OXSPRING PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 9th May 2011,
Following the Annual Assembly at
6.30pm in Saint Aidans Church.

Present.	Councillor I Goldthorpe.	(IG)
	Councillor W.Taylor.	(BT)
	Councillor I. Stanley.	(IS)
	Councillor F Shaw	(FS)

In Attendance. Mrs S Tolson. (Clerk.)

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 A Mills. (BT,FS)

2.Councillors' Declaration of Office.
The Clerk distributed Councillor Declaration of Office pro-forma for completion. These were then read out by individual members and countersigned by the Clerk. The Chair declared two unfilled positions and it was **agreed** that these would be filled by Co-option at the next meeting. (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. (IS, BT). 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 office which was witnessed by the Clerk and dated.

5. Appointment of Vice Chair of the Oxspring Parish Council.
Nominations for the coming year were called and Councillor Stanley was the only nominee and declared himself willing to stand (BT,FS) so was **elected** unopposed.
Councillor Stanley read and signed his declaration of office which was witnessed by the Clerk and dated.

6. Appointment of Representatives of Oxspring Parish Council.
These were **elected** unopposed for the next 12 months. (IS,IG)
Penistone Road Safety Committee (2) Councillor Taylor and Councillor Mills.

7. Appointment of Allotments Manager.
The Clerk by job description.(IS,IG)

8. Appointment of Responsible Finance Officer, Accounts Monitoring Officers (2), Confirmation of Internal Auditor, Finance Regulations, and any other members of the Council Finance Sub Committee.
The following were **agreed. (IS,IG)**
RFO The Clerk by job description
A/C Monitoring Officers Councillor Taylor, Councillor Shaw.
Internal Auditor - Mr Dean Howford.
Finance Sub Committee Member Councillor Shaw, Councillor Taylor.
Financial Regulations confirmed.

9. Appointment of Membership of Playingfield Sub Committee.
Councillor Stanley, Councillor Shaw. (BT,IG)

10. 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. (IS,IG)

11. Prioritisation of Agenda Items.
None.

12. Community Matters.
Public Participation Adjournment
None.

13. Minutes of the Meeting held on Monday 4th April 2011, and Matters Arising from them.
The minutes were **agreed** as a true record and should be signed accordingly. (IS,FS)
The Clerk had circulated a written report on her actions from the last meeting and this was up-dated.

- It was agreed to discuss charging for the use of the playingfield as an agenda item for a future meeting.
- Any other matters would be included in later agenda items.

14. Business Matters.
a. Community Partnership Facilities.

- A letter received from OPSCC was read out regarding the renewal of the planning permission for the community building. It was **agreed** that this could be done in OPC's name, but that OPSCC would deal with the paperwork and form filling prior to the Clerk checking it. (BT,IS).
- Councillor Stanley updated the Council on the latest information from OPSCC. They are soon to have a meeting with Mary Dyson of BMBC. They have also had an offer from another organisation to do a business plan for them.

d. Playingfield Development Plan

- The Clerk is still awaiting the final confirmation of the Awards for All grant.
- The quotes received for the Perimeter exercise track were discussed, and it was **agreed** to go with the quote from J Mitchell. (IS,BT). The Chair stated that J Mitchell had indicated that he would be available for the job from the end of June.
- The funding of the project was discussed, and it was **agreed** that the £1917.23 balance in the Playingfield earmarked fund would be used along with the grant. The balance would come from the general reserve which at the March year end stood at £11,342.85. (IS,BT).

e. Other Business

- None.

15. Financial Matters.
a. Balances and Transfers.

- There was one transfer during the month.

Transfers

Date	Ref	Name	Service/Item	Amount	Account
17 Apr 11	TRF	HSBC	Transfer c/a to d/a	15000.00	BANK TRANSFERS

- The closing Balances for 30th April 2011 are c/a £1777.15 and d/a £15955.05, Imprest Account £12.18.

b. Payments and Receipts.

Payments amounting to £713.29 and receipts of £19007.00 were presented and **agreed** for payment. (IS,FS).

c. Other Financial Matters

- The Financial accounts and the Annual Governance Statement for the year ending 31st March 11 were reviewed and circulated. The Annual Return and Governance Statement were signed and accepted. (IG,IS).
- The internal auditor will now perform an audit on the Financial Accounts for the year ending 31st March 2011.

16. Planning Matters

There were no planning applications for consideration by the Council.

17. Administrative Matters.

a. Correspondence.

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

- Oxspring PTA has requested the Duck Race for the 8th July on Bower Dell. This was **agreed**. (IS,FS).

b. Items to Report.

- It was reported that the posts for the Bower Hill road sign outside Bower Dell were missing. The Clerk will inform BMBC.
- Councillor Shaw stated that the road sign for East Road is confusing as people don't know whether it is left or right of the sign. Councillor Shaw will put an arrow on it.

18. Other Matters.

a. Emergency Items.

None.

b. Matters for Future Discussion.

Community Partnership Development, Playingfield Perimeter Track, Playingfield Charging, Bee Friendly planting.

19.Date and Time of the Next Meeting.

The next full meeting will be on Monday 13th June 2011, from 7pm at Saint Aidans Church.

Signed this day____________________2011.