

OXSPRING PARISH COUNCIL

Minutes of a meeting held on Monday 12th November 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 R Chitoriski.	(RC)	

Mrs Stephanie Tolson (Clerk).

b. Apologies.

Apologies were received and accepted from Councillor W Taylor.

2. Prioritisation of Agenda Items.

No prioritisation was necessary.

3. Community Matters.

Public Participation Adjournment.

None.

4a. Minutes of the Meeting held on Monday 1st October 2007, and Matters Arising from them.

- The Chair signed the minutes as a true record after **agreement** by the Council (CB,FS). 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 commented that Oxspring Parish Council (OPC) would not automatically receive a copy of the Planning Application for the Wind Farm at Sheephouse Heights. The Clerk is to contact the BMBC planning office to request that OPC is sent a copy when the application is made.
- Councillor Stanley suggested that a public meeting should be held when the Planning Application has been made for the Wind Farm.
- Councillor Mills reported that she had done some investigation into Wind Farms and had a report which was very informative. It was requested that Councillor Mills circulates the report to the Councillors.
- Councillor Booth reported that he informed Mr Faxon of Roughbitchworth Lane Allotments that he needed a certificate to spray weedkiller on the paths, prior to the work being done.
- Councillor Mills reported that Mrs Scott of Allotment Plot 1 Roughbitchworth Lane has moved house. The Clerk is to find out if the Allotment is still required.
- Councillor Booth reported that Oxspring Heritage Group have arranged to obtain discs from BMBC Countryside Unit for the Path Way Marking, and that they will survey and replace if necessary the fingerpointers.
- Any other matters would be included in later agenda items.

OXSPRING PARISH COUNCIL

5. Business Matters.

a. Appeals Committee

- The Chair reported that all actions had been completed and a satisfactory conclusion achieved.
- Councillor Stanley thanked Councillor Booth on the Councils behalf for his work on this issue.
- One of the recommendations of Councillor Booths report was to set up a working group to write a procedure for future reference. It was **agreed** that this would consist of Councillors Booth, Mills and the Clerk. (CB,IS).
- The Clerk reported that she had obtained advice from the YLCA on the matter.

b. Community Partnership Facilities

- Councillor Booth reported that he is attending a Funding Conference on the 22nd November.
- The architect Michael Clinch has prepared discussion documents for the Council. The Clerk is to book the School for a meeting with Mr Clinch. This will be on Wednesday 21st November at 7.30pm.
- The report “Village Hall Information Sheet” that has been distributed to Councillors is to be discussed at the next meeting. All Councillors are requested to read it prior to the meeting.
- Councillor Booth has a copy of the Model B Charitable Trust and Lease document. He is going to write a briefing paper on this for Councillors and this will be discussed at the next meeting.
- Councillor Booth reported that he has a list books and leaflets that will be very useful as the project progresses. It was **agreed** that he is to purchase these as and when required. (IS,IG).

c. Code of Conduct

- The Clerk produced forms for each Councillor to sign to state that they will abide by the new Code of Conduct. These were signed.
- The Clerk provided Councillors Booth and Mills with a “Register of Interests” form. These are to be completed and returned to the Clerk.
- The Clerk provided forms for all other Councillors to sign to state that there has been no change to their Register of Interests. These were signed.

d. BMBC Web Page for Oxspring Parish Council

- The Clerk distributed a proposed Web page for the Parish Council to be placed on the BMBC web site. This project is being coordinated by Ian Turner from BMBC. It was **agreed** to accept the Web page. (IS,IG).
- The Clerk is to correct the information provided and notify Ian Turner of the Councils agreement.
- If the Councillors have any further ideas for information for the Web Page, please submit them to the Clerk.

e. OPC Website Maintenance

- The Clerk reported that Callum Fyfe had been in contact and will upload newsletters to the website for £20 each time.
- The Clerk is to enquire how she can make updates herself, as it is believed that the previous Clerk had Webmaster status.
- It was discussed that it would be preferable to have a Website maintained by someone who lives in Oxspring.
- It was **agreed** that a request for a Volunteer to write a new website would be put in the Newsletter, stating that expenses incurred would be covered. (IS,IG).

OXSPRING PARISH COUNCIL

f. Tree Inspections

- The Clerk read out the inspection report from Councillor Taylor. It was **agreed** to monitor the large Sycamore Tree in the Rookery at the rear of the bus shelter on Sheffield Road as there appears to be bark damage. (CB,IG).

g. Youth Club

- The Clerk is to write a letter to Reverend Joy informing him that the three previous volunteers no longer wish to run the Youth Club as their circumstances have now changed.
- It was **agreed** to put a request for Youth Club Volunteers into the Newsletter. (IS,IG).

h. Role Re-allocation

- The roles of Councillors with regards to committee representation were discussed.
- Councillor Mills who is on the Penistone Road Safety Committee reported that she had not been informed of any meetings. The Clerk is to contact David Horsefield to inform him that Councillors Mills and Taylor are representing OPC on this committee.
- The Clerk is to inform Penistone Council that Councillor Shaw now represents OPC for the Paramount Cinema Management Committee.
- Councillor Chitoriski will be a representative for CARE.
- The Clerk is to provide the Imprest Account for checking to the Account Monitoring Officers; Councillors Shaw and Taylor.
- The Clerk is to confirm with Dean Howford that he will continue to be the Internal Auditor.
- It was **agreed** that Councillor Booth is appointed onto the Finance Sub Committee for this financial year. (RC,IS).

i. Administration Charges

- The charging of Electricity to users was discussed.
- The Clerk is to confirm how much the Electricity Bills have been prior to discussing this further.
- The Clerk is also to confirm the cost of Water Bills.

j. Accounting Package

- The Accounting Package was discussed as there is no longer any technical support for the package. However, it is currently running smoothly and provides all that is required for OPC's Accounting and Audit purposes.
- It was **agreed** to leave the current system in place. (IS,IG).

k. Other Business

- Councillor Booth has written a Winter edition newsletter. This was circulated.
- It was proposed to add to the newsletter the request for volunteers for the Youth Club and Website as mentioned under 5(e) and 5(g).
- It was **agreed** to add information regarding Oxspring Friends New Years Eve Dance. Councillor Shaw is to provide this information to the Clerk. (FS,IG).
- It was **agreed** to spread the Newsletter onto 4 sides of paper. (to be stapled). (FS,IG)
- It was **agreed** that Councillor Shaw would write the next newsletter. (CB,FS).
- The printing of the Newsletter was discussed. The Clerk is to find the most suitable and cost effective means.
- In his absence, Councillor Taylor left a note to remind the Council that a winner for the Best Planter had not been announced this year. As most planters have now been cleared it was **agreed** not to have this competition for 2007, but to have a competition in 2008. (RC,IG).

OXSPRING PARISH COUNCIL

- It was decided that in lieu of the £50 prize fund for the Planter competition, that £25 would be donated to Macmillan Nurses via the Oxspring Open Gardens Scheme, and £25 would be donated to the British Heart Foundation in memory of the deceased Howard Thorpe. The Clerk is to arrange this.
- The playground equipment was discussed, and the width between the vertical bars on the smaller Multi play unit was discussed. It was reported that the previous Clerk had found a supplier to replace these with narrower widths between bars. The Clerk is to investigate.

6. Financial Matters

a. Payments and Receipts

- The following Receipts were acknowledged:

Receipts

Date	Ref	Name	Service/Item	Amount	Account
5 Oct 07	34A	Trans Pennine Trail	Fun Run proceeds	273.00	RECEIPTS

- The following items were presented and **agreed** for payment. (CB,IS)

