

Spelsbury Parish Council

MINUTES 20240903

SEPTEMBER 3, 2024 7.34 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Blackwell (Chair), Cllr J Harvey, Cllr S Harvey Anne Ogilvie (Clerk) WODC Cllr Ridpath OCC Cllr Leffman No members of the public
ABSENT	Cllr Beacham, Cllr Heelas, Cllr Lambert

219. Welcome from the Chair

The Chair welcomed everyone to the meeting.

220. To receive apologies for absence

Cllr Beacham, Cllr Heelas, Cllr Lambert

221. To approve and sign the minutes of the meeting on 02 July 2024

It was **resolved** to approve the minutes of the meeting on 02 July 2024. The minutes were signed by the Chair.

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

None.

223. 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.

None.

224. To receive reports from County and District Councillors

WODC Cllr Ridpath:

- Advised that WODC would like responses to their survey regarding weekly retail markets.

OCC Cllr Leffman:

- Advised that a Sunday X9 bus service had started.
- Advised that there is now a day bus ticket, cost £6.50, which gives unlimited travel with participating companies.
- Advised that OCC are organising a programme of work to minimise flooding issues in the winter.
- Advised that OCC are making case to Government to improve the North Cotswold Line.
- Advised that an area of Charlbury road will be resurfaced this month.

Cllrs Leffman and Ridpath left the meeting.

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

The Clerk's report was received and noted.

It was noted the Clerk's computer had stopped working.

It was **resolved** to delegate authority to the Clerk to purchase a new computer, following emailed agreement from councillors.

It was **resolved** to delegate authority to the Clerk to complete the documentation received from Wellers Hedley.

Planning and enforcement

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

None.

The CIL draft charging schedule was considered. It was **resolved** not to comment on the consultation.

227. Updates of previous planning applications and enforcement actions

None.

Parish Maintenance

228. To receive an update about flytipping in the parish from councillors and agree actions

The issue of flytipping in the parish was considered.

Signed

(Chairman)

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It was **resolved** to investigate posters and notices which could be put up in the parish, and consider these at the next meeting.

229. To consider the areas of concern regarding speed limits on local roads and create a speed limit proposal for OCC

It was **resolved** to defer this motion to the next meeting.

230. To consider salt and salt bins for the parish and agree actions

It was **resolved** to order a free pallet of salt bags from OCC.

Playground

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

The playground inspection reports were received and noted.

It was noted that the hedges need to be cut.

It was noted that one gate needs to be repaired or replaced.

It was **resolved** that councillors will cut the hedges.

It was **resolved** to obtain quotations for the repair or replacement of the gate.

232. To receive the annual independent playground inspection and agree actions

The annual independent playground inspection report was received and noted.

It was noted the hedges will be cut and the gate will be repaired or replaced. It was noted that the grass needs cutting under the seat.

The comments about the seesaw, swings, carousel and MUGA end were noted.

233. To consider the playground maintenance issues and agree actions

Playground maintenance matters were discussed.

It was noted the Clerk is in discussion with Cottsway Housing Association regarding maintenance on the access paths to the playground.

It was **resolved** to check and make any necessary repairs to the playground boundaries that are the Council's responsibility.

Other matters had been agreed in previous motions.

Community

234. To receive an update regarding public participation at meetings and agree actions

It was **resolved** to discuss encouraging public attendance at the January 2025 meeting at the November council meeting.

It was **resolved** to increase the Facebook activity.

It was **resolved** to investigate Instagram.

Budget and Action Plan 2025

235. To consider the draft Action Plan for 2025-2026 and agree actions

The draft Action Plan for 2025-2026 was considered. It was noted that the Action Plan will be considered and approved at the November council meeting.

236. To consider the draft budget for 2025-2026 and agree actions

The draft budget for 2025-2026 was considered. The reserve level for the Council was discussed. It was noted that the budget for 2025-2026 will be considered and approved at the November council meeting.

Finance and administration

237. To ratify the expenditure since the last meeting

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

Anne Ogilvie	Salary – July		SO
Anne Ogilvie	Salary – July (remainder)		Bank transfer
HMRC	PAYE/NI – July		Bank transfer
OCC LGPS	Pension – July		Bank transfer
ICO	Data protection fee	£35.00	Direct debit

238. To approve the current expenditure

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

OCC LGPS	Pension – August		Bank transfer
Parish Online	Mapping subscription	£54.00	Bank transfer
Playsafety Ltd	Annual inspection	£93.60	Bank transfer
Hugopicking.com	Mailboxes	£13.20	Bank transfer
Clerk	Admin reimbursement	£40.21	Bank transfer

Signed

(Chairman)

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Anne Ogilvie
Anne Ogilvie
HMRC

Salary - August
Salary – August (remainder)
PAYE/NI – August

SO
Bank transfer
Bank transfer

239. 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.

240. To note monies received

None.

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

Unity Trust current account as of 31 July 2024 - £9,517.69

Credit in the HMRC PAYE account at 31 July 2024 - £123.39

242. To approve the bank reconciliation

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

Unity Trust current account to 31 July 2024

243. To approve the finance update

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

Receipts to 31 July 2024 - £4,608.50

Payments to 31 July 2024 - £3,434.48

Balance to 31 July 2024 - £9,611.91

244. To approve the budget update

It was noted that 37% of the budget had been used to 31 July 2024.

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

245. To approve the earmarked and general reserves update

It was noted that no earmarked reserves or general reserves had been used to 31 July 2024.

Reserve levels as of 31 July 2024 – Earmarked reserves: £89.37; General reserves: £8,348.52.

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

246. To review and approve the Equal Opportunities Policy

It was **resolved** to approve the Equal Opportunities Policy.

247. To review and approve the Training and Development Policy

It was **resolved** to approve the Training and Development Policy.

248. To review and approve the Security Incident Response Policy

It was **resolved** to approve the Security Incident Response Policy.

249. To review and approve the Risk Assessment

It was **resolved** to approve the Risk Assessment.

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

Training options were considered. No training requests were made.

It was noted that councillors were invited to attend Chadlington Parish Council's councillor training on Monday 16 September.

251. To consider internal auditor quotations and scopes of work, and agree actions

The internal auditor quotations and scopes of work were considered.

It was **resolved** to appoint Theresa Goss as the internal auditor for 2024-2025, at a cost of £200.

Correspondence and information

252. To receive items for information only

- None.

253. 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

Motions requested for the November council meeting:

- Public participation at the January council meeting
- Speed limit update
- Salt distribution
- Rural crime in the community
- Parish emergency plan

Signed

(Chairman)

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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.

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

The next meeting will be held on Tuesday 05 November 2024, at 7.30 pm, at Spelsbury Memorial Hall.

255. The meeting was closed at 10.19 pm.

DRAFT

Signed

(Chairman)

Date

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