OXSPRING PARISH COUNCIL

Minutes of the Annual meeting of Oxspring Parish Council held on the 13 May 2024, following the Annual Assembly at 6.45pm in St Aidans Church Hall.

Present: Cllr Ann Walker (Chair)
Cllr Emily Gratton-Rayson
Cllr Lisa Chambers
Cllr Ian Stanley
The Parish Clerk

1. The retiring Chair opened the meeting and provided a reminder to all in attendance on the Council's expectations about audio or visual recordings of the meeting.

<u>Public Participation</u>
None

2.1 **<u>To receive apologies for absence</u>**

Apologies were received from Cllr Graham Sedgwick.

2.2 **<u>To consider the approval of reasons for absence given by councillors</u>**

The reason for the apologies was accepted.

3.1 **<u>To receive, consider and decide upon any applications for dispensation</u>**

No members of the council had any requests for dispensation.

3.2 **<u>To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests</u>**

None.

4.1 **<u>Appointment of Chair of Oxspring Parish Council</u>**
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. Councillor Walker continued the meeting in the Chair.

4.2 **<u>Declaration of Acceptance of Chair</u>**
Councillor Walker read her declaration of Acceptance of Chair which was witnessed by the Clerk.

4.3 **<u>Appointment of Vice Chair of Oxspring Parish Council</u>**
Nominations for the coming year were called for, Councillor Sedgwick was the uncontested nominee and he had declared himself willing to stand prior to the meeting and so was **elected** unopposed.

4.4 **<u>Declaration of Acceptance of Vice Chair</u>**
Councillor Sedgwick will complete his declaration of Acceptance of Vice Chair at the June meeting.

4.5 **<u>Confirmation of Appointment of Internal Auditor and membership of the Finance Sub Committee.</u>**
The following were **agreed:**
Internal Auditor - Internal Audit Yorkshire.
Finance Sub Committee Member Councillor Stanley, Councillor Sedgwick, Councillor Gratton-Rayson.

5. **<u>To confirm the minutes of meeting held on 8 April 2024, as a true and correct record</u>**

RESOLVED that the minutes of the meeting of Oxspring Parish Council held on 8 April 2024 be approved as a true record and signed by the Chair.

6. **<u>To receive information on the following ongoing issues and decide further action where necessary</u>**

6.1 ***To note the resignation of Cllrs Mckay and Hinchliffe.***
Resignations were accepted.

RESOLVED to thank both for their time on the Council.

6.2 ***New Springy in playarea***
The new Springy and ground surface were installed in April and look great.

6.3 ***Playingfield Carpark surface***
The spreading of planings at the playingfield carpark took place in April and the car park looks good.

6.4 ***Rookery Wall***
An order was placed for the wall to be repaired; it has not been done yet. It was noted since the meeting that it hasn't been done due to ill health and will be done in a few weeks instead.

6.5 ***Whole Council training***
Training took place in April and Councillors found it very useful. The presentation has since been circulated.

6.6 **Parking on Roughbirchworth Lane**
The new builder was contacted re the parking issues at Roughbirchworth Lane and the situation has since improved.

7. **<u>To consider and decide upon the following planning applications</u>**

2024/0309 – 10 West Crescent – 2 storey rear extension – no objections.

8. **<u>Planning Decisions and information</u>**

8.1 2023/1066 – Land West of Millstones – rural exception site 6 properties – under consideration.
8.2 2024/0058 – 2 Mayfield Court – rear extension to single storey dwelling – under consideration.

9. **<u>Matters requested by councillors</u>**

9.1 ***<u>Gate at Castle Dam</u>***
This issue of a gate at Castle Dam was re-discussed. It was noted that the carpark is used for fishing as early as 4am and also that the car park is used until past sunset in the evenings. Other issues include the farmer accessing it at various times. The cost and size of the gap to be covered were discussed and the practicalities of locking and unlocking a gate everyday of the year. It was also agreed that the Council don't want to put that

responsibility on a parish resident in case of issues where someone parking refuses to leave etc. The matter was voted upon.

RESOLVED to rescind the decision to install a gate.

9.2 ***To discuss grass cutting at the Willows allotments***
The cutting of the grass at the new bungalow end of the allotments was discussed and it was noted from recent correspondence that the last plot has not been cut because the mower cannot fit through the gap since the new wall was built for the bungalow.

RESOLVED that Ian Stanley will meet the grass cutters and discuss a way across the back of Mrs Stanleys plot. The Clerk will forward contact details.

9.3 ***Community Allotment & Orchard***
Item discussed in the annual assembly.

9.4 ***Titivator Report***
Item discussed in the annual assembly.

9.5 ***Playarea Inspections***
The zip wire rope had again been damaged and bent. J Birch from BMBC has offered s106 funding to purchase a new zip wire chain. This was accepted.

