

OXSPRING PARISH COUNCIL

Minutes of a meeting held on Monday 3rd December 2007,

At

7pm in Oxspring School.

1. Attendance.

a. In Attendance.

Councillor I. Goldthorpe.	(IG)	(Chair.)
Councillor I. Stanley.	(IS)	(Vice Chair.)
Councillor C. Booth.	(CB)	
Councillor A. Mills.	(AM)	
Councillor F. Shaw.	(FS)	
Councillor W Taylor.	(BT)	

Mrs Stephanie Tolson (Clerk).

b. Apologies.

No apologies were received.

2. Prioritisation of Agenda Items.

Item 5e is to be taken after Item 7b.

3. Community Matters.

Public Participation Adjournment.

None.

4a. Minutes of the Meeting held on Monday 12th November 2007, and Matters Arising from them.

- The Chair signed the minutes as a true record after **agreement** by the Council (CB,IS). The Clerk had circulated action reports from the minutes and provided the latest update in addition. The Chair and other members reported on their actions.
- It was noted in item 6a. Payments and Receipts, that the following payments were not allocated to the correct account in the minutes; cheque 10502 to Oxspring Friends should have stated that it was a S137 payment, and cheque 10504 to JS Mitchell should have been allocated to S106 Maintenance. The Clerk informed the Council that the Accounts system had already been updated.
- Councillor Shaw requested that the Clerk keeps chasing the Trans Pennine Trail Officer at BMBC regarding the items that Oxspring Parish Council (OPC) has as outstanding.

4b. Minutes of the Meeting held on Wednesday 21st November 2007, and Matters Arising from them.

- The Chair signed the minutes as a true record after **agreement** by the Council (CB,IS). The Clerk had circulated action reports from the minutes and provided the latest update in addition. The Chair and other members reported on their actions.
- Councillor Booth updated the Council on the estimated cost of the building. Mr Clinch had reported that depending on the cost per square metre, the cost could range between £500,000 and £600,000.

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- The Chair distributed copies of the Architect Plans to those Councillors who did not attend the meeting.
- Councillor Booth reported that Mr Clinch would like to receive the comments of those Councillors that did not attend the meeting. Please pass on your comments and suggestions via Councillor Booth.
- Any other matters would be included in later agenda items.

5. Business Matters.

a. Administration Charges

- The Clerk reported on the annual cost of Electricity and Water charges. The details of this were stated in the report to the meeting. It was noted that the no electricity should have been used this year, and it was questioned when the electricity is being used. The Clerk is to note from next bill as to whether it is estimated or actual, and if there is a minimum or standing charge on the account.

b. Recruitment Procedure

- The Recruitment Working Party updated the Council on the Draft Recruitment Checklist that has been written by Councillor Booth. A couple of amendments are required, and the final document will be circulated for approval at the next meeting.
- It was agreed that in the future, after offering the post to the highest scoring candidate, a cooling-off period should be allowed prior to notifying the other candidates that they have not been successful, as there have been issues in the past where the first candidate to be offered the role has subsequently withdrawn.
- As a result of the Appeals Committee report, some changes have been made to the Clerk's contract of employment. These are that the notice period has been increased to two months, and where this includes the summer recess, the notice period is increased by a further month. The new contract was accepted and signed by the Clerk and Chair.
- It was noted that the Clerk's thirteen week probationary period ended on 1st December 2007.

c. Website Maintenance

- The BMBC webpage for OPC was discussed, and all Councillors are advised to take a look at the new webpage. This can be found on the BMBC website at:
http://www.barnsley.gov.uk/bguk/Council_Democracy/Your_Right_to_Know/Parish_Town_Councils/Parish_and_Town_Councils_in_the_Barnsley_Borough
- The existing OPC website written by Callum Fyfe was discussed, and it was decided to leave it as it is for the present time.
- The Clerk informed the Council about Mr Rivett who had contacted her with regards to volunteering to do a new website for OPC. Mr Rivett lives in Oxspring and is suitably qualified to do a website for OPC. The Council discussed what they would like to see on a new website and what their expectations of it would be.
- The Clerk is to contact Mr Rivett to discuss the matter further, to ascertain any costs that may be incurred, and to see how it can be progressed. If Mr Rivett wishes, a meeting may be arranged to discuss it further with the Council.

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d. Youth Club

- The Clerk reported that she had not heard back from Reverend Joy.
- The Clerk reported that she had not been contacted by anyone who wished to put themselves forward as a Youth Club Volunteer.

e. Community Partnership Facilities

- Councillor Booth informed the Council that Mr Clinch had spoken to him after the meeting on the 21st November, and informed him that he had written requesting a meeting with Mr Merryweather, the Head of BMBC Planning to discuss our plans.
- Councillor Booth reported that he had attended a Funding Fair in November which he had found very useful. He spoke with several funding providers, and also with an organisation that can guide OPC through the funding process, and can come and talk to the Council.
- Councillor Booth reported on the Charitable Trust information, and it is clear that to access funds, a Charitable Trust needs to be established first. There is likely to be more success with this route, rather than the Football club and OPC attempting to gain the funding.
- It is clear that setting up a Charitable Trust is vital to progressing the building, rather than individuals putting their names to the project.
- Once a Charitable Trust is formed and the building plan is in place, advice can then be sought and it would be possible to employ a consultant to pursue funding on the Trust's behalf on a no win no fee basis.
- Councillor Booth has agreed to contact Silkstone Parish Council and enquire about how they developed Silkstone Sports Pavilion.
- Councillor Booth has agreed to contact Norah Keany-Corr at the YRCC regarding the next steps.
- Councillor Booth will feedback comments on the building plan to Michael Clinch.

