

# Spelsbury Parish Council

MINUTES 20250701

JULY 1, 2025

7.30 PM

SPELSBURY MEMORIAL HALL

|                  |                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ATTENDEES</b> | Cllr Beacham (Vice-Chair), Cllr Harvey, Cllr Heelas, Cllr Lambert<br>Anne Ogilvie (Clerk)<br>OCC Tree Service Officer<br>2 members of the public |
| <b>ABSENT</b>    | Cllr Blackwell                                                                                                                                   |

## 164. Welcome from the Chair

The Vice-Chair, Cllr Beacham, welcomed everyone to the meeting, in the absence of the Chair.

## 165. To receive apologies for absence

Apologies were received from Cllr Blackwell and OCC Cllr Leffman.

## 166. To approve and sign the minutes of the meeting on 20 May 2025

It was **resolved** to approve the minutes of the meeting on 20 May 2025. The minutes were signed by the Chair.

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

None.

## 168. To receive an update regarding the councillor vacancy and agree actions

It was noted that no applications to join the Council had been received.

## 169. 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.

## 170. To receive reports from County and District Councillors

OCC Cllr Leffman:

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

## 171. To receive an introduction to the OCC Tree Service from an OCC Tree Service Officer

OCC Senior Tree Officer Dave Baldwin gave an introduction to OCC's Tree Service. The Tree Service is responsible for all trees on OCC's land, which are all being recorded on one system, and for planting and maintaining OCC's trees.

It was noted that any enquiries regarding OCC's trees should be logged on FixMyStreet.

## 172. To consider moving item 15 on the agenda to precede item 9 on the agenda

Cllr Beacham proposed moving item 15 on the agenda to precede item 9 on the agenda.

It was **resolved** to move item 15 on the agenda to precede item 9 on the agenda.

## 173. To receive information from OCC Tree Service regarding tree pruning to provide statutory Highway Clearance for a school bus route and agree actions

OCC Senior Tree Officer Dave Baldwin advised that the bus providing the service for The Cotswold School will be changing from a single to a double-decker from September, and that OCC will be contacting landowners, where needed, to advise that tree pruning will be required to provide the statutory Highway Clearance.

It was **resolved** to provide information about the statutory Highway Clearance on the council's website and Facebook page.

## 174. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

The Clerk advised that a hiring charge arrangement had been agreed with the Memorial Hall.

The Clerk advised that two representatives from the council had been invited to WODC's Town and Parish Council and Parish Meeting forum in August.

## Planning and enforcement

## 175. Any planning applications received before the date of the meeting

None.

## 176. Updates of previous planning applications and enforcement actions

**25/00338/HHD** – Conversion of outbuilding to a self-contained annex along with erection of a single

Signed

(Chairman)

Date

2025/17

## Spelsbury Parish Council

storey extension linking the dwelling to annex. Removal of existing concrete shed. Construction of a timber shed and associated works – 1 South View, Dean

Approved – 17 June 2025

### Playground

#### 177. To receive the regular playground inspection reports and agree actions

The playground inspection reports were received and noted.

It was noted that there were no new issues.

#### 178. To consider the playground maintenance issues and agree actions

It was noted that the agreed playground maintenance was ongoing.

#### 179. To note that the annual independent playground inspection by Playsafety Ltd has been arranged to take place in July

It was noted that the annual independent playground inspection by Playsafety Ltd had been arranged to take place in July, at a cost of £80 for up to five items of equipment.

### Community

#### 180. To receive an update following the Annual Parish Meeting and agree actions

An update following the Annual Parish Meeting was received. It was noted that the meeting was not well attended, so views regarding Community Speedwatch and a Parish Plan were not received from residents.

It was **resolved** to obtain costs for a leaflet to be distributed to residents to request views on a Community Speedwatch Scheme and a Parish Plan.

