

OXSPRING PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 9th May 2022,
Following the Annual Assembly at
6.45pm at St Aidans.

Present.

Councillor Walker	(AW)
Councillor G Sedgwick	(GS)
Councillor E Gratton-Rayson	(EGR)
Councillor N McKay	(NM)
Councillor L Chambers	(LC)
Councillor I. Goldthorpe	(IG)
Councillor I Stanley	(IS)

In Attendance. Mrs S Tolson (Clerk)

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

1. Apologies.

None.

2. Appointment of Chairperson 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, NM). Councillor Walker continued the meeting in the Chair.

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

Councillor Walker read her declaration of Acceptance of Chair which was witnessed by the Clerk.

4. Appointment of Vice Chair of Oxspring Parish Council.

Nominations for the coming year were called for, Councillor Sedgwick was the uncontested nominee and he declared himself willing to stand and so was **elected** unopposed. (IG, IS).

5. Declaration of Acceptance of Vice Chair of Oxspring Parish Council.

Councillor Sedgwick read his declaration of Acceptance of Vice Chair which was witnessed by the Clerk.

6. Confirmation of Internal Auditor and any other members of the Council Finance Sub Committee.

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

Internal Auditor - Mrs Diane Brown.

Finance Sub Committee Member Councillor Stanley, Councillor Sedgwick, Councillor Gratton-Rayson.

7. 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.

8. Prioritisation of Agenda Items

- None

9. Community Matters.

Public Participation Adjournment

- None.

OXSPRING PARISH COUNCIL

10. Minutes of the Meeting held on Monday 4th April 2022, and Matters arising from them.

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

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

- The cut down hedge at Bower Dell was discussed following writing to the landowner and his response. It was agreed to notify the landowner that the Parish Council would be replacing the hedging, and that if the landowner intended to keep livestock on his land, then it would be his responsibility to install fencing on his side to stop the animals escaping. The deeds do not stipulate how the boundary is to be kept.
- It was agreed to allow the new plot holder at Roughbirchworth allotments to have a skip.
- Any other matters would be included in later agenda items.

11. Business Matters.

a. Titivator update.

- Cllr Sedgwick reported recent works at Gordons Garden and the Christmas Tree area. All other items were covered in the annual assembly meeting.

b. Community allotment/orchard

- This matter was discussed during the assembly meeting.

c. Playarea Inspections

- A cradle swing was replaced due to wear and tear.
- Some fencing near the Roundaplay was repaired.
- Repairs have been arranged for the fencing near the gas station.
- Repairs to a wooden half round on the junior multiplay ramp were discussed.

d. SIDs

- The SIDs are working well.
- The Clerk will enquire again about the lamp post near the Waggon & Horses.

e. Hanging Baskets

- BMBC have confirmed that the additional lampposts are suitable for hanging baskets.
- The new signs will be ready this month.
- There will be 10 new baskets this summer, and these have been ordered direct from the nursery.

f. Playing Field Pavilion

- The container location was agreed as the far left top corner. It was agreed that the existing bench will need to be moved. It was agreed that an agreement will need to be put in place with OUFC regarding maintenance and upkeep of the container.
- The Clerk enquired with the YLCA re leasing the land to put a pavilion on and it was confirmed that the Parish Council can do this.

12. Financial Matters.

a. Balances and Transfers.

- There were no transfers during the month.
- The closing Balances for 30th April 2022 are c/a £1671.28 and d/a £25853.96, Imprest Account £15.

OXSPRING PARISH COUNCIL

b. Payments and Receipts.

