

OXSPRING PARISH COUNCIL

Minutes of a meeting held on Monday 2nd October 2017

At

7.15 in Saint Aidan's Church

1. Attendance

a. In attendance

Councillor I Goldthorpe	(Chair)
Councillor A Walker	(Vice Chair)
Councillor E Gratton-Rayson	(EGR)
Councillor A Mills	(AM)
Councillor G Sedgwick	(GS)
Councillor F Shaw	(FS)

Mrs Stephanie Tolson (Clerk), Bill Taylor (resident).

b. Apologies

Apologies were received and accepted from Councillor I Stanley (AM,AW)

2. Prioritisation of Agenda Items.

None.

3. Community Matters.

a. Public Participation Adjournment.

- None.

4a. Minutes of the Meeting held on Monday 5th September 2017, and Matters arising from them.

- The Chair **agreed** to sign the minutes as a true record after **agreement** by the Council (AM,AW). 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.
- Regarding the trees/brambles at the back of the Mayfield houses, Councillor Sedgwick has taken a look and spoken to the residents. It was agreed to tidy up the area but not cut down any trees. The mini digger may be needed to clear the area up.
- The Clerk wrote to the Waggon & Horses regarding permission requests for bouncy castles etc on the playingfield, stating the notice and insurance requirements.
- The Clerk informed the resident that had enquired about the basket ball court that the Council will install nets and look into doing the line marking. The existing nets have not yet been found. It was agreed to ask Val Borham and Chris Booth if they know where they are. Pricing for new nets will also be looked into.
- The Clerk wrote to the three allotment tenants at the Willows informing them that they need to re-instate the fencing back to the original configuration allowing an access route at the back.
- The Clerk reported that the line markings at the Long Lane/Roughbