

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

Council members are hereby summoned to attend the Parish Council Meeting on Tuesday 01 July 2025 at 7.30 pm, at Spelsbury Memorial Hall

Please inform the Clerk if you are unable to attend.

Anne Ogilvie

Anne Ogilvie - Spelsbury Parish Clerk

25 June 2025

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960

AGENDA

1. Welcome from the Chair
2. To receive apologies for absence
3. To approve and sign the minutes of the meeting on 20 May 2025
4. To receive declarations of interest from Members regarding items on the agenda
5. To receive an update regarding the councillor vacancy and agree actions
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, or request the inclusion of an item on a future agenda. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person.
7. To receive reports from County and District Councillors
8. To receive an introduction to the OCC Tree Service from an OCC Tree Service Officer
9. To receive and comment on the Clerk's report

Planning and enforcement

10. Any planning applications received before the date of the meeting
11. To receive an update of previous planning applications and enforcement actions

Playground

12. To receive the regular playground inspection reports and agree actions
13. To consider the playground maintenance issues and agree actions
14. To note that the annual independent playground inspection by Playsafety Ltd has been arranged to take place in July

Community

15. To receive information from the OCC Tree Service regarding tree pruning to provide Statutory Highway Clearance for a school bus route and agree actions
16. To receive an update following the Annual Parish Meeting and agree actions

Finance and administration

17. To ratify the expenditure since the last meeting
18. To approve the current expenditure

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19. To instruct the current bank signatories to process the approved payments
20. To note monies received
21. To receive the update of the current status of the bank accounts
22. To approve the bank reconciliation
23. To approve the finance update
24. To approve the budget update
25. To approve the earmarked and general reserves update
26. To receive a report following the asset inspection and agree actions (deferred from May meeting)
27. To confirm the date and time of the internal councillor training and agree actions
28. To consider training options for Councillors and the Clerk, and agree actions
29. To consider a having a lead councillor for Spelsbury playground and agree actions
30. To review and approve the Staffing Committee Terms of Reference
31. To consider the Letter of Engagement for the 2025-2026 internal auditor and agree actions
32. To review and approve the IT Policy
33. To review and approve the Sickness and Absence Policy
34. To review and approve the Risk Assessment
35. To review and approve the Virtual Meeting Procedure

Correspondence and information

36. To receive items for information only

Next meeting

37. 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
38. Next meeting – to note date, time and venue of the next meeting