

Spelsbury Parish Council

MINUTES 20240702

JULY 2, 2024

7.34 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell (Chair), Cllr J Harvey, Cllr S Harvey, Cllr Heelas, Cllr Lambert, Anne Ogilvie (Clerk) WODC Cllr Ridpath OCC Cllr Leffman No members of the public
ABSENT	None

175. Welcome from the Chair

The Chair welcomed everyone to the meeting.

176. To receive apologies for absence

None.

177. To approve and sign the minutes of the meeting on 21 May 2024

It was **resolved** to approve the minutes of the meeting on 21 May 2024. The minutes were signed by the Chair.

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

None.

179. 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.

180. To receive reports from County and District Councillors

WODC Cllr Ridpath:

- Advised that funding is available for retrofit insulation.
- Advised that the European Political Community Event at Blenheim Palace in July is likely to cause local traffic issues.
- Advised that the District Council is encouraging all Parish Councils to have emergency plans.

OCC Cllr Leffman:

- Advised that quite a large number of roads in the area had been resurfaced.
- Advised that OCC had applied to become a Council of Sanctuary.
- Advised that OCC had agreed to a statement regarding modern slavery.
- Advised that the Oxfordshire Councils Charter would be signed at the OALC AGM this month.

Cllr Graham raised the issue of overgrown verges at junction impeding vision splays.

Council raised concern about the speed of traffic in the parish, and was advised that it can request a speed reduction, which would be investigated by OCC.

Cllrs Leffman and Ridpath left the meeting.

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

The Clerk's report was received and noted.

Planning and enforcement

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

None.

183. Updates of previous planning applications and enforcement actions

None.

It was noted that OCC Footpath Diversions and Modifications have come into force.

Signed

(Chairman)

Date

2024/17

Spelsbury Parish Council

Parish Maintenance

184. To consider the issue of flytipping in the parish and agree actions

The issue of flytipping in the parish was considered.

It was **resolved** that councillors would keep a note of the position and volume of flytipping, and bring this information to the next council meeting.

185. To consider the speed limits on local roads and agree actions

Speed limits on local roads were considered.

It was **resolved** that the Clerk would distribute a parish map to councillors to log areas of concern.

It was **resolved** that councillors would bring their maps to the next council meeting, and Council would create a speed limit proposal to send to OCC.

186. To consider the usage of the speed indication device and agree actions

It was **resolved** that Cllrs Blackwell and S Harvey would manage the speed indication device and collect data for the Council.

Playground

187. To note that the annual independent playground inspection has been scheduled to take place in July

It was noted that the annual independent playground inspection is scheduled to take place in July.

188. To receive the playground inspection reports and agree actions

The playground inspection reports were received and noted.

189. To consider the playground maintenance and agree actions

Playground maintenance matters were discussed.

It was **resolved** to request that Cottsway Housing Association carry out maintenance on the access paths to the playground.

It was **resolved** to delegate authority to the Clerk to purchase new signs for the two playground entrances.

It was **resolved** that the bench requires cleaning and a new protective coating.

It was **resolved** that the swing needs repainting.

It was **resolved** that the seesaw needs repainting.

It was **resolved** that Cllrs Blackwell and S Harvey would carry out the equipment maintenance required.

It was **resolved** to investigate who empties the playground bin.

Cllr Beacham left the meeting.

Community

190. To consider how public participation at council meetings can be improved and agree actions

It was **resolved** to create posters, undertake a leaflet drop and write an article for the Parish Magazine to encourage greater public participation at council meetings.

It was **resolved** that Cllrs J and S Harvey would lead the creation of the posters, undertaking a leaflet drop and writing an article for the Parish Magazine.

It was **resolved** to delegate authority to the Clerk to purchase posters and leaflets as required.

It was **resolved** that councillors would carry out the leaflet drop.

191. To receive an update regarding the "Pub for a day" commemorating the 100th anniversary of the fire which destroyed the Chequers Inn

There was no update.

It was **resolved** that the Council would consider involvement in the "Pub for a day" if requested by the community.

