

OXSPRING PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 18th May 2015,
Following the Annual Assembly at
6.45pm in Saint Aidans Church.

Present.

Councillor I Goldthorpe.	(IG)
Councillor A Walker.	(AWa)
Councillor G Sedgwick	(GS)
Councillor I. Stanley.	(IS)

In Attendance. Mrs S Tolson. (Clerk.), Bill Taylor, Ged Brearley, John Wade, Joy Cooper, Hannah Goldingay-Jordan.

The meeting was opened by the previous Council's retiring Chair Councillor Goldthorpe, up to and including item 3 - "Appointment of Chairperson of Oxspring Parish Council",

1. Apologies.

Apologies were received and accepted from Councillor F Shaw and Councillor A Mills. (IS,AW)

2.Councillors' Declaration of Office.

The Clerk distributed Councillor Declaration of Office pro-forma for completion. These were then signed by individual members and countersigned by the Clerk. The Clerk declared one unfilled position and it was **agreed** that this would be filled by Co-option following a period of advertising. (IS,IG).

3. Appointment of Chairperson of Oxspring Parish Council.

Nominations for the coming year were called for, Councillor Goldthorpe was the uncontested nominee and he declared himself willing to stand and so was **elected** unopposed. (AW, IS). Councillor Goldthorpe continued the meeting in the Chair.

4. Declaration of Acceptance of Chair of Oxspring Parish Council.

Councillor Goldthorpe read and signed his declaration of Acceptance of Chair which was witnessed by the Clerk and dated.

5. Appointment of Vice Chair of Oxspring Parish Council.

Nominations for the coming year were called for, Councillor Walker was the uncontested nominee and she declared herself willing to stand and so was **elected** unopposed. (IG, IS). Councillor Walker read and signed her declaration of Acceptance of Vice Chair which was witnessed by the Clerk and dated.

6. Appointment of Allotments Manager.

The Clerk by job description.(IG,AW)

7. Appointment of Responsible Finance Officer.

The Clerk by job description.(IG,AW)

8. Confirmation of Internal Auditor, Finance Regulations, and any other members of the Council Finance Sub Committee.

The following were **agreed**. (IG,AW)

Internal Auditor - Mr Dean Howford.

Finance Sub Committee Member Councillor Shaw, Councillor Sedgwick, Councillor Walker.

Financial Regulations confirmed.

9. Appointment of Membership of Planning Committee.

All Council members are **appointed** to this committee but to be quorate it must include either, the Chair or Vice Chair plus two members one of which should live near any proposed development. (IG,AW)

10. Prioritisation of Agenda Items.

None.

11. Community Matters.

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Public Participation Adjournment

None.

12. Minutes of the Meeting held on Monday 20th April 2015, and Matters arising from them.

The minutes were **agreed** as a true record and should be signed accordingly. (IG,IS)

The Clerk had circulated a written report on her actions from the last meeting and this was up-dated.

- Councillor Stanley stated that he would like the issue of school places to be placed on the next agenda. The Clerk will contact Penistone Grammar School to obtain their view.
- Three seats have been installed at the playarea since the last meeting. The swing bridge is in the process of being installed. It will be completed on Wednesday. In the meantime Hannah Goldingay-Jordan stated that she would inform the school to pass a message to pupils to not play on the bridge or remove the safety tape from around it. The Chair will check daily that the safety tape has not been removed.
- Councillor Stanley confirmed that the Notice Board would be ready in a couple of weeks.
- It was agreed that Councillor Sedgwick and Bill Taylor would visit John Wade to view the flagpole that he has.
- The specifications for two maypoles were viewed and one was chosen. The cost will be £330. Mrs Goldingay-Jordan stated that she would ask the school to confirm with the Clerk that they still wished to go ahead & that they will store it. The Clerk will then place an order.
- The clean green project was discussed. Bill Taylor had attended the meeting at Penistone. The service that the project will provide will replace many of the services that used to be done by Neighbourhood Pride. The organisers would like Parish Councils to provide feedback on the jobs that they would like to be done under the project so that they can write a specification for potential contractors. Jobs suggested were cutting back large overhanging trees, repairing fences and gates and litter picking. The Clerk will provide feedback.
- It was noted that the flytipping reported at the last meeting had been removed.
- It was noted that an objection letter had been submitted to the Secretary of State against the appeal of the Millstones planning application.
- It was noted that a letter has been sent to BMBC stating that the Parish Council would like to future s106 money for the Paddock application to go towards better TPT access at Roughbitchworth Lane. Costings from the footpath Officer, Sarah Ford are still awaited.
- Any other matters would be included in later agenda items.

13. Business Matters.

a. Neighbourhood Plan.