f. Other Business

- The Clerk reported that the lock on the Notice Board has been broken, but that there was no further damage.
- The Chair and Councillor Taylor have **agreed** to repair the lock. (IS,IG).
- Councillor Mills reported that the document listing the Councillors names in the Notice Board is out of date. The Clerk is to rectify.

6. Financial Matters

a. Payments and Receipts

- The following Receipts were acknowledged:

Receipts

Date	Ref	Name	Service/Item	Amount	Account
Deposit Account					
23 Nov 07	126	HSBC	Bond maturity	20000.00	INVESTMENTS
23 Nov 07	126	HSBC	Bond Interest	433.53	INTEREST on INVTS
26 Nov 07	348	HSBC	Bond Interest	122.33	INTEREST on INVTS
26 Nov 07	348	HSBC	Bond maturity	10000.00	INVESTMENTS

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- The following items were presented and **agreed** for payment. (FS,AM)

Payments

Date	Ref	Name	Service/Item	Amount	Account
Current Account					
23 Nov 07	SO	Stephanie Tolson	Clerks Salary	400.49	WAGES, PAYE, NI, P
24 Nov 07	SO	Stephanie Tolson	Imprest account	15.00	BANK TRANSFERS
3 Dec 07	43/101506	Macmillan Cancer Support	Donation via Open Gardens	25.00	S. 137 PAYMENTS
3 Dec 07	44/101507	British Heart Foundation	Donation in mem H Thorpe	25.00	S. 137 PAYMENTS
3 Dec 07	45/101508	Oxspring Primary School -bmmbc	Hire of hall	20.00	ADMINISTRATION
3 Dec 07	46/101509	BDO Stoy Hayward	Audit of Accounts y/e 3/07	182.13	ADMINISTRATION
3 Dec 07	47/101511	NGN Technology	Printer Cartridges	81.00	ADMINISTRATION
3 Dec 07	48/101512	Jill Moore	Clerk Pay backdated	51.60	WAGES, PAYE, NI, P
3 Dec 07	49/101513	SLCC	Subscription 2008	91.00	ADMINISTRATION
3 Dec 07	49/101514	YRCC	Publications	47.40	ADMINISTRATION

Deposit Account

29 Nov 07	348	HSBC	Bond Reinvestment	32000.00	INVESTMENTS
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b. Balances and Transfers

- The Following transfers were made during the period:

Transfers

Date	Ref	Name	Service/Item	Amount	Account
17 Nov 07	TFR	D/A to C/A	Bank transfer	2000.00	BANK TRANSFERS

- The closing balances for 30th November 2007 were:
c/a £2048.06, d/a £7623.30, Imprest a/c £16.68

c. Other Financial Matters

- The Clerk reported that the External Auditors have completed their Audit, and that there were no matters arising within the report which required the attention of the Council.
- The Annual Return was therefore **approved** and accepted by the Council. (CB,FS).
- The Notice of Conclusion of Audit will be displayed in the Notice board for 14 days as required.
- The Clerk reported that the Imprest Account is currently with the Account Monitoring Officers for inspection.

5. Planning Matters

a. Planning Applications.

There were no Planning Applications for consideration by the Council

b. Other Planning Matters

- The Clerk reported that the Contract for the Sale of Land at Sheffield Road had been returned to the Solicitors.
- The Clerk has now received the Title Deeds for signing for the above land. It was **agreed** to sign the Title Deeds. (CB,BT). These were signed by the Clerk and Chair, and witnessed by Councillor Booth.
- The Clerk is to send the signed deeds to the Solicitors.

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8. Administrative Matters.

a. Correspondence

- A list of correspondence had been circulated, and the Clerk added to this with recently received items. Most items requiring discussion by the Council were discussed under the relevant agenda items.
- The invitation to the Penistone Town Council Carol Service was discussed. The Clerk is to thank the Council for the invitation and inform them that Councillors Stanley and Shaw and partners will attend.

b. Items to Report

- Councillor Shaw reported that there are several corrugated iron sheets that have been discarded onto the banking of the Trans Pennine Trail near the entrance at Roughbitchworth Lane. The Clerk is to report this to the Trans Pennine Trail Officer at BMBC.

9. Other Matters

a. Emergency Items

- None reported.

b. Matters for future discussion.

Recruitment Procedure, Website Maintenance, Community Partnership Facilities.

7. Date and Time of the Next Meeting.

The next full meeting will be at 7pm on Monday 7th January 2008 at Oxspring School.

Signed this day _____ **2008.**