  
    Charlbury Garden Co Mowing July/August £92.00 chq 100908  
    Anne Ogilvie Expense reimbursement £22.43 chq 100909  
    Anne Ogilvie July salary chq 100901  
    HMRC P4 PAYE/NI chq 100902  
    Anne Ogilvie August salary chq 100904  
    HMRC P5 PAYE/NI chq 100905

**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**Nil

**e. Update of current status of bank accounts**Barclays current account as of 27 August 2021- £13,091.59  
Barclays savings account as of 27 August 2021 - £4,810.15  
Unity Trust current account as of 27 August 2021 - £482.00

**f. To approve current year budget update –**It was **resolved** to approve the budget update to 31 August 2021.  
It was noted that half the receipts for the year have been received and that total expenditure was currently on or under budget.  
It was noted that 27% of the budget had been spent.

**g.** **To approve bank reconciliation**It was **resolved** to approve the bank reconciliations to 27 July 2021 and 27 August 2021.

**h. To approve the finance update**It was **resolved** to approve the finance update to 31 August 2021.  
Receipts to 31 August 2021 - £4,201.80  
Payments to 31 August 2021 - £2,611.55  
Balance at 31 August 2021 - £17,816.26.

1. **Items for information only, and for next agenda**
2. To note the retirement of Keith Butler, the Monitoring Officer and replacement personnel.  
   It was agreed to send an email to Keith Butler thanking him for his service.
3. 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
4. TTRO – Road closures and suspension of one way traffic at Charlbury, various roads, from 27 to 30 September, between 8pm and 6am, to facilitate drainage surveys.
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**To consider planning for Spelsbury to become a 20MPH zone via OCC’s scheme
6. **Next meeting – to note date, time and venue of next meeting**Tuesday 02 November 2021 at 7.30 pm, at Spelsbury Memorial Hall

**The meeting was closed at 9.11 pm**