

OXSPRING PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 14th May 2018,
Following the Annual Assembly at
6.45pm in Saint Aidans Church.

Present.

Councillor I. Goldthorpe	(IG)
Councillor Walker	(AW)
Councillor G Sedgwick	(GS)

In Attendance. Mrs S Tolson (Clerk), Mr B Taylor (resident).

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, Councillor E Gratton-Rayson, Councillor F Shaw, Councillor Stanley (GS, AW)

2. 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. (GS, AW). Councillor Goldthorpe continued the meeting in the Chair.

3. 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.

4. 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, GS). Councillor Walker read and signed her declaration of Acceptance of Vice Chair which was witnessed by the Clerk and dated.

5. Appointment of Allotments Manager.

The Clerk by job description. (IG, AW)

6. Appointment of Responsible Finance Officer.

The Clerk by job description. (IG, AW)

7. 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 Stanley, Councillor Sedgwick, Councillor Walker, Councillor Shaw.

Financial Regulations confirmed.

8. 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)

9. Prioritisation of Agenda Items.

None.

10. Community Matters.

Public Participation Adjournment

- None.

11. Minutes of the Meeting held on Monday 9th April 2018, and Matters arising from them.

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

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

- The Chair has measured the space available for a bin at the Roughbitchworth trail entrance. He doesn't believe that there is room for a regular bin. Therefore it was agreed that a 2nd dog bin is required instead. The Clerk will find out a price for red dog bin and will check with neighbourhood services re emptying it.
- It was noted that it is too late to spike the field as the grass cutting equipment is on the machines now.
- The mesh fencing at the Willows was removed by the tenant. The neighbouring tenant has since complained that new trellis fencing has been installed that is also blocking the access at the back. The Clerk and Chair will do a site visit.
- The Clerk has purchased 3 new gate keys for the playingfield. BMBC were not able to supply these.
- An objection was sent to BMBC re the extended licensing hours at the Smithy's micro pub. The license was however since granted.
- The Clerk enquired with BMBC re the wall at the Paddock, Roughbitchworth Lane. BMBC have stated that it is the responsibility of the landowner.
- Any other matters would be included in later agenda items.

13. Business Matters.

a. Neighbourhood Plan.

- Councillor Walker gave an update on the recent BMBC Local Plan hearings. It was noted that sites EC6 and 7 have been removed from the Local Plan.
- Oxspring will have small windfall sites only for housing within the plan period.

b. Titivators

- It was noted that the Titivators don't have the resources to do big job at the moment. It was agreed that Cllr Sedgwick would contact TWIGS directly for any large jobs requiring their help.
- It was noted that topsoil is needed for the bed in the playingfield car park corner.

c. Village in Bloom and Fete 2019

- Councillor Walker spoke about needing to plan a route for the judges, and various sites in the village were noted as needing to be on the route.
- Cllr Gratton Rayson is waiting prices on information boards.
- Cllr Walker will write an article for the newsletter regarding setting up a group to help with these projects and asking for volunteers.

d. Community Orchard

- Nothing to report.

e. Community Allotment

- Grant funding of £1972 has been received.

f. TDY 18 review

- It was discussed that the TDY had been successful and busy and had gone well.
- It was agreed to leave the bunting up until after the Royal wedding.
- The flag will be changed to the Union Jack for the Royal Wedding.

g. Youth Grant Fund

- The suggestion of a Youth Grant Fund was discussed.
- Several items need to be considered with full council such as how much to put in an earmarked fund and what the terms of the grant would be and how to apply to it.
- The Clerk will find out what Silkstone PC has as a policy.

h. Other Business

- The newsletter was discussed. Councillor Walker will write an article about the remembrance service in November.

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14. Financial Matters.

a. Balances and Transfers.

- There was one transfer during the month.

Transfers

Date	Ref	Name	Service/Item	Amount	Account
28 Apr 18	trf	HSBC	bank transfer	14000.00	BANK TRANSFERS

- The closing Balances for 30th April 2018 are c/a £5531.23 and d/a £19314.58, Imprest Account -£23.40.

b. Payments and Receipts.

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

Payments

Date	Ref	Name	Service/Item	Gross amount	Account
Current Account					
14 May 18	5/102102	Community First Yorkshire	Subscription renewal	42.00	ADMINISTRATION
14 May 18	6/102103	A Walker	TDY bunting/ties/parking	86.09	MAINTENANCE
21 May 18	SO	S Tolson	Clerk salary	555.32	WAGES, PAYE, NI, PENS
21 May 18	SO	S Tolson	Imprest account	15.00	BANK TRANSFERS

Deposit Account
none

Receipts

Date	Ref	Name	Service/Item	Amount	Account
Current Account					
1 Apr 18	cr	BMBC	Precept 2018	18630.00	PRECEPT
1 Apr 18	cr	BMBC	LCT support grant	1070.00	OTHER GRANTS
1 May 18	cr	various	allotment rents	265.00	ALLOTMENTS

Deposit Account
none

c. Other Financial Matters

- The Internal Auditor has completed his audit with no issues arising.
- The NALC 2% pay increase for the Clerk was agreed.

15. Planning Matters

There were no planning applications for consideration by the Council.

16. Administrative Matters.

a. Correspondence.

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

- The request to use the field for the Hunshelf Amble was agreed.
- No one is available for the Mayors Civic Service in June.
- BMBC's Community Governance Review has been completed and they have proposed to amend the Parish Council boundary to include the whole playingfield. This will go to a cabinet meeting.

b. Items to Report.

- A request from the gas company to install new access to the gas compound in the playarea was discussed. The Chair has met with the representative and discussed access arrangements. There will be no impact on the play area.

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- A letter regarding waste collections for properties on Manor Lane was discussed. The Clerk will write to BMBC about the issue and request that collections continue from the Lane until the issue of where to put bins can be properly looked at.
- Cllr Sedgwick reported that he has removed the broken bench from Willow Lane.
- The new website has now gone live and Councillors are pleased with it. The Clerk will thank Mr Rivett for all his hard work. Councillor Sedgwick is able to update the website.
- Councillor Walker showed a picture of new courts at Lock Park and is going to enquire about them for the playingfield.

17. Other Matters.

a. Emergency Items.

None.

b. Matters for Future Discussion.

Neighbourhood Plan, Titivators Update, Community Orchard, Village in Bloom & fete, Community allotment, youth grant fund.

18. Date and Time of the Next Meeting.

The next full meeting will be on Monday 4th June 2018, from 7.15pm at Saint Aidans Church.

Signed this day _____ **2018.**