

Spelsbury Parish Council

MINUTES 20240507

MAY 7, 2024

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell, Cllr Harvey, Cllr Heelas Anne Ogilvie (Clerk) WODC Cllr Ridpath No members of the public
ABSENT	Nil

81. To elect the Chair of the Council

The outgoing Chair did not attend the meeting.

The election of the new Chair was led by Cllr Blackwell.

Cllr Beacham was proposed by Cllr Blackwell and seconded by Cllr Heelas.

Cllr Blackwell was proposed by Cllr Harvey and seconded by Cllr Beacham.

A vote for the Chair was held by a show of hands. Cllr Blackwell received a greater number of votes.

It was **resolved** to appoint Cllr Blackwell as the Chair of the Council until the next Annual Council Meeting.

82. To receive the Acceptance of Office from the Chair

The Acceptance of Office of the Chair was signed by Cllr Blackwell in the presence of the Clerk.

83. Welcome from the Chairman

The Chair welcomed everyone to the meeting.

He welcomed the new members to the Council, and thanked the members who had retired at the May election for their work on the Council.

84. To elect the Vice-Chair of the Council

Cllr Beacham was proposed by Cllr Blackwell and seconded by Cllr Heelas. He was voted in by a show of hands.

It was **resolved** to appoint Cllr Beacham as the Vice-Chair of the Council until the next Annual Council Meeting.

85. To approve the signing of the Declaration of Acceptance of councillors who are unable to attend the meeting by 31 May 2024

This motion was not required as all elected members were present at the meeting.

86. To consider co-option to fill the vacancies on the parish council due to insufficient candidates at the election held on 02 May 2024, in accordance with the Representation of the Peoples Act 1985, s21. To note that the Council is required to co-opt two people to fill the remaining vacancies within 35 days of the date of the election (24 June 2024). To note that if the Council does not co-opt by that date the District Council has the power to order a further election

The Council noted that it is required to co-opt two people to fill the remaining vacancies by 24 June 2024, and that the District Council has the power to order a further election if the vacancies are not filled.

The vacancies were discussed, and Councillors agreed to approach people to invite them to become members of the Council. It was **resolved** to hold a council meeting on 21 May, following the Annual Parish Meeting, to co-opt new members to the council.

87. To receive apologies for absence

Apologies were received from OCC Cllr Leffman.

88. To approve and sign the minutes of the meeting on 05 March 2024

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

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

None.

90. 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.

Signed

(Chairman)

Date

2024/7

Spelsbury Parish Council

91. To receive reports from County and District Councillors

WODC Cllr Ridpath:

- Introduced himself as the new District Councillor for the Ward;
- Advised that the Liberal Democrats, Labour and Green groups would continue to work in alliance to run the Council.

No report were received from the County County Councillor.

Cllr Ridpath left the meeting.

92. To approve that from 07 May 2024 until the next relevant Annual Meeting of the Council, that the council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the number of members elected at the 2024 ordinary election was two-thirds of the total number of seats on the council, and the council has a qualified Clerk as defined by The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2

The Council confirmed that four members had been elected at the election on 02 May 2024, two-thirds of the total number of seats on the council, and that the Clerk held the CiLCA qualification. It was **resolved** to approve that from 07 May 2024 until the next relevant Annual Meeting of the Council the council is eligible to use and adopt the General Power of Competence.

It was **resolved** to adopt the General Power of Competence until the next relevant Annual Meeting of the Council.

93. To create committees to carry out Council business and agree terms of reference

It was **resolved** to defer this item until the vacancies have been filled.

94. To appoint members to serve on the committees

It was **resolved** to defer this item until a decision has been made regarding committees.

95. To review existing working groups and review their terms of reference

It was **resolved** to defer this item until the vacancies have been filled.

96. To create new working groups to carry out Council business and agree terms of reference

It was **resolved** to defer this item until the vacancies have been filled.

97. To appoint members to serve on the working groups

It was **resolved** to defer this item until the vacancies have been filled.