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

<u>Payments</u>					
Date	Ref	Name	Service/Item	Gross amount	Account
Current Account					
9 May 22	9	BMBC	#PLANINGS ALLOTMENT	157.20	ALLOTMENTS
9 May 22	10	AXO LEISURE LTD	#ZIP WIRE TROLLEY REPAIR	360.00	MAINTENANCE PLAYAREA
9 May 22	11	THE FLAG SHOP	TWO NEW FLAGS	33.90	MAINTENANCE GENERAL
9 May 22	12	DIGITAL ISLE	#JUBILEE CLIPS SIDS	53.28	MAINTENANCE GENERAL
9 May 22	13	SUTCLIFFE PLAY LTD	#CRADLE SWING	249.74	MAINTENANCE PLAYAREA
9 May 22	14	EBAY	#BAGO LITTER BAG HOLDER	21.50	MAINTENANCE GENERAL
9 May 22	15	ICO	DPO fee	40.00	SUBSCRIPTIONS
9 May 22	16	NALC	WEBINAR CHAIRMAN	38.00	ADMIN
9 May 22	17	DIANE BROWN	INTERNAL AUDIT	180.00	ADMIN
22 May 22	SO	S TOLSON	SALARY	595.83	WAGES, PAYE, NI, PENS.,
22 May 22	SO	S TOLSON	IMPREST ACCOUNT	15.00	BANK TRANSFERS
				1744.45	
Deposit Account					
NONE					
				0.00	
<u>Receipts</u>					
Date	Ref	Name	Service/Item	Amount	Account
Current Account					
20/04/22		VARIOUS	ALLOTMENT RENT	35.00	
20 Apr 22		VARIOUS	HANGING BASKET SPONSORSHIP	150.00	
				185.00	
Deposit Account					
NONE					
				0.00	
<u>Transfers</u>					
Date	Ref	Name	Service/Item	Amount	Account
NONE					

c. Other Financial Matters

- The Internal Audit took place in May and the report has been received and a number of recommendations were discussed.
- It was resolved that Oxspring Parish Council approve Section 1- Annual Governance Statement 2021/22 for Oxspring Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22.
- It was resolved that Oxspring Parish Council approve Section 2 - Accounting Statements 2021/22 for Oxspring Parish Council on page 6 of the Annual Governance and Accountability Return 2021/22
- It was resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Oxspring Parish Council will publish the following documents on the Parish Council website, and display sections 1 & 2 on the Council notice board:
 - Annual Internal Audit Report 2021/22
 - Section 1 – Annual Governance Statement 2021/22
 - Section 2 – Accounting Statements 2021/22
 - Analysis of variances
 - Bank Reconciliation to 31 March 2022
 - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

OXSPRING PARISH COUNCIL

13. Planning Matters

There were no new planning applications for consideration.

Previous applications update:

- 2022/0257 – Cedarwoods, Sheffield Road – 2 storey side extension – under consideration
- 2022/0262 – A629 – agricultural barn – under consideration
- 2022/0313 – Agricultural building Middle Farm, Roughbitchworth – prior approval not required
- 2020/1387 – Land at Roughbitchworth Lane (the Paddock) – 7 dwellings – under consideration
- 2022/0005 – 6 Sheffield Road – side and back 2 storey extension – approved

Councillors discussed the permission requirements re the Marshalls site and agreed to contact BMBC regarding the haystore, bund and waste items on the site.

16. Administrative Matters.

a. Correspondence.

- None

b. Items to Report.

- It was reported that there has been another accident at the cross roads at Back Lane/Cross Lane. The Clerk will report as the white lines still need painting.
- The Chair reported on the s106 bid quotes to replace items in the playarea in three phases. The first phase will be to replace the matting with a soft surface under the roundabout, multi units, train, swings and path, and to replace the train item. The 2nd phase will be to replace the matting and items for the springers, older swings and zip wire. The 3rd phase will be to replace the multi units.
- It was noted that the school is holding a car boot sale on the school grounds on the 18th June.
- The Clerk reported notice from a resident that there is Japanese knotweed near Willow Bridge and Himalayan Balsam on the TPT and Bower Dell. This will be reported.

17. Other Matters.

a. Emergency Items.

None.

b. Matters for Future Discussion.

None.

18. Date and Time of the Next Meeting.

The next full meeting will be on Monday 13th June 2022, from 7.15pm at Saint Aidans Church.

Signed this day _____ **2022.**