

Spelsbury Parish Council

MINUTES 20250525

MAY 20, 2025

7.31 PM

SPELSBURY MEMORIAL HALL

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

95. To elect the Chair of the Council

Cllr Blackwell was proposed by Cllr Heelas and seconded by Cllr Harvey. He was voted as Chair by a show of hands.

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

96. 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.

97. Welcome from the Chair

The Chair welcomed everyone to the meeting.

98. To elect the Vice-Chair of the Council

Cllr Beacham was proposed by Cllr Blackwell and seconded by Cllr Harvey. He was voted as Vice-Chair 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.

99. To receive the Acceptance of Office from the Vice-Chair

The Acceptance of Office of the Vice-Chair was signed by Cllr Beacham in the presence of the Clerk.

100. To receive apologies for absence

Apologies were received from Cllr Lambert.

101. To approve and sign the minutes of the meeting on 04 March 2025

It was **resolved** to approve the minutes of the meeting on 04 March 2025. The minutes were signed by the Chair.

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

None.

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

The vacancy had been published, but no applications had been received. It was noted that the Council is now able to invite someone to join the Council.

104. 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.

105. To receive reports from County and District Councillors

WODC Cllr Ridpath:

- Advised that WODC had been in a quiet period, due to the County Council elections
- Advised that the first meeting in the "new year" would take place tomorrow.
- Believed that the traffic problems on Curdle Hill had improved compared to previous years.
- Advised that he would have more information about the Local Government Reorganisation later in the year.

Cllr Ridpath left the meeting.

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

The Clerk's report was received and noted.

The Clerk reported that the annual independent playground inspection has been scheduled for July.

Signed

(Chairman)

Date

2025/10

Spelsbury Parish Council

Annual Matters

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

It was **resolved** to create a Staffing Committee to carry out Council business.

It was **resolved** that draft Terms of Reference for the Staffing Committee would be considered at the next Council meeting.

108. To appoint members to serve on the committees

It was **resolved** to appoint the following members to serve on the Staffing Committee:

- Cllr Beacham, Cllr Blackwell, Cllr Heelas

109. To create working groups to carry out Council business and agree their terms of reference

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

110. To appoint members to serve on the working groups

Motion not required as no working groups created.

111. To appoint lead councillors and agree their terms of reference

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

- Spelsbury Memorial Hall – Cllr Beacham

It was **resolved** to approve the Lead Councillor Terms of Reference.

112. 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).

113. 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.

114. 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 Beacham would be the Council representative for the Spelsbury Memorial Hall.

115. To review and approve the delegation arrangements to the Clerk

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 the 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

116. 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

117. To review and approve the asset register

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

118. To review and adopt the Standing Orders

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

119. To review and adopt the Financial Regulations

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

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

It was **resolved** to approve the Complaints Procedure.

It was **resolved** to approve the Compliments and Complaints Form.

It was **resolved** to approve the Habitual or Vexatious Complaints Policy.

Signed

(Chairman)

Date

2025/11

Spelsbury Parish Council

121. 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.

122. To approve the Councillor Code of Conduct

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

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

It was noted that the current insurer is Zurich Municipal, and the renewal date is 01 June 2025.

Three insurers were approached regarding renewal. Advice was received from two that their minimum premium level would be over £650.

It was **resolved** to renew the insurance with Zurich Municipal at a cost of £504.72.

124. 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 (Oxfordshire Association of Local Councils)
- SLCC membership (Society of Local Council Clerks)
- ICO registration (Information Commissioner's Office)

125. 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 2026:

Spelsbury Memorial Hall	Hall hire
Richard Thorpe	Playground grass cutting
TP Jones & Co LLP	Payroll services
ICO	GDPR/Data Protection Registration
Playsafety Ltd	Annual playground inspection
Cottsway Housing Association	Playground rent
Parish Online	Council mailboxes, domain and website
Parish Online	Mapping software
OCC Pension Fund	LGPS staff pension
Unity Trust Bank	Bank charges
Elan City Ltd	Speed indication device repairs/consumables
Clerk	Administration expenses
Clerk	Parish maintenance supplies/expenses

126. To approve the Scheduled Payments List and suppliers for the year to May 2026

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2026:

Anne Ogilvie	Salary (max 24 hours per month)	Monthly
HMRC	PAYE/NI	Monthly
TP Jones & Co LLP	Payroll	Monthly
OALC	Annual subscription	Annually
ICO	Data protection fee	Annually
Richard Thorpe	Spelsbury playground maintenance	Monthly
Council insurance company	Insurance renewal	Annually
Cottsway Housing Association	Rent – Spelsbury playground land	Annually
Playsafety Ltd	Annual playground inspection	Annually
Anne Ogilvie	Council administration	Monthly
Anne Ogilvie	Parish maintenance expenses	Monthly
Council chosen provider	Antivirus software subscription	Annually
Council chose provider	Computer admin software subscription	Annually
SLCC	Part of Clerk's subscription	Annually
Spelsbury Memorial Hall	Hall hire	Monthly
Parish Online	Mailboxes, domain, website	Annually
Parish Online	Mapping software	Annually
OCC Pension Fund	LGPS staff pension	Monthly