98. To appoint lead councillors and agreed their terms of reference

It was **resolved** to appoint the following lead councillors

- Spelsbury Memorial Hall Committee – Cllr Harvey
- Spelsbury playground – Cllr Harvey
- Planning – Cllr Heelas

It was noted that the lead councillor terms of reference would be brought to the July council meeting for consideration.

99. To review delegation arrangements with external committees and other local authorities

It was noted that OCC have delegated authority to the Council to install and use a speed indication device (LGA 1972 s101).

100. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

It was noted that the Council leases the Spelsbury playground land from Cottsway Housing Association.

101. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate

It was **resolved** that Cllr Harvey would be the Council representative for the Spelsbury Memorial Hall.

Signed

(Chairman)

Date

2024/8

Spelsbury Parish Council

102. To review and approve the delegation arrangements to officers

It was **resolved** to approve the following scheme of delegation to the Clerk:

- As listed in the approved Standing Orders
- As listed in the approved Financial Regulations
- As listed in the employment contract
- As listed in the job description
- As listed in approved policies and procedures
- To arrange the annual independent playground safety inspection
- To manage the Civic Protocol Procedure and liaise with local organisations as required
- To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety
- To purchase administration consumables and supplies as required for council administration

103. To review and approve the inventory of land owned or maintained by the Council

It was **resolved** to approve the following inventory of land owned or maintained by the Council:
Spelsbury playground – maintained by the Council, leased from Cottsway Housing Association

104. To review and approve the asset register

It was **resolved** to approve the asset register.

105. To review and adopt the Standing Orders

It was **resolved** to adopt the Standing Orders.

106. To review and adopt the Financial Regulations

It was **resolved** to adopt the Financial Regulations.

107. To review and approve the Council's complaints procedures

It was **resolved** to approve the Council's complaints procedures.

108. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media and the Council's employment policies and procedures

It was **resolved** to approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media and the Council's employment policies and procedures.

109. To approve the Councillor Code of Conduct

It was **resolved** to approve the Councillor Code of Conduct.

110. To review and approve the Council's insurance policy and renewal agreement

It was noted that the current insurer is Zurich Municipal, the Council is in a long term agreement until 31 May 2025, and the renewal date is 01 June 2024.

It was **resolved** to renew the insurance with Zurich Municipal at a cost of £470.85.

111. To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions and memberships:

- OALC membership
- SLCC membership
- ICO registration

Spelsbury Parish Council

112. To review and approve the maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements for the year to May 2025:

Bitdefender	Clerk computer – anti-virus protection
Zurich Municipal	Insurance
Spelsbury Memorial Hall	Hall hire
Ubico Ltd	Litter bin emptying
Microsoft	Clerk computer – Microsoft 365
Charlbury Garden Company	Playground maintenance
TP Jones & Co LLP	Payroll services
ICO	GDPR/Data Protection registration
Playsafety Ltd	Annual playground inspection
Cottsway Housing Association	Playground rent
Hugopickering.com	Councillor and Clerk mailboxes, and domain renewal
OCC Pension Fund	LGPS Clerk pension
Unity Trust Bank	Bank charges
Elan City Ltd	Speed indication device repairs/consumables
Clerk	Administration expenses
Clerk	Parish maintenance supplies expenses

113. To approve the Scheduled Payments List and suppliers for the year to May 2025

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2025:

Anne Ogilvie	Salary (max 24 hours/month)	Monthly
HMRC	NI/PAYE	Monthly
TP Jones & Co LLP	Payroll	Quarterly
OALC	Annual subscription	Annually
ICO	Data protection fee	Annually
Charlbury Garden Company	Spelsbury playground maintenance	Monthly
Zurich Municipal	Insurance renewal	Annually
Cottsway Housing Association	Ground rent – Spelsbury playground	Annually
Playsafety Ltd	Annual playground inspection	Annually
Ubico Ltd	Fortnightly emptying Spelsbury bin	Biannually
Clerk	Council administration	Monthly
Clerk	Parish maintenance expenses	Monthly
Council chosen provider	Anti-virus software	Annually
Microsoft	Office 365 renewal	Annually
SLCC	Part of Clerk subscription	Annually
Spelsbury Memorial Hall	Hall hire	Monthly
Hugopickering.com	Council mailboxes	Monthly
Hugopickering.com	Domain renewal	Annually
OCC LGPS	Council pension scheme	Monthly