### Finance and administration

#### 181. To ratify the expenditure since the last meeting

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

|                  |                           |       |               |
|------------------|---------------------------|-------|---------------|
| Anne Ogilvie     | Salary – May              |       | SO            |
| Anne Ogilvie     | Salary – May (remainder)  |       | Bank transfer |
| HMRC             | PAYE/NI – May             |       | Bank transfer |
| OCC LGPS         | Pension – May             |       | Bank transfer |
| Anne Ogilvie     | Salary – June             |       | SO            |
| Anne Ogilvie     | Salary – June (remainder) |       | Bank transfer |
| HMRC             | PAYE/NI – June            |       | Bank transfer |
| OCC LGPS         | Pension – June            |       | Bank transfer |
| Unity Trust Bank | April bank charge         | £6.00 | Bank transfer |
| Unity Trust Bank | May bank charge           | £6.00 | Bank transfer |

#### 182. To approve the current expenditure

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

|                         |                                  |         |               |
|-------------------------|----------------------------------|---------|---------------|
| SLCC                    | Annual membership                | £53.25  | Bank transfer |
| Parish Online           | Website and email                | £378.00 | Bank transfer |
| Richard Thorpe          | Playground maintenance – May     | £37.50  | Bank transfer |
| Richard Thorpe          | Playground maintenance – June    | £75.00  | Bank transfer |
| Spelsbury Memorial Hall | Hall hire – APM                  | £10.00  | Bank transfer |
| Spelsbury Memorial Hall | Hall hire – July & APM remainder | £25.00  | Bank transfer |
| Anne Ogilvie            | Clerk reimbursement              | £35.72  | Bank transfer |

#### 183. 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.

#### 184. To note monies received

None.

#### 185. To receive an update of the current status of the bank accounts

Unity Trust current account as of 31 May 2025 - £13,618.64

Credit in the HMRC PAYE account as of 31 May 2025 - £77.79

#### 186. To approve the bank reconciliation

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

Unity Trust current account to 31 May 2025.

#### 187. To approve the finance update

Receipts to 31 May 2025 - £5,821.00

Payments to 31 May 2025 - £1,893.22

Signed

(Chairman)

Date

## Spelsbury Parish Council

Balance to 31 May 2025 - £12,653.06

It was **resolved** to approve the finance update to 31 May 2025.

### **188. To approve the budget update**

It was noted that 14% of the budget had been used to 31 May 2025.

It was noted the office consumables was currently overbudget, and the insurance was overbudget by £4.72.

It was **resolved** to approve the budget update to 31 May 2025.

### **189. To approve the earmarked and general reserves update**

It was noted that the following earmarked reserves and general reserves had been used to 31 May 2025:

Earmarked reserves: used £0, remaining £689.37

General reserves: used £252.00, remaining £7,783.91

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

### **190. To receive a report following the asset inspection and agree actions (deferred from May meeting)**

It was **resolved** to defer receiving the report following the asset inspection to the next meeting.

### **191. To confirm the date and time of the internal councillor training and agree actions**

It was **resolved** to hold the internal councillor training at 6.30pm on 29<sup>th</sup> July.

### **192. To consider training options for Councillors and the Clerk, and agree actions**

Training options were considered and noted.

### **193. To consider having a lead councillor for Spelsbury playground and agree actions**

It was **resolved** to appoint Cllr Harvey as the lead councillor for Spelsbury playground.

### **194. To review and approve the Staffing Committee Terms of Reference**

The Staffing Committee Terms of Reference was reviewed and amendments made.

It was **resolved** to approve the Staffing Committee Terms of Reference.

It was **resolved** to consider the membership of the Staffing Committee following advice from OALC at the next meeting.

### **195. To consider the Letter of Engagement for the 2025-2026 internal auditor and agree actions**

The Letter of Engagement for the 2025-2026 internal auditor was considered.

It was **resolved** to sign the Agreement of Terms for the 2025-2026 internal audit with Theresa Goss.

### **196. To review and approve the IT Policy**

It was **resolved** to approve the IT Policy.

### **197. To review and approve the Sickness and Absence Policy**

It was **resolved** to approve the Sickness and Absence Policy.

### **198. To review and approve the Risk Assessment**

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

### **199. To review and approve the Virtual Meeting Procedure**

It was **resolved** to approve the Virtual Meeting Procedure.

### **Correspondence and information**

### **200. To receive items for information only**

None.

### **Next meeting**

### **201. 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.

### **202. Next meeting – to note date, time and venue of next meeting**

The next meeting will be held on Tuesday 02 September 2025, at 7.30 pm, at Spelsbury Memorial Hall.

### **203. The meeting was closed at 8.33 pm.**

Signed

(Chairman)

Date

2025/19