

Spelsbury Parish Council

MINUTES 20250304

MARCH 4, 2025

7.32 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell (Chair), Cllr J Harvey, Cllr Lambert Anne Ogilvie (Clerk) WODC Cllr Ridpath
ABSENT	Cllr Heelas

45. Welcome from the Chair

The Chair welcomed everyone to the meeting.
He thanked Cllr Simeon Harvey for his work as a councillor.

46. To receive apologies for absence

Cllr Heelas, OCC Cllr Leffman

47. To approve and sign the minutes of the meeting on 07 January 2025

It was **resolved** to approve the minutes of the meeting on 07 January 2025. The minutes were signed by the Chair.

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

None.

49. To note the resignation of Cllr Simeon Harvey, and receive an update regarding the vacancy

The resignation of Cllr Simeon Harvey was noted. An update regarding the vacancy was received from the Clerk. The vacancy has been published to allow the electorate to request an election to fill the vacancy. If a request is not received by WODC, the Council will start its co-option process.

50. 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.

51. To receive reports from County and District Councillors

OCC Cllr Leffman:

- A written report from OCC Cllr Leffman was received and noted.

WODC Cllr Ridpath:

- Advised that he would receive an update regarding devolution from WODC this week.
- Advised that WODC has approved its budget.

Cllr Ridpath left the meeting.

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

The Clerk's report was received and noted.

Planning and enforcement

53. 25/00180/HHD – Removal of garage door and part block up of opening, installation of new window, proposed external door, addition of a flue, erection of a garage and accommodation above

Taston Barn, Taston

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

54. 25/00320/HHD – Alterations to existing dwelling to include provision of Juliet balcony to bed 2 (West elevation), dormer window and Juliet balcony to bed 1 (South elevation), single storey extension to lounge and formation of balcony above to serve bed 3 (South elevation) and two storey extension to create double garage with bedroom above (North elevation)

Corn Close Cottage, Charlbury Road, Spelsbury

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

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

None.

Signed

(Chairman)

Date

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56. 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

Withdrawn – 20 January 2025

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

Approved – 04 February 2025

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

Approved – 04 February 2025

57. To consider how Council can improve the planning application consideration process and agree actions, proposed by Cllr Blackwell

Improvements to the planning application consideration process were discussed.

It was **resolved** that the location and basic plan drawings of applications would be printed and available for Councillors to view while the applications were considered.

Playground

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

The playground inspection reports were received and noted.

59. To consider the playground maintenance issues and agree actions

Following the resignation of Cllr S Harvey, management of the maintenance of the playground was discussed.

It was **resolved** that Cllr Blackwell would organise the hedge cutting.

It was **resolved** that Councillors would share the management of the playground maintenance.

The grass cutting contract for 2025 was discussed.

It was **resolved** to try to obtain another quote.

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

Community

60. To consider the request from TVP to advise them of the top priority in the parish in respect of police services, and agree actions

It was **resolved** to advise TVP that rural crimes, including theft and burglary, were the top priorities in the parish in respect of police services.

61. Annual Parish Meeting – to agree a date, time and format for the Annual Parish Meeting, and agree actions

Dates for the Annual Parish Meeting were discussed. The Clerk will check with the Memorial Hall for availability.

It was agreed to request the Hall from 2.00pm for a 2.30pm start to the APM.

A list of invitees was created.

It was **resolved** to advertise the Annual Parish Meeting, including by flyers, notices, posters, website and Facebook.

Finance and administration

62. To consider the membership renewal fee from OALC and agree actions

The increased membership renewal fee from OALC was considered.

It was **resolved** to renew the OALC membership.

It was **resolved** to vire the budget to cover the increased cost of the membership.

63. To ratify the expenditure since the last meeting

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

Anne Ogilvie

Salary – January

SO

Anne Ogilvie

Salary – January (remainder)

Bank transfer

HMRC

PAYE/NI – January

Bank transfer

OCC LGPS

Pension – January

Bank transfer

Anne Ogilvie

Salary – February

SO

Signed

(Chairman)

Date

Spelsbury Parish Council

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

64. To approve the current expenditure

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

OALC	Training contribution	£15.00	Bank transfer
OALC	Membership renewal	£216.00	Bank transfer
WTG Consultants Ltd	Interim internal audit	£100.00	Bank transfer
TP Jones & Co LLP	Payroll – Oct-Dec 2024	£59.40	Bank transfer
Anne Ogilvie	Clerk reimbursement	£22.55	Bank transfer
Anne Ogilvie	Clerk reimbursement	£7.95	Bank transfer

65. 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.

66. To note monies received

None.

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

Unity Trust current account as of 31 January 2025 - £11,051.39
Credit in the HMRC PAYE account at 31 January 2025 - £87.79

68. To approve the bank reconciliation

It was **resolved** to approve the following bank reconciliation:
Unity Trust current account to 31 January 2025.

69. To approve the finance update

It was **resolved** to approve the finance update to 31 January 2025.
Receipts to 31 January 2025 - £9,217.00
Payments to 31 January 2025 - £7,056.10
Balance to 31 January 2025 - £10,598.79

70. To approve the budget update

It was noted that 75% of the budget had been used to 31 January 2025.
It was **resolved** to approve the budget update to 31 January 2025.

71. To consider the budget virement report and agree actions

The budget virement report was considered.
It was **resolved** to approve the budget virement report.