Re the rust in the talk tubes, it was RESOLVED to repair temporarily and to then replace with the playarea refurbishments when the s106 funding is available as it was also noted that the talk tubes are not hygienic.

9.6 ***Anthills Plans***
Vegetation has been cleared from around the sign by the titivators.

It was RESOLVED that The Chair or Cllr Stanley will purchase some timber posts after Cllr Chambers has taken measurements. The Clerk will provide Cllr Chambers the contact details for Vital Services regarding the clearing of the triangular area.

RESOLVED to accept the quote for two new signs and place the order.

9.7 ***Website domain***
The Council discussed whether to move to a .gov domain, website, and email addresses. The Clerk had circulated information on the options and attended a webinar. The costs of a full package to include a .gov website address and email addresses were discussed.

RESOLVED to keep existing website and not move to .gov. The Clerk will enquire with Tim Rivett about individual Councillor email addresses.

9.8 ***Willows railings baskets***
The Chair has contacted Windmill Nursery and the baskets are already on order.

9.9 ***Policies***
Two new policies were circulated prior to the meeting.

RESOLVED to adopt the Business Continuity Plan and Rules for Public Participation.

10. **<u>To receive and consider for decision any recommendations from the Council's Committees</u>**

None.

11. **<u>Financial Matters</u>**

11.1 *To receive and note current bank balances*

Bank balances in the current and savings accounts were noted.

11.2 *To receive and note a bank reconciliation/finance report to 30 April 2024*

Relevant documents had been circulated to councillors prior to the meeting.

11.3 *To approve the following accounts for payment*
RESOLVED to approve payment to:

Payments				
Date	**Ref**	**Name**	**Description**	**Gross amount**
Current Account				
26 Apr 24	DD	Scottish Water	Water bill allotments	86.91
13 May 24	9	Michael H Thackray	Road planings for PF carpark	684.00
13 May 24	10	D Walters Digger Hire	Lay & Roll planings PF carpark	950.00
13 May 24	11	ICO	Data protection fee renewal	40.00
13 May 24	12	Axo Leisure Ltd	Replace Springer & surfacing	2274.00
13 May 24	13	YLCA	Training	205.23
13 May 24	14	Oxspring Friends	Donation	1000.00
13 May 24	15	Barker Gardening	Ground Maint playarea	459.37
13 May 24	16	Alison Mills	Planter plants	5.98
13 May 24	17	A Walker	parts for talk tubes & flags	17.98
				5723.47
Deposit Account				
NONE				
				0.00
Receipts				
Date	**Ref**	**Name**	**Description**	**Amount**
Current Account				
30 Apr 24	cr	Various	Allotment rent	63.00
				63.00
Deposit Account				
NONE				
				0.00
Transfers				
Date	**Ref**	**Name**	**Description**	**Amount**
12 Apr 24	trf	HSBC	bank transfer	20000.00

11.4 *To note payments already authorised*

It was noted that the Clerk's salary as per the contract of employment, had been paid for the month of April.

11.5 *To receive a report on Earmarked Funds*
Relevant documents had been circulated to councillors prior to the meeting. The report was noted.

11.6 *To receive and approve the proposed detailed budget for 2024/2025.*
Relevant documents had been circulated to councillors prior to the meeting. The budget was approved.

12. **Correspondence received**

12.1 A quote for two signs at the Anthills was received. This was agreed.

13. **To receive items to report from Councillors**

13.1 The Chair reported that a couple of residents were interested in being Parish Councillors.

RESOLVED that the Chair informs them of the vacancies and opportunity to join.

13.2 Cllr Chambers reported on the litter picking that she had been doing.

13.3 Cllr Stanley reported that he had discovered an overgrown cattle trough on Roughbirchworth Lane.

13.4 Cllr Stanley reported problems with parking at the Willows where a car is repeatedly parking fully on the pavement and obstructing the dropped kerb for wheelchair users.

RESOLVED to report to Berneslai Homes.

13.5 The Chair asked Councillors which flag they would like to see up when a specific flag is not required or whether to not fly a flag.

RESOLVED to keep the Yorkshire flag up.

14. **Items for the next ordinary meeting of the Council**
The Chair reminded members that the councillors are to provide specified agenda items to the Clerk at least one week prior to the next Council meeting in accordance with the Council's adopted policy.

15. **Employment matters**

14.1 None.

16. **Date of the next meeting**

It was noted that in accordance with the agreed schedule, the next ordinary meeting of the Parish Council would be held on 10 June 2024 at 6.45pm.

There being no other business, the Chair thanked all for attending and the meeting closed at 9.40pm.

Signed:

Clerk: Date:

Chair: Date: