

Spelsbury Parish Council

MINUTES 20250107

JANUARY 7, 2025

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell (Chair), Cllr J Harvey, Cllr S Harvey, Cllr Heelas, Cllr Lambert Anne Ogilvie (Clerk) OCC Cllr Leffman WODC Officer Jack Graham Two members of the public
ABSENT	Nil

1. Welcome from the Chair

The Chair welcomed everyone to the meeting.

2. To receive apologies for absence

None.

3. Report and information from WODC Officer Jack Graham

WODC Officer Jack Graham reported on flytipping and littering issues in the District. He advised that he would send an article for submission to the Parish Magazine.

WODC Officer Graham left the meeting.

4. To approve and sign the minutes of the meeting on 05 November 2024

It was **resolved** to approve the minutes of the meeting on 05 November 2024. The minutes were signed by the Chair.

5. To receive declarations of interest from Members regarding items on the agenda

Cllr Blackwell declared an interest in items 9 and 10.

6. Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person.

Two members of the public asked for information regarding Council processes and the November council meeting.

7. To receive reports from County and District Councillors

OCC Cllr Leffman:

- Advised that OCC are going to request the fast track system to become a Unity Authority.
- Advised that the budget will be considered by full council in February, including an emergency flooding fund, and funding for rail projects.
- Advised that OCC will be investigating the gullies in Church Lane.
- Advised that changes to resident parking in Charlbury will be implemented this year.

Cllr Leffman left the meeting.

8. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

Planning and enforcement

9. 24/02920/HHD – Erection of rear and side single storey extensions and entrance porch, along with alterations to the existing roof, reinstatement of dormer windows, changes to fenestration and landscaping works

Peartree Cottage, Dean

It was **resolved** not to comment on this application.

10. 24/02921/LBC – Internal and external alterations to include erection of two single storey extensions and entrance porch, along with alterations to the existing roof and reinstatement of dormer windows, changes to fenestration and landscaping works. Internal alterations to include changes to floor layouts

Peartree Cottage, Dean

It was **resolved** not to comment on this application.

Signed

(Chairman)

Date

2025/1

Spelsbury Parish Council

11. Any planning applications received before the date of the meeting

None.

12. Updates of previous planning applications and enforcement actions

24/02447/HHD – Demolition of the existing single storey extension to the west and two storey extension to the south. Construction of two storey and single storey extension – Letterbox Cottage, Taston, Chipping Norton
Under consideration

Playground

13. To receive the regular playground inspection reports and agree actions

The playground inspection reports were received and noted.

14. To consider the playground maintenance issues and agree actions

Playground maintenance matters were discussed.

It was noted that the gate has been replaced.

The grass cutting contract for 2025 was discussed.

It was **resolved** to delegate authority to the Clerk to arrange the 2025 grass cutting contract for the playground.

Community

15. To consider the areas of concern regarding speed limits on local roads and create a speed limit proposal for OCC (deferred from September and November 2024 meetings)

Councillors entered data showing areas of concern regarding speed limits on local roads. Cllr Blackwell advised that he would scan this map and forward to the Clerk.

It was **resolved** to send the map of areas of concern regarding speed limits to OCC Highways and ask for advice on how these areas could be addressed.

16. To consider rural crime in the community and agree actions

It was **resolved** to consult with the community about rural crime at the Annual Parish Meeting.

17. To consider starting a Community Speedwatch Group and agree actions

It was **resolved** to consult with the community about starting a Community Speedwatch Group at the Annual Parish Meeting.

18. To consider requesting to OCC that the 20mph sign on the Taston Road at the Spelsbury crossroad be moved to improve road safety

It was **resolved** to request that OCC move the 20 mph sign on the Taston Road in Spelsbury, grid reference SP350218, near the crossroads, be moved further from the junction towards Taston, to improve road safety.

Budget and Action Plan 2025-2026

19. To consider and approve the Action Plan for 2025-2026

It was **resolved** to approve the Action Plan for 2025-2026.

20. To consider and approve the budget for 2025-2026

The budget for 2025-2026 was considered.

It was **resolved** to approve the following budget: receipts £0, payments £11,642

21. To consider and approve the precept for 2025-2026

It was **resolved** to approve a precept of £11,642 for 2025-2026.