72. To approve the earmarked and general reserves update

It was noted that the following earmarked reserves and general reserves had been used to 31 January 2025.
Earmarked reserves: used £0, remaining £89.37
General reserves: used £179.35, remaining £8,169.79
It was **resolved** to approve the earmarked reserves and general reserves.

73. To consider the reserves transfer report and agree actions

The reserves transfer report was considered.
It was **resolved** to approve the reserves transfer report.

74. To receive an update regarding the Unity Trust Bank bank mandate and agree actions

An update regarding the Unity Trust Bank bank mandate was received. It was noted that the mandate change had been held up due to signature issues. It was noted that this issue has meant that no payments could be made from the bank account since December.
It was noted that the change application has now been approved, so new signatories will be able to access the banking system.

75. To receive a report following the Internal Financial Check and agree actions

It was noted that Cllr Blackwell carried out an Internal Financial Check on 14 February 2025, and the report was considered.
It was noted that the Clerk's salary has not been paid in full due to the issues with the bank mandate.

Signed

(Chairman)

Date

2025/7

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76. To receive a report following the asset inspection and agree actions

It was noted that the asset inspection had not taken place, but was due to be carried out by 31 March 2025.

77. To select a new lead councillor for the Spelsbury Memorial Hall

It was **resolved** that Cllr Beacham will be the new lead councillor for Spelsbury Memorial Hall.

78. To select a new lead councillor for Spelsbury playground

It was **resolved** that Cllr J Harvey will be the new lead councillor for Spelsbury playground.

79. To review and approve the lead councillor roles and Terms of Reference, proposed by Cllr Beacham

The lead councillor roles and Terms of Reference were considered.

It was **resolved** not to change the lead councillor roles and Terms of Reference.

80. To receive a report following the interim internal audit and agree actions

The interim internal audit report was considered.

The recommendations from the internal auditor were considered:

- To consider using an accounting package – it was **resolved** not to use an accounting package.
- To increase the number of councillors as bank signatories – the Council will be increasing the number bank signatories when the bank mandate issue has been resolved.
- To provide the Clerk with a debit card – this will be arranged when the bank mandate issue has been resolved.
- To state the anticipated receipts and payments when agreeing the budget in the minutes – these figures will be included in next year's minutes.
- To publish a list of reserves on the website – the list has been added to the Accounts page.
- To ringfence a reserve for elections – It was **resolved** not to create an election expenses reserves, due to the way WODC advise of the election expenses and add them to the precept form.
- To consider paying the Home Working Allowance of £26/month to the Clerk – it was **resolved** to pay the £26/month Home Working Allowance to the Clerk from April 2025, to be funded from general reserves.
- To consider including photographs of assets in the Asset Register, and publishing them on the website – it was **resolved** to map the assets using Parish Online and add photographs to that system, then investigate how this data can be published.
- To regularly inspect all assets – it was noted that the annual asset inspection is due to take place by 31 March 2025.
- That the previous five year's of AGAR reports should be published on the website – the extra year's AGAR information has been published on the website.
- That a list of councillor responsibilities be published on the website – this information is available on the website.
- That councillors should attend regular training – the Council will organise training for councillors.
- That the Register of Member's Interests must be accessible from the council website – the link to WODC's website has been updated.
- To consider providing a mobile phone to the Clerk – it was **resolved** not to provide a mobile phone to the Clerk. The Clerk uses one phone number for a number of councils. This system works adequately, and provides the community with a longer amount of time within which the Clerk can be contacted, than if the Clerk had a Council phone on only when working for Spelsbury Parish Council.

81. To review and approve the Sexual and General Harassment Policy

It was **resolved** to approve the Sexual and General Harassment Policy.

82. To review and approve the Press and Media Policy

It was **resolved** to approve the Press and Media Policy.

83. To review and approve the Co-option Policy

It was **resolved** to approve the Co-option Policy.

84. To review and approve the Staff Recruitment and Retention Policy

It was **resolved** to approve the Staff Recruitment and Retention Policy.

85. To consider amending Standing Order 10 a xv in relation to Standing Order 3x, regarding the time and reason for a meeting extension, proposed by Cllr Beacham

The Council considered amending Standing Order 10 a xv in relation to Standing Order 3x, regarding the time and reason for a meeting extension.

It was **resolved** not to amend Standing Order 10 a xv in relation to Standing Order 3x, regarding the time and reason for a meeting extension.

Signed

(Chairman)

Date

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86. 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 Talking Tables training, at a cost of £55.

It was noted that the Councillor training needs to be arranged.

87. To consider a limit on the number of motions on agendas, and agree actions, proposed by Cllr Beacham

A limit on the number of motions on agendas was considered.

It was **resolved** not to limit the number of motions on agendas.

88. To reconsider creating a Parish Plan for the parish, consider training options and agree actions, proposed by Cllr Beacham

Creating a Parish Plan and training options were considered.

It was **resolved** to discuss the Parish Plan at the Annual Parish Meeting and request comments and feedback from the community, then use this feedback to determine whether to create a Parish Plan.

Correspondence and information

89. To receive items for information only

- It was reported that a replacement sign for Dean on the B4026 has been installed.

Next meeting

90. 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

- None.

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.

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

The next meeting will be the Annual Council Meeting held on Tuesday 06 May 2025, at 7.30 pm, at Spelsbury Memorial Hall.

Confidential

92. 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.

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

An update regarding the playground lease was received and noted.

94. The meeting was closed at 10.05 pm.