

Spelsbury Parish Council

MINUTES 20260505

MAY 5, 2026

7.32 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Beacham, Cllr Blackwell (Chair), Cllr Harvey, Cllr Lambert Anne Ogilvie (Clerk) No members of the public OCC Cllr Leffman
ABSENT	Cllr Heelas

74. To elect the Chair of the Council

The outgoing Chair, Cllr Blackwell, called for nominations for the new Chair.

Cllr Blackwell was proposed by Cllr Lambert and seconded by Cllr Harvey. He was elected by a show of hands.

It was **resolved** to elect Cllr Blackwell as the Chair of the Council.

75. To receive the Acceptance of Office from the Chair

The Acceptance of Office of Chair was signed by Cllr Blackwell in the presence of the Clerk.

76. Welcome from the Chair

The Chair, Cllr Blackwell, welcomed everyone to the meeting.

77. To elect the Vice-Chair of the Council

Cllr Beacham was proposed by Cllr Blackwell and seconded by Cllr Harvey. He was elected by a show of hands.

It was **resolved** to elect Cllr Beacham as the Vice-Chair of the Council.

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

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

79. To receive apologies for absence

Apologies were received from Cllr Heelas and WODC Cllr Ridpath.

80. To approve and sign the minutes of the meeting on 03 March 2026

It was **resolved** to approve the minutes of the meeting on 03 March 2026. The minutes were signed by the Chair.

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

None.

82. 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.

83. To receive reports from County and District Councillors

OCC Cllr Leffman reported that:

- The District Council elections will take place on Thursday.
- There is no update regarding Local Government Reorganisation.
- Road repairs are ongoing, and that the logged pothole work should be completed by the end of May.
- Eighty seven roads are being surfaced dressed this year.
- The illegal waste dump near Kidlington is being cleared by The Environment Agency.
- The Old London Road surface has been repaired.
- Following a cabinet meeting it has been agreed not to close any small fire station, and to try to recruit more on-call fire officers. There will be an increase in the number of full-time fire officers at Chipping Norton.

The written report from WODC Cllr Ridpath was noted.

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

The Clerk's report was received and noted.

Signed

(Chairman)

Date

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Annual Matters

- 85. To review existing committees to carry out Council business and agree their terms of reference**
It was **resolved** to retain the Staffing Committee, and approve the terms of reference.
- 86. To create committees to carry out Council business and agree their terms of reference**
It was **resolved** not to create any further committees to carry out Council business.
- 87. To appoint members to stand on the committees**
It was **resolved** to appoint the following members to serve on the Staffing Committee:
Cllr Beacham, Cllr Harvey, Cllr Lambert.
- 88. 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.
- 89. To appoint members to stand on the working groups**
Motion not required as no working groups created.
- 90. To appoint lead councillors and agree their terms of reference**
It was **resolved** to appoint the following lead councillors:
- Spelsbury Memorial Hall – Cllr Beacham
- Playground – Cllr Harvey
- Parish Magazine – Cllr Beacham
It was **resolved** to approve the Lead Councillor Terms of Reference.
- 91. To appoint a councillor to carry out the internal financial checks during this financial year**
It was **resolved** to appoint Cllr Harvey to carry out the internal financial checks during this financial year.
- 92. To review delegation arrangements with external committees and other local authorities**
It was noted that OCC has delegated authority to the Council to install and use a speed indication device (LGA 1972 s101).
- 93. 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.
- 94. 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.
- 95. 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
- 96. 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
- 97. To review and approve the asset register**
It was **resolved** to approve the asset register.
- 98. To review and adopt the Standing Orders**
It was **resolved** to adopt the Standing Orders.

Signed

(Chairman)

Date

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99. To review and adopt the Financial Regulations

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

100. 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.

101. 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.

102. To approve the Councillor Code of Conduct

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

103. 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 2026.

Three insurers were approached regarding renewal. Advice was received from two that their minimum premium levels would be over £700.

It was **resolved** to renew the insurance with Zurich Municipal at a cost of £513.13.