Payments

Date	Ref	Name	Service/Item	Amount	Account
24 Oct 07	SO	Stephanie Tolson	Clerks Salary	390.83	WAGES, PAYE, NI, PENS., EXPENSES
24 Oct 07	SO	Stephanie Tolson	Imprest account	15.00	BANK TRANSFERS
29 Oct 07	SO	Yorkshire Water	Water usage at Allotments	10.83	ALLOTMENTS
12 Nov 07	35/101498	Oxspring Primary School -bmhc	Hire of hall	60.00	ADMINISTRATION
12 Nov 07	36/101499	Melvyn Carr Ltd	Weedkiller for allotments	25.85	ALLOTMENTS
12 Nov 07	37/101500	NGN Technology	Printer Cartridges	40.00	ADMINISTRATION
12 Nov 07	38/101501	BMBC	Gound Maintenance Contract	698.48	MAINTENANCE
12 Nov 07	39/101502	Oxspring Friends	TPT fun run proceeds	273.00	OTHER PAYMENTS (Not listed here)
12 Nov 07	40/101503	Alison Mills	Planter Plants	61.00	MAINTENANCE
12 Nov 07	41/101504	JS Mitchell	Play Area maintenance	200.00	MAINTENANCE
12 Nov 07	42/101505	Stephanie Tolson	Clerk Pay backdated	19.32	WAGES, PAYE, NI, PENS., EXPENSES

b. Balances and Transfers

- There were no transfers during the period.
- The closing balances for 31st October 2007 were:
c/a £1608.20, d/a £11067.44, Imprest a/c £1.68

d. Other Financial Matters

- The Clerk is to contact the previous Clerk, Jill Moore, with reference to the increased salary scales, with a view to paying her back dated pay for April to August.
- The Clerk is to renew the Investment Bonds that expire in November with a 3 month Investment Bond of approximately £35,000. The Clerk is to forecast spend for the remainder of this financial year in order to calculate how much is to be invested.

5. Planning Matters

a. Planning Applications.

There were no Planning Applications for consideration by the Council

b. Other Planning Matters

- The contract for the Memorial Garden Land on Sheffield Road was **agreed** and signed. (CB,RC)
- The Clerk is to send the signed contract to the Solicitors.

OXSPRING PARISH COUNCIL

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 Mayors Carol Service was discussed. The Clerk is to thank the Mayors Office for the invitation and inform them that no-one from OPC can attend.
- The letter from Bluebell Wood Childrens Hospice was discussed. It was **agreed** to decline the request for a grant/donation as it is the publics funds that the Council hold. (IG,IS).

b. Items to Report

- Councillor Shaw reported that the Bus Shelter on Sheffield Road at Eddyfield has never been replaced. The Clerk is to report this to South Yorkshire Passenger Transport Executive.
- Councillor Stanley reported that maintenance is required to Sheffield Road around the school area. The Clerk is to report this to BMBC's Highways maintenance department.
- The Chair stated that he will attend the November Penistone East & West Area Forum meeting at Crow Edge.
- Councillor Mills reported that there is a lot of litter left on the playingfield after a football match has taken place. The Clerk is to write to Oxspring United FC. The Chair is to source a litter bin for the Playingfield.
- It was noted that a lidded litter bin would be preferable at the playground to the one that is there currently.
- Councillor Mills informed the Council that she has a large number of daffodil bulbs that require planting. It was suggested that they are planted on the banking near the memorial garden. Councillor Mills is to action this.
- The Chair reported that there are moles living at the Playground. It was **agreed** to remove them. (CB,RC).
- Councillor Shaw reported that the hoop gate access at the Willows to the Trans Pennine Trail is very difficult for the elderly and disabled to get through. She has reported this to Trevor Maine. The Clerk is to contact Trevor and report it to BMBC.
- The Clerk is to report to BMBC Highways that the Oxspring road sign on Sheffield Road near the Playingfield needs replacing as letters are missing.

9. Other Matters

a. Emergency Items

- None reported.

b. Matters for future discussion.

Administration charges, Recruitment Procedure, Website Maintenance, Youth Club, Community Partnership Facilities.

7. Date and Time of the Next Meeting.

The next full meeting will be at 7pm on Monday 3rd December 2007 at Oxspring School.

Signed this day _____ **2007.**