Finance and administration

22. To ratify the expenditure since the last meeting

It was **resolved** to approve the following expenditure since the last meeting:

Anne Ogilvie	Salary – November	SO
Anne Ogilvie	Salary – November (remainder)	Bank transfer
HMRC	PAYE/NI – November	Bank transfer
OCC LGPS	Pension – November	Bank transfer
Anne Ogilvie	Salary – December	SO
Anne Ogilvie	Salary – December (remainder)	Bank transfer
HMRC	PAYE/NI – December	Bank transfer
OCC LGPS	Pension – December	Bank transfer
Unity Trust Bank	November bank charge	£6.00 Bank transfer

Signed

(Chairman)

Date

2025/2

Spelsbury Parish Council

Unity Trust Bank	December bank charge	£6.00	Bank transfer
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23. To approve the current expenditure

It was **resolved** to approve the following expenditure:

Logs Unlimited	Playground gate	£327.60	Bank transfer
Spelsbury Memorial Hall	Hall hire – September	£16.00	Bank transfer
Spelsbury Memorial Hall	Hall hire – November	£16.00	Bank transfer
Spelsbury Memorial Hall	Hall hire – January	£16.00	Bank transfer
SLCC Enterprises Ltd	Practitioners' Conference	£113.50	Bank transfer
Clerk	Admin reimbursement	£18.53	Bank transfer

24. To instruct the current bank signatories to process the approved payments

It was **resolved** to approve the current bank signatories to process the approved bank transfer payments.

25. To note monies received

None.

26. To receive an update of the current status of the bank accounts

Unity Trust current account as of 31 December 2024 - £11,372.18

Credit in the HMRC PAYE account at 31 December 2024 - £91.79

27. To approve the bank reconciliation

It was **resolved** to approve the following bank reconciliations:

Unity Trust current account to 30 November 2024, 31 December 2024

28. To approve the finance update

It was **resolved** to approve the finance update to 31 December 2024.

Receipts to 31 December 2024 - £9,217.00

Payments to 31 December 2024 - £6,587.45

Balance to 31 December 2024 - £11,067.44

29. To approve the budget update

It was noted that 70% of the budget had been used to 31 December 2024.

It was **resolved** to approve the budget update to 31 December 2024.

30. To approve the earmarked and general reserves update

It was noted that the following earmarked reserves and general reserves had been used to 31 December 2024.

Earmarked reserves: used £0, remaining £89.37

General reserves: used £79.20, remaining £8269.32

It was **resolved** to approve the earmarked reserves and general reserves.

31. To review and approve the Grants and Donations Policy

It was **resolved** to approve the Grants and Donations Policy.

32. To review and approve the Business Continuity Policy

It was **resolved** to approve the Business Continuity Policy.

33. To review and approve the Community Engagement Policy

It was **resolved** to approve the Community Engagement Policy.

34. To consider suspending Standing Order 3x to enable the meeting to be completed

It was **resolved** to suspend Standing Order 3x to enable the meeting to be completed.

35. To consider training options for Councillors and the Clerk, and agree actions

Training options were considered.

It was **resolved** to approve the Clerk attending OALC's Experienced Clerk training, paying a quarter of the cost, £15.00.

It was **resolved** to organise councillor training for all councillors.

36. To receive and note an annual summary of complaints received in 2024

The annual summary of complaints received in 2024 was received and noted.

37. To consider directly advising every planning applicant of Council's decision regarding their planning application and agree actions

Following a complaint received by the Council, it was agreed that Council would decide whether every planning applicant should be advised of the Council's decision regarding their planning application.

Signed

(Chairman)

Date

Spelsbury Parish Council

It was **resolved** not to advise every planning applicant of Council's decision regarding their planning application.

38. To consider the Review of Effectiveness of Internal Audit Report and agree actions

It was **resolved** to approve the Review of Effectiveness of Internal Audit Report.

Correspondence and information

39. To receive items for information only

- Annual Parish Meeting – it was noted the date and format of the Annual Parish Meeting needs to be decided.

Next meeting

40. To receive requests for motions for the next agenda, and to note that motions and background papers (including quotations) for the next agenda must be received by the Clerk at least one week before the next meeting

- Annual Parish Meeting

It was noted that motions and background papers (including quotations) for the next agenda must be received by the Clerk at least one week before the next meeting.

41. Next meeting – to note date, time and venue of next meeting

The next meeting will be held on Tuesday 04 March 2025, at 7.30 pm, at Spelsbury Memorial Hall.

Confidential

42. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item

It was **resolved** under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item.

43. To receive an update regarding the playground lease and agree actions

An update regarding the playground lease was received and noted.

44. The meeting was closed at 11.00 pm.

Signed

(Chairman)

Date

2025/4