104. 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)

105. 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 2027:

Spelsbury Memorial Hall	Hall hire
Richard Thorpe	Playground grounds maintenance
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
Microsoft	Computer software
Anti-virus provider	Computer software

106. To review and approve the Scheduled Payments List and suppliers for the year to May 2027

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2027:

Anne Ogilvie	Salary (max 24 hours per month)	Monthly
HMRC	PAYE/NI	Monthly
TP Jones & Co LLP	Payroll	Quarterly
OALC	Annual subscription	Annually
ICO	Data protection fee	Annually
Richard Thorpe	Playground grounds maintenance	Monthly
Current insurer	Insurance renewal	Annually
Cottsway Housing Association	Rent – Spelsbury playground	Annually
Playsafety Ltd	Annual playground inspection	Annually
Anne Ogilvie	Council administration	Monthly

Signed

(Chairman)

Date

Spelsbury Parish Council

Anne Ogilvie	Parish maintenance expenses	Monthly
Council chosen supplier	Antivirus software subscription	Annually
Council chosen supplier	Computer admin software subscription	Annually
SLCC	Clerk membership subscription	Annually
Spelsbury Memorial Hall	Hall hire	Monthly
Parish Online	Mailboxes, domain, website	Annually
Parish Online	Mapping software	Annually
OCC LGPS	Council pension scheme	Monthly

107. To approve the direct debits and standing orders for the year to May 2027

It was **resolved** to approve the following direct debits and standing orders for the year to May 2027:

Anne Ogilvie	Salary (max 24 hours per month)	Monthly – SO
ICO	Data protection fee	Annually – DD
Cottsway Housing Association	Spelsbury playground land rent	Annually – DD
HMRC	PAYE/NI	Monthly – DD

108. To review the bank mandate and agree actions

The bank mandate was reviewed.

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

109. To review and approve the system for managing grants and donations for the year to 31 March 2027

The Grants and Donations Policy was noted.

It was **resolved** to consider grants and donation requests as they are received by Council.

110. 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 07 July 2026
- Tuesday 01 September 2026
- Tuesday 03 November 2026
- Tuesday 05 January 2027
- Tuesday 02 March 2027
- Tuesday 04 May 2027 (Annual Council Meeting)

111. To review and approve the Action Plan for 2026-2027

It was **resolved** to approve the Action for 2026-2027.

112. To agree the Council's projects and priorities for 2026-2027

The projects and priorities in the Action Plan for 2026-2027 were noted.

113. To consider the internal auditor arrangements for the current financial year

It was **resolved** that the Clerk would look at options for the internal auditor for the current financial year and report back to Council.

114. To receive and comment on the RFO's review of the annual accounts to 31 March 2026

The RFO gave a report of the annual accounts to 31 March 2026.

Total receipts were £12,026.46.

Total payments were £9,670.26.

The ending balance at 31 March 2026 was £11,081.48, which formed the opening balance for 2026-2027.

The Council used 94% of the 2025-2026 budget, allowing for budget funds which were transferred to earmarked reserves.

The Council used £457.50 of earmarked reserves.

The Council used £801.56 of general reserves.

The internal auditor for 2025-2026 was Theresa Goss.

The Council had no comments.

115. To approve the Statement of Accounts to 31 March 2026

It was **resolved** to approve the Statement of Accounts to 31 March 2026.

The Statement of Accounts was signed by the Chair.

116. To approve the bank reconciliation to 31 March 2026

It was **resolved** to approve the bank reconciliation to 31 March 2026.

Signed

(Chairman)

Date

2026/11

Spelsbury Parish Council

117. To receive and comment on the internal audit report for the year to 31 March 2026

The internal audit report for the year to 31 March 2026 was received and noted.

The recommendations from the internal auditor were considered:

- To consider using an accounting package – it was **resolved** not to use an accounting package this year, and to reconsider this if the Clerk requests.
- To provide the Clerk with a debit card – This has been agreed by Council and should be implemented this year.
- To consider including photographs of the assets in the asset register, and publishing this on the website – It was **resolved** to update the asset photograph file, and append this to the asset register, to be published on the website.
- To consider creating an earmarked reserve for election expenses – It was **resolved** not to create an earmarked reserve for election expenses due to the way that WODC currently advise of the election expenses, and add it to the precept form. It was **resolved** to review this decision following the creation of the new unitary authority.

118. To approve and sign the Annual Governance Statement for the year to 31 March 2026

The Annual Governance Statement for the year ending 31 March 2026 was completed by the Council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2026. The Statement was signed by the Chair and the Clerk.

119. To approve and sign the Accounting Statements for the year to 31 March 2026

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 2026. The Accounting Statements were signed by the Chair.

120. To approve the Certificate of Exemption – AGAR 2025-2026

The Council considered the Certificate of Exemption for 2025-2026.

It was **resolved** to certify that the Council is exempt from having a limited assurance review and submitting an AGAR to the external auditor.

The Certificate of Exemption was signed by the RFO and the Chair.

It was **resolved** that the Clerk would submit the Certificate of Exemption to the external auditor, and publish as required.

121. To set the date for 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 2026 as the commencement date, with the end date being 14 July 2026. These dates were checked for compliance.

It was **resolved** to approve 03 June 2026 as the commencement date for the Exercise of Public Rights, with the end date being 14 July 2026.

Planning and enforcement

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

None.

123. Updates of previous planning applications and enforcement actions

25/02655/HHD – External and internal alterations with addition of mezzanine to allow for use of building for ancillary residential purposes – New Barn Farm, Ditchley Park, Enstone
Under consideration

25/02656/LBC – External and internal alterations with addition of mezzanine to allow for use of building for ancillary residential purposes – New Barn Farm, Ditchley Park, Enstone
Under consideration

25/03034/HHD – Erection of two two-storey side extensions to dwelling, demolition of existing ancillary structures and replacement of porch, demolition and replacement of detached garage to provide three open-sided car ports with ancillary office accommodation within the roof space, and associated works – Gentle Cottage, Cote Lane, Taston
Under consideration

Playground

124. 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.

Signed

(Chairman)

Date

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125. To consider purchasing new playground equipment and agree actions

The previous quotes for new playground equipment were reviewed.

It was **resolved** to obtain new quotations for the removal of the old seesaw and the installation of new equipment.

Funding for the new equipment was considered, and it was noted that general reserves will be needed to cover some of the costs if other funding streams are not available.

126. To consider the playground maintenance issues and agree actions

It was noted that the playground signage contractor had offered a second sign for £12. It was **resolved** to purchase an additional sign.

127. To consider the extending the current mowing contract and agree actions

It was **resolved** to extend the current mowing and grounds maintenance contract with Richard Thorpe for this year. It was noted that there is no change in cost.

Parish Maintenance

128. To consider refurbishment works to the village gates in Spelsbury and agree actions

The quotation for refurbishing village gates in Spelsbury was considered. It was agreed to obtain clarification regarding number of gates included in this quotation. It was **resolved** to delegate authority to the Clerk to obtain further information from the contractor and then to organise the works if appropriate.

Community

129. To receive an update regarding community issues and agree actions

It was noted that the community engagement leaflet is currently being designed by councillors.

Finance and administration

130. To ratify the expenditure since the last meeting

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

Unity Trust Bank	March bank charge	£7.00	Bank transfer
Anne Ogilvie	Salary – March		SO
Anne Ogilvie	Salary – March (remainder)		Bank transfer
HMRC	PAYE/NI – March		Bank transfer
OCC LGPS	Pension – March		Bank transfer
OALC	Training – Talking Tables	£48.00	Bank transfer
Anne Ogilvie	Salary – April		SO
Anne Ogilvie	Salary – April (remainder)		Bank transfer
OCC LGPS	Pension – April		Bank transfer
Unity Trust Bank	April bank charge	£7.00	Bank transfer

131. To approve the current expenditure

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

Anne Ogilvie	Clerk reimbursement	£65.86	Bank transfer
Spelsbury Memorial Hall	Hall hire – March	£20.00	Bank transfer
OALC	Annual membership	£228.00	Bank transfer
Zurich Municipal	Insurance renewal	£513.13	Bank transfer
Richard Thorpe	Playground maintenance – April	£75.00	Bank transfer
TP Jones & Co LLP	Payroll – Jan – Mar	£59.40	Bank transfer

132. 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.

133. To note monies received

WODC	Precept – 1 st half	£6,100.00
HMRC	VAT 126 refund	£384.46

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

Unity Trust current account as of 30 April 2026 - £16,830.43

Credit in the HMRC PAYE account as of 30 April 2026 - £29.26

135. To approve the bank reconciliation

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

Unity Trust current account to 28 February 2026, 31 March 2026, 30 April 2026

Signed

(Chairman)

Date

Spelsbury Parish Council

136. To approve the finance update

Receipts to 30 April 2026 - £6,100.00

Payments to 30 April 2026 - £485.26

Balance to 30 April 2026 - £16,696.22

It was **resolved** to approve the finance update to 30 April 2026.

137. To approve the budget update

It was **resolved** to defer considering the budget update to the next full council meeting.

138. To approve the earmarked and general reserves update

It was noted that no reserves had been used to 30 April 2026.

As of 30 April 2026:

Earmarked reserves - £2,941.87

General reserves - £8,139.61

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

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

Training options were considered and noted.

Correspondence and information

140. To receive items for information only

None.

Next meeting

141. 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

- No requests for motions were received.

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.

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

The next meeting will be held on Tuesday 07 July 2026, at 7.30 pm, at Spelsbury Memorial Hall.

143. The meeting was closed at 8.57 pm

Signed

(Chairman)

Date

2026/14