

Spelsbury Parish Council

MINUTES 20250902

SEPTEMBER 2, 2025 7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Cllr Blackwell (Chair), Cllr Harvey, Cllr Lambert Anne Ogilvie (Clerk) OCC Cllr Leffman (from item 209) No members of the public
ABSENT	Cllr Beacham, Cllr Heelas

204. Welcome from the Chair

Cllr Blackwell welcomed everyone to the meeting.

205. To receive apologies for absence

Apologies were received from Cllr Beacham and Cllr Heelas.

206. To approve and sign the minutes of the meeting on 01 July 2025

It was **resolved** to approve the minutes of the meeting on 01 July 2025. The minutes were signed by the Chair.

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

None.

208. 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.

209. To receive reports from County and District Councillors

OCC Cllr Leffman:

- Noted that August had been a quiet month.
- Noted that the Council is making good progress with its Local Government Reorganisation submission.
- Noted that a consultation paper for the new Oxfordshire Rail Strategy will be published this month.

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

The Clerk's report was received and noted.

Planning and enforcement

211. 25/01994/CLP – Certificate of Lawfulness (proposed rear extension)

Coldron Mill, Church Lane, Spelsbury

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

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

25/02017/S73 – Variation of condition 2 of planning permission 25/00180/HHD to allow new window to west extension of existing building, new ground floor window to south elevation of extension and first floor covered balcony to west elevation of extension

Taston Barn, Taston

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

213. Updates of previous planning applications and enforcement actions

25/01756/HHD – Conversion of existing outbuilding into living accommodation and replacement of existing carport – Wagon Wheel Cottage, Charlbury Road, Spelsbury
Under consideration

Playground

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

The playground inspection reports were received and noted.

It was noted that the paths to the playground had become overgrown, and rubbish was partially blocking the rear path. The Clerk will contact Cottsway Housing Association to advise them of the issues, and request that the paths are cleared.

215. To consider the annual independent playground inspection report and agree actions

The annual independent playground inspection report was considered.

It was **resolved** that councillors will

Signed

(Chairman)

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- Bin - clear the vegetation;
- Seesaw – cover the exposed foundations, treat and repair the corrosion, make good the uneven surface;
- Swings – make good the uneven surface.

It was **resolved** to obtain a quotation for new signage for the playground entrances.

It was **resolved** to obtain indicative prices for a replacement seesaw or similar items of equipment.

It was **resolved** to investigate direction signage options to the playground.

216. To consider the playground maintenance issues and agree actions

It was noted that the swings had been painted.

It was noted that the benches need treating.

Parish Maintenance

217. To consider winter salt and salt bin options from OCC and agree actions

It was **resolved** not to order more salt bags from OCC.

It was **resolved** to advertise the Council's salt bags to the community.

Community

218. To consider community engagement options and agree actions (leaflet drop)

The cost of 250 No A4 leaflets was noted.

It was **resolved** to obtain the cost of 250 No A5 leaflets.

It was **resolved** that Cllr Harvey would create a draft leaflet for council consideration.

Action Plan and Budget

219. To consider the draft Action Plan for 2026-2027 and agree actions

The draft Action Plan for 2026-2027 was considered.

It was **resolved** to add Playground Upgrades to the plan.

It was noted that the Action Plan would be approved at a future meeting.

220. To consider the draft budget for 2026-2027 and agree actions

The draft budget for 2026-2027 was considered.

It was **resolved** to add a budget line for new playground equipment.

It was noted that the budget would be approved at a future meeting.

Finance and administration

221. To ratify the expenditure since the last meeting

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

Anne Ogilvie	Salary – July		SO
Anne Ogilvie	Salary – July (remainder)		Bank transfer
HMRC	PAYE/NI – July		Bank transfer
OCC LGPS	Pension – July		Bank transfer
Anne Ogilvie	Salary – August		SO
Anne Ogilvie	Salary – August (remainder)		Bank transfer
HMRC	PAYE/NI – August		Bank transfer
OCC LGPS	Pension – August		Bank transfer
Unity Trust Bank	June bank charge	£6.00	Bank transfer
Unity Trust Bank	July bank charge	£6.00	Bank transfer
TP Jones & Co LLP	Payroll – Apr-Jun	£59.40	Bank transfer

222. To approve the current expenditure

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

Playsafety Ltd	Annual playground inspection	£96.00	Bank transfer
SLCC Enterprises Ltd	National Conference	£138.00	Bank transfer
Parish Online	Mapping software	£54.00	Bank transfer
Anne Ogilvie	Clerk reimbursement	£96.78	Bank transfer

223. 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.

224. To note monies received

None.

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

Unity Trust current account as of 31 July 2025 - £11,000.86

Credit in the HMRC PAYE account as of 31 July 2025 - £74.59

Signed

(Chairman)

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226. To approve the bank reconciliation

It was **resolved** to approve the following bank reconciliation:
Unity Trust current account to 31 July 2025.

227. To approve the finance update

Receipts to 31 July 2025 - £5,821.00
Payments to 31 July 2025 - £3,519.59
Balance to 31 July 2025 - £11,026.69
It was **resolved** to approve the finance update to 31 July 2025.

228. To approve the budget update

It was noted that 27% of the budget had been used to 31 July 2025.
It was **resolved** to approve the budget update to 31 July 2025.

229. To approve the earmarked and general reserves update

It was noted that the following earmarked reserves and general reserves had been used to 31 July 2025:
Earmarked reserves: used £0, remaining £689.37
General reserves: used £350.90, remaining £7,685.01
It was **resolved** to approve the earmarked reserves and general reserves.

230. 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.

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

Training options were considered and noted.
The Clerk was thanked for the councillor training which took place in July.

232. To review and approve the Requests for Information Policy

It was **resolved** to approve the Requests for Information Policy.

233. To review and approve the Reserves Policy

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

234. To review and approve the Document Storage, Retention and Destruction Policy

It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

235. To consider the membership of the Staffing Committee following advice from OALC

The advice from OALC regarding the membership of the Staffing Committee was considered.
It was **resolved** to add Cllr Lambert to the membership, and remove Cllr Blackwell from the membership.

236. To note the Local Government Pay Agreement 2025/26 payscales, to be backdated to 01 April 2025

The Local Government Pay Agreement 2025/26 payscales, to be backdated to 01 April 2025 were noted.

Correspondence and information

237. To receive items for information only

None.

Next meeting

238. 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.

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

The next meeting will be held on Tuesday 04 November 2025, at 7.30 pm, at Spelsbury Memorial Hall.

240. The meeting was closed at 8.36 pm.

Signed

(Chairman)

Date

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