114. To approve the direct debits and standing orders for the year to May 2025

It was **resolved** to approve the following direct debits and standing orders for the year to May 2025:

Anne Ogilvie	Salary (max 24 hrs/month)	Monthly - SO
ICO	Data protection fee	Annually - DD
Cottsway Housing Association	Playground land rent	Annually – DD
HMRC	PAYE/NI	Monthly – DD

115. To review and approve the system for managing grants and donations for the year to 31 March 2025

It was **resolved** that grant and donation requests received in this financial year would be reviewed at the council meeting in March 2025.

Signed

(Chairman)

Date

2024/10

Spelsbury Parish Council

116. To determine the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting

It was **resolved** to hold the ordinary meetings of the Council at Spelsbury Memorial Hall.

It was **resolved** to hold the ordinary meetings of the Council at 7.30 pm.

It was **resolved** to approve the following meeting schedule for ordinary meetings of the Council:

Tuesday 02 July 2024

Tuesday 03 September 2024

Tuesday 05 November 2024

Tuesday 07 January 2025

Tuesday 04 March 2025

Tuesday 06 May 2025 (Annual Council Meeting)

117. To review and approve the Action Plan for 2024-2025

It was **resolved** to approve the Action Plan for 2024-2025.

118. To agree the Council project list and priorities for 2024-2025

It was **resolved** to defer the agreement of the Council project list and priorities for 2024-2025 until the July council meeting.

119. To ratify the appointment of Jane Olds as the internal auditor for 2023-2024

It was **resolved** to ratify the appointment of Jane Olds as the internal auditor for 2023-2024.

120. To consider the internal auditor arrangement for the current financial year

It was **resolved** to change the internal auditor for the current financial year as the Council had retained the services of Jane Olds since 2021.

It was **resolved** to obtain costs and specifications from other internal auditors for the Council to consider.

121. To receive and comment on the RFO's review of the annual accounts to 31 March 2024

The RFO gave a report of the annual accounts to 31 March 2024.

Total receipts were £9,599.94.

Total payments were £8,480.60.

The ending balance at 31 March 2024 was £8,437.89, which formed the opening balance for 2024-2025.

The Council spent 86% of the 2023-2024 budget, approved in January 2023.

The Council spent £144.25 of earmarked reserves.

The Council spent £39.73 of general reserves.

The Barclay Bank current and savings accounts were closed. The Council now has one current account, with Unity Trust Bank.

The internal auditor for 2023-2024 was Jane Olds.

The councillors had no comments.

122. To approve the Statement of Accounts to 31 March 2024

It was **resolved** to approve the Statement of Accounts to 31 March 2024.

123. To approve the bank reconciliation to 31 March 2024

It was **resolved** to approve the bank reconciliation to 31 March 2024.

124. To receive and comment on the internal audit report for the year ending 31 March 2024

The internal audit report for the year ending 31 March 2024 was received and noted.

The recommendations from the internal auditor were noted:

- That the Council undertakes a review of effectiveness of the internal audit – this will be completed later in the year.

- That Councillors are encouraged to undertake training – a training motion will be added to each agenda, and Councillors will also consider local training offered via other councils.

- That the Council does not have adequate reserves – this was noted, and the Council will consider this recommendation when next year's budget is considered.

- That the Council is required to have a website which will comply with the new accessibility regulations, and considers the significant cost of its current email provision – research regarding websites, domains, and email provision will be undertaken and brought to Council for consideration.