Finance and administration

192. To ratify the expenditure since the last meeting

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

Anne Ogilvie	Salary – June	SO
Anne Ogilvie	Salary – June (remainder)	Bank transfer

193. To approve the current expenditure

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

OCC LGPS	Pension – June	Bank transfer
TP Jones & Co LLP	Payroll – Apr-Jun	£59.40 Bank transfer

Signed	(Chairman)	Date
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Spelsbury Parish Council

Spelsbury Memorial Hall	July council meeting	£16.00	Bank transfer
Hugopickering.com	June mailboxes	£46.20	Bank transfer
Parish Online	Domain, website, mailboxes	£258.00	Bank transfer
SLCC	Clerk membership – part	£41.16	Bank transfer
Clerk admin reimbursement		£175.11	Bank transfer
Hugopickering.com	July mailboxes	£46.20	Bank transfer
Leyson Farming	Playground mowing Apr-Jun	£196.00	Bank transfer

194. 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.

195. To note monies received

None.

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

Unity Trust current account as of 03 June 2024 - £11,224.50

Credit in the HMRC PAYE account at 31 May 2024 - £124.39

197. To approve the bank reconciliation

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

Unity Trust current account to 31 May 2024

Unity Trust current account to 03 June 2024

198. To approve the finance update

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

Receipts to 31 May 2024 - £4,608.50

Payments to 31 May 2024 - £1,697.50

Balance to 31 May 2024 - £11,348.89

199. To approve the budget update

It was noted that 18% of the budget had been used to 31 May 2024.

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

200. To approve the earmarked and general reserves update

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

Reserve levels as of 31 May 2024 – Earmarked reserves: £523.01; General reserves: £7,914.88.

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

201. To consider the earmarked and general reserve levels and agree actions

It was **resolved** to close the dog waste bins earmarked reserve (£333.64), and transfer the funds to general reserves.

It was **resolved** to close the 20 mph speed limit earmarked reserve (£100.00), and transfer the funds to general reserves.

202. To create committees to carry out Council business and agree terms of reference (deferred from the Annual Council Meeting)

It was **resolved** not to create committees to carry out Council business.

203. To appoint members to serve on the committees (deferred from the Annual Council Meeting)

Motion not required as no committees created.

204. To review existing working groups and review their terms of reference (deferred from the Annual Council Meeting)

It was **resolved** to close the Climate Action working group.

It was **resolved** to close the Parish Plan working group.

205. To create new working groups to carry out Council business and agree terms of reference (deferred from the Annual Council Meeting)

It was **resolved** not to create new working groups to carry out Council business.

206. To appoint members to serve on the working groups (deferred from the Annual Council Meeting)

Motion not required as no new working groups created.

207. To review and approve the Lead Councillor terms of reference

It was **resolved** to approve the Lead Councillor terms of reference.

Signed

(Chairman)

Date

2024/19

Spelsbury Parish Council

208. To agree the Council project list and priorities for 2024-2025 (deferred from the Annual Council Meeting)

It was noted the Council had not agreed any new projects for 2024-2025.

It was noted that the new council website needs to be populated.

209. To review and approve the Disciplinary and Grievance Policy

It was **resolved** to approve the Disciplinary and Grievance Policy.

210. To review and approve the Health and Safety Policy

It was **resolved** to approve the Health and Safety Policy.

211. To review and approve the Pension Discretionary Policy

It was **resolved** to approve the Pension Discretionary Policy.

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

Training options were considered. No training requests were made.

Correspondence and information

213. To receive items for information only

- Website update – the new website, spelsbury-pc.gov.uk, is now live. Some further work is required.

- Old website – it has been requested that the old website remains live until the new one has been completed.

- New mailboxes for the Clerk and councillors have been set up.

- Old mailboxes will be cancelled at the end of July except for the Clerk's, which will remain live to ensure contact information has been updated.

214. 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 September council meeting:

- Flytipping update

- Public participation update

- Speed limit update

- Parish emergency plan

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.

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

The next meeting will be held on Tuesday 03 September 2024, at 7.30 pm, at Spelsbury Memorial Hall.

Confidential

216. 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.

217. To consider staffing matters and agree actions

It was **resolved** to move the Clerk to the LC2 (below substantive range) pay scale.

It was **resolved** to move the Clerk to SCP18 from 01 July 2024.

218. The meeting was closed at 10.17 pm.

Signed

(Chairman)

Date

2024/20