127. To approve the direct debits and standing orders for the year to May 2026

It was **resolved** to approve the following direct debits and standing orders for the year to May 2026:

Signed _____ (Chairman) _____ Date _____

Spelsbury Parish Council

Anne Ogilvie
ICO
Cottsway Housing Association
HMRC

Salary (max 24 hours per month)
Data protection fee
Spelsbury playground land rent
PAYE/NI

Monthly - SO
Annually – DD
Annually – DD
Monthly – DD

128. To review the bank mandate and agree actions

The bank mandate was reviewed.

It was **resolved** to add Ben Lambert as a signatory.

It was **resolved** to remove Simeon Harvey, Richard Leyland and Hugo Pickering as signatories.

It was **resolved** to approve the bank mandate.

129. To review and approve the system for managing grants and donations for the year to 31 March 2026

The Grants and Donations Policy was noted.

It was **resolved** to consider grants and donations as they are received by the Council. Grants and donation requests will be forwarded to councillors, and added to the next meeting agenda for Council consideration if requested by a councillor.

130. To determine the date, 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 01 July 2025
- Tuesday 02 September 2025
- Tuesday 04 November 2025
- Tuesday 06 January 2026
- Tuesday 03 March 2026
- Tuesday 05 May 2026 (Annual Council Meeting)

Spelsbury Memorial Hall had contacted the Council regarding the length of the hall bookings, advising the Council that some meetings had extended beyond the booked two hours.

It was **resolved** to delegate authority to the Clerk to agree a length of hall hire arrangement with Spelsbury Memorial Hall.

It was noted that the cost of hall hire had increased from £8 per hour to £10 per hour from 01 May 2025.

131. To review and approve the Action Plan for 2025- 2026

It was **resolved** to approve the Action Plan for 2025-2026.

132. To agree the Council project and priorities for 2025-2026

The Council consider its projects and priorities for 2025-2026.

It was **resolved** that the current priorities are:

- Purchasing a new council computer
- Agreeing legally required amendments with Cottsway Housing Association in the lease for Spelsbury playground land

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

It was **resolved** to retain the services of the current internal auditor, Theresa Goss, for the current financial year.

134. To receive and comment on the RFO's review of the annual accounts to 31 March 2025

The RFO gave a report of the annual accounts to 31 March 2025.

Total receipts were £9,350.72

Total payments were £9,063.33

The ending balance at 31 March 2025 was £8,725.28, which formed the opening balance for 2025-2026.

The Council used 95% of the 2024-2025 budget, approved in January 2024.

The Council used £0.00 of earmarked reserves.

The Council used £79.20 of general reserves.

The internal auditor for 2024-2025 was Theresa Goss.

The councillors had no comments.

135. To approve the Statement of Accounts to 31 March 2025

It was **resolved** to approve the Statement of Accounts to 31 March 2025.

Signed

(Chairman)

Date

Spelsbury Parish Council

136. To approve the bank reconciliation to 31 March 2025

It was **resolved** to approve the bank reconciliation to 31 March 2025.

137. To receive and comment on the internal audit report for the year ending 31 March 2025

The internal audit report for the year ending 31 March 2025 was received and noted.

It was noted that there were no further recommendations from the internal auditor following the completion of the internal audit. Actions recommended by the internal auditor following the interim internal audit had been considered at the meeting on 04 March 2025.

138. To approve and sign the Annual Governance Statement for the year ending 31 March 2025

The Annual Governance Statement for the year ending 31 March 2025 was completed by the Council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2025. The Statement was signed by the Chair and the Clerk.

139. To approve and sign the Accounting Statements for the year to 31 March 2025

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 2025.

The Accounting Statements were signed by the Chair.

140. To approve the Certificate of Exemption – AGAR 2024-2025

The Council considered the Certificate of Exemption for 2024-2025.

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.

141. 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 2025 as the commencement date, with the end date being 14 July 2025. These dates were checked for compliance.

It was **resolved** to approve 03 June 2025 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2025.

Planning and enforcement

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

25/00338/HHD – Conversion of outbuilding to a self contained annex along with erection of a single storey extension linking the dwelling to annex. Removal of existing concrete shed. Construction of a timber shed and associated works

1 South View, Dean

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

143. Updates of previous planning applications and enforcement actions

24/03288/HHD – Erection of two-storey side extension and single-storey rear extension – Glebe Cottage, Church Lane, Spelsbury
Approved – 21 March 2025

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
Approved – 28 March 2025

25/00320/HHD – Alterations to existing dwelling to include provision of Juliet balcony to bed 2 (West elevation), dormer windows 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
Approved – 08 April 2025

25/00101/FUL – Erection of a stone structure to form a tethering block for stock management – Middle Farm, Taston
Approved – 25 April 2025

Spelsbury Parish Council

Playground

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

The playground inspection reports were received and noted.

It was noted that hedge around the bin needs to be cut back. Cllr Blackwell advised that he would carry this out.

It was noted that the agreed playground maintenance needs to be carried out.

145. To consider the playground maintenance issues and agree actions

It was noted that the 2025 playground grass cutting contract had been awarded to Richard Thorpe, at a cost of £25 per hour.

It was noted that the hedge cutting had been carried out.

It was noted that the agreed playground maintenance needs to be carried out.

Community

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

It was noted that the Annual Parish Meeting had not taken place.

It was agreed to hold the Annual Parish Meeting on Tuesday 17 June 2025, at 7.30 pm, at Spelsbury Memorial Hall.

The Chair will arrange the event and invitations with support from the Clerk.

Finance and administration

147. 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
HMRC	PAYE/NI – March		Bank transfer
OCC LGPS	Pension – March		Bank transfer
Anne Ogilvie	Salary – April		SO
Anne Ogilvie	Salary – April (remainder)		Bank transfer
HMRC	PAYE/NI – April		Bank transfer
OCC LGPS	Pension – April		Bank transfer
Unity Trust Bank	February bank charge	£6.00	Bank transfer
Unity Trust Bank	March bank charge	£6.00	Bank transfer
OALC	Talking Tables Training	£66.00	Bank transfer
Spelsbury Memorial Hall	Hall hire - March	£16.00	Bank transfer
TP Jones & Co LLP	Payroll – Jan-Mar	£59.40	Bank transfer
Anne Ogilvie	Clerk reimbursement	£73.60	Bank transfer
WTG Consultants Ltd	Internal audit – final report	£100.00	Bank transfer
WODC	2024 election	£200.00	Bank transfer

148. To approve the current expenditure

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

Spelsbury Memorial Hall	Hall hire - May	£20.00	Bank transfer
Richard Thorpe	Playground maintenance – April	£50.00	Bank transfer

149. 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.

150. To note monies received

WODC	Precept – April	£5,821.00
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151. To receive an update of the current status of the bank accounts

Unity Trust current account as of 30 April 2025 - £14,145.90

Credit in the HMRC PAYE account at 30 April 2025 - £79.39

152. To approve the bank reconciliations

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

Unity Trust current account to 28 February 2025, 31 March 2025, 30 April 2025

153. To approve the finance update

Receipts to 30 April 2025 - £5,821.00

Payments to 30 April 2025 - £768.65

Signed

(Chairman)

Date

2025/15

Spelsbury Parish Council

Balance to 30 April 2025 - £13,777.63

It was **resolved** to approve the finance update to 30 April 2025.

154. To approve the budget update

It was noted that 5% of the budget had been used to 30 April 2025.

It was **resolved** to approve the budget update to 30 April 2025.

155. To approve the earmarked and general reserves update

It was noted that the following earmarked reserves and general reserves had been used to 30 April 2025.

Earmarked reserves: used £0, remaining £689.37

General reserves: used £200.00, remaining £7,835.91

It was **resolved** to use General Reserves to cover the £200 cost of the 2024 election.

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

156. To receive a report following the asset inspection and agree actions (deferred from March meeting)

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

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

Training options were considered.

Dates, times and venues were discussed for councillor training. It was agreed to hold the training on a Tuesday evening. The Clerk will co-ordinate with councillors to agree a date.

It was **resolved** to approve the Clerk to attend the SLCC National Conference 2025 and the SLCC Practitioners' Conference 2026.

Correspondence and information

158. To receive items for information only

- It was noted that the Clerk will be taking annual leave over the summer.

Next meeting

159. 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.

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

The next meeting will be held on Tuesday 01 July 2025, at 7.30 pm, at Spelsbury Memorial Hall.

Confidential

161. 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.

162. To receive a report following the Clerk's annual appraisal and agree actions

A report following the Clerk's annual appraisal on 14 March 2025 was received and noted.

It was **resolved** to increase the Clerk's salary from SCP18 to SCP19 to be backdated to 01 May 2025.

163. The meeting was closed at 9.40 pm.

Signed

(Chairman)

Date

2025/16