- That the Clerk is provided with appropriate IT equipment and a replacement laptop is considered – research into a suitable computer will be undertaken and brought to Council for consideration.

Signed

(Chairman)

Date

2024/11

Spelsbury Parish Council

125. To approve and sign the Annual Governance Statement for the year ending 31 March 2024

The Annual Governance Statement for the year ending 31 March 2024 was completed by the Council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2024. The Statement was signed by the Chair and the Clerk.

126. To approve and sign the Accounting Statements for the year ending 31 March 2024

It was noted that the RFO had signed the Accounting Statements.

It was **resolved** to approve the Accounting Statements for the year ending 31 March 2024. The Accounting Statements were signed by the Chair.

127. To approve the Certificate of Exemption – AGAR 2023-2024

The Council considered the Certificate of Exemption for 2023-2024.

It was **resolved** to certify that the Council is exempt from having a limited assurance review and submitting an AGAR to the external auditor.

It was **resolved** that the Clerk would submit the Certificate of Exemption to the external auditor, and publish as required.

128. To set the date for the commencement of the Exercise of Public Rights

The Clerk advised that this period needs to be 30 working days and include the first ten working days of July.

The Clerk proposed 03 June 2024 as the commencement date, with the end date being 12 July 2024. These dates were checked for compliance.

It was **resolved** to approve 03 June 2024 as the commencement date of the Exercise of Public Rights, with the end date being 12 July 2024.

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

The Clerk's report was received and noted.

Planning and enforcement

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

None.

131. Updates of previous planning applications and enforcement actions

24/00709/S73 - Variation of condition 2 of planning permission 23/00643/FUL to reduce the size of the building – Dean Mill, Dean, Chipping Norton

Approved – 26 April 2024

24/00749/HHD – Erection of a single storey extension – Tooleys, Charlbury Road, Spelsbury
Under consideration

24/00750/LBC – Internal and external alterations to include erection of a single storey extension – Tooleys, Charlbury Road, Spelsbury
Under consideration

Playground

132. To receive the playground inspection report and agree actions

The playground inspection report was received and noted.

It was noted that the seesaw requires maintenance. Councillors will inspect and determine if the work can be undertaken inhouse.

It was noted that the Clerk is arranging the annual independent playground inspection.

133. To confirm the engagement of the Charlbury Garden Company to undertake the 2024 season grounds maintenance of the Spelsbury playground

It was **resolved** to confirm the engagement of the Charlbury Garden Company to undertake the 2024 season grounds maintenance of Spelsbury playground.

Parish Maintenance

134. To consider the management of the speed indication device and agree actions

It was **resolved** that Cllrs Blackwell and Harvey will take over the management of the speed indication device.

Signed

(Chairman)

Date

2024/12

Spelsbury Parish Council

Community

135. To note that the Annual Parish Meeting will take place on Thursday 21 May, 7.30 pm, at Spelsbury Memorial Hall, hosted by the Chair of the Council

It was noted that Cllr Blackwell will host the Annual Parish Meeting on Thursday 21 May at 7.30 pm. The agenda will be published in due course.

136. To consider the suggestion raised at the March council meeting that a “Pub for a day” is set up at the Memorial Hall to commemorate the 100th anniversary of the fire which destroyed the Chequers Inn, and agree actions

It was **resolved** to liaise with the Memorial Hall Committee regarding having a “Pub for a day” to commemorate the 100th anniversary of the fire which destroyed the Chequers Inn.

It was **resolved** to delegate authority to the Clerk to work with the Memorial Hall regarding the “Pub for a Day” to commemorate the 100th anniversary of the fire which destroyed the Chequers Inn.

Finance and administration

137. To ratify the expenditure since the last meeting

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

Anne Ogilvie	Salary – March		SO
Anne Ogilvie	Salary – March (remainder)		Bank transfer
Anne Ogilvie	Salary – April		SO
Anne Ogilvie	Salary – April (remainder)		Bank transfer
HMRC	PAYE/NI – P12		Bank transfer
OCC LGPS	Pension – April		Bank transfer
TP Jones & Co LLP	Payroll – Jan-Mar	£59.40	Bank transfer
Hugopickering.com	April mailboxes	£46.20	Bank transfer

138. To approve the current expenditure

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

Zurich Municipal	Insurance renewal	£470.85	Bank transfer
Spelsbury Memorial Hall	May council meeting	£16.00	Bank transfer
Spelsbury Memorial Hall	Annual Parish Meeting	£16.00	Bank transfer
Jane Olds	Internal audit	£200.00	Bank transfer
Hugopickering.com	Mailboxes – May	£46.20	Bank transfer
Anne Ogilvie	Clerk administration reimbursement	£28.92	Bank transfer

139. 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.

140. To note the monies received

WODC	Precept (1 st half)	£4,608.50
HMRC	VAT refund to 31/12/22	£572.19
HMRC	VAT refund to 31/12/23	£201.29

141. To receive the update of the current status of the bank accounts

Unity Trust current account as of 30 April 2024 - £12,684.90

Credit in the HMRC PAYE account as of 30 April 2024 - £124.39

142. To approve new signatories for the Unity Trust Bank account

It was **resolved** that the Unity Trust Bank account signatories will be Cllrs Blackwell, Harvey and Heelas.

143. To approve the removal of signatories from the Unity Trust Bank account

It was **resolved** to remove ex Cllrs Leyland and Pickering from the Unity Trust Bank account when the new signatories have been set up.

144. To approve the bank reconciliation

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

Unity Trust current account to 31 March 2024

Unity Trust current account to 20 April 2024

Signed

(Chairman)

Date

Spelsbury Parish Council

145. To approve the finance update

It was **resolved** to approve the finance update to 30 April 2024.

Receipts to 30 April 2024 - £4,608.50

Payments to 30 April 2024 - £482.87

Balance to 30 April 2024 - £12,563.52

146. To approve the budget update

It was noted that 5% of the budget had been used to 30 April 2024.

It was **resolved** to approve the budget update to 30 April 2024.

147. To approve the earmarked and general reserves for 2024

It was noted that no earmarked reserves or general reserves had been used to 30 April 2024.

Reserve levels as of 30 April 2024 – Earmarked reserves: £523.01; General reserves: £7,914.88.

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

It was **resolved** to consider the earmarked and general reserves and make changes if required at the July council meeting.

148. To receive the internal financial check report of the check carried out on 05 April 2024 and agree actions

The internal financial check report of the check carried out on 05 April 2024 by Cllr Pickering was considered. It was noted that no issues were raised. It was noted that a new councillor will be required to undertake the next check.

It was **resolved** to approve the internal financial check report of the check carried out on 05 April 2024.

149. To consider training options for councillors and the Clerk and agree actions

Training options for councillors and the Clerk were considered.

It was **resolved** to look for training options for councillors.

It was **resolved** to approve the Clerk to attend the 2024 SLCC National Conference and the 2025 SLCC Practitioners' Conference.

150. To consider subscribing to Parish Online mapping software and agree actions

It was **resolved** to subscribe to Parish Online mapping software, for an annual subscription fee of £35.00.

Correspondence and information

151. To receive items for information only

Cllr Beacham will continue to write the Parish Council article for the Parish Magazine.

152. 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 July council meeting:

- To discuss ways to increase public participation at meetings;
- Flytipping;
- To review the Clerk's salary;
- Speed limits on local roads.

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.

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

The next meeting will be held on Tuesday 21st May, at 8.00 pm, at Spelsbury Memorial Hall.

154. 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.

155. To receive the report from the staff appraisal and agree actions

The report from the Clerk's appraisal on 07 March 2024 was noted. The Clerk was thanked for her work over the last year.

156. The meeting was closed at 10.31 pm.

Signed

(Chairman)

Date

2024/14