- Councillor Walker reported that an application to Locality for an £8000 NP grant had been successful. This would be used to appoint a consultant to help write the policies.
- A reply was sent to PB Planning following their letter about the NP preparation and content.
- Helen Willows has confirmed that the PC response to the objection to the NP Boundary Extension is now under consultation.
- A request has been received from PB Planning for a copy of the Housing Needs Analysis commissioned by the NP. Councillor Walker informed the Council that PAE had advised that if it likely that the information is not going to be used in the final plan, then at this point the information doesn't need to be released. It was agreed to inform PB Planning and to not release the report.

b. Planters

- Councillor Shaw was not present to discuss.

c. Playingfield Footpath

- It was noted that the grit requested had not been left in the car park.

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- It was noted that the path is quite slippery in places.

d. The Titivators

- An update was given in the Assembly meeting.

e. Electricity for Christmas tree

- The Clerk is still awaiting confirmation of costs from BMBC. The Clerk will chase.
- The person that had previously quoted has now left BMBC.

14. Financial Matters.

a. Balances and Transfers.

- There was one transfer during the month.

Transfers

Date	Ref	Name	Service/Item	Amount	Account
18 Apr 15	TRF	HSBC	Bank transfer c/a to d/a	17000.00	BANK TRANSFERS

- The closing Balances for 31st April 2015 are c/a £4423.64 and d/a £19301.94, Imprest Account £15.00.

b. Payments and Receipts.

The following items were presented and **agreed** for payment. (IS,AW).

Payments

Date	Ref	Name	Service/Item	Gross amount	Account
Current Account					
18 May 15	5/101936	A Walker	#Nplan- printing, survey boxes, postage	28.01	ADMINISTRATION
18 May 15	6/101936	A Walker	Boxes for xmas tree lights	11.95	MAINTENANCE
18 May 15	7/101937	Tim Rivett	Website domain & hosting	31.99	ADMINISTRATION
18 May 15	8/101938	Amazon	Printer inks	43.71	ADMINISTRATION
18 May 15	9/101939	Rural Action Yorkshire	Membership subscription	35.00	ADMINISTRATION
21 May 15	SO	S Tolson	Clerks salary	533.74	WAGES, PAYE, NI, PENS., EXI
21 May 15	SO	S Tolson	Imprest account	15.00	BANK TRANSFERS
18 May 15	10/101940	Myers Building Supplies	#Brackets for bridge	11.76	MAINTENANCE
18 May 15	11/101941	Joy Cooper	Planter plants	35.57	MAINTENANCE
18 May 15	12/101942	Broxap Ltd	#3 bench seats with fixings	1127.82	CAPITAL SPENDING (Asset pu
Deposit Account					
11 May 15		HSBC	Money Market reinvestment	38000.00	INVESTMENTS

Receipts

Date	Ref	Name	Service/Item	Amount	Account
Current Account					
19 Apr 15	CR	Penistone Church Football	Donation for field use	40.00	RECEIPTS
8 May 15	CR	Various	Allotment rents	227.00	ALLOTMENTS
11 May 15	CR	HSBC	Money Market interest	20.72	INTEREST on INVTS & A/CS
Deposit Account					
11 May 15	CR	HSBC	Money market maturity	30000.00	INVESTMENTS

c. Other Financial Matters

- The Clerk has completed the Annual Accounts for the year ending 31st March 15.
- The internal Auditor has completed his Audit for the year ending 31st March 15 with no findings.
- The Clerk circulated the Financial Accounts prepared for the Year ending Mar 15.
- It was agreed to approve the Accounts and Annual Governance Statement on the Annual Return 2015. (IS,AW)

15. Planning Matters

There were no planning applications for consideration by the Council.

16. Administrative Matters.

a. Correspondence.

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A list of correspondence items had been circulated, and the Clerk added to this with recently received items.

- A request for a shed at an allotment at West Crescent was received. This was agreed. (AW,IG).

b. Items to Report.

- Councillor Walker reported that the Oxspring Open Gardens would like to hold an event in the summer of 2016. It had been agreed last year that Oxspring would hold one on alternative years to Cawthorne. The Clerk will put an item in the newsletter requesting volunteers, so that a group can be formed to organise the event. It is proposed that the event is a true Oxspring event, with gardens all over Oxspring taking part.
- It was reported that the road surface on Long Lane was in need of repair, and that recently repaired potholes did not look like they would last long. Councillor Sedgwick stated that he would take some photos.
- Councillor Sedgwick reported that there were complaints about parking on the pavement on Mayfield, and that pushchair/wheelchair users couldn't get past without walking in the road. It was agreed to put an item in the newsletter about it.

17. Other Matters.

a. Emergency Items.

None.

b. Matters for Future Discussion.

Neighbourhood Plan, Titivators Update, Playingfield footpath, Electricity for Christmas tree, Planters, School Places.

18. Date and Time of the Next Meeting.

The next full meeting will be on Monday 15th June 2015, from 7.15pm at Saint Aidans Church.

Signed this day _____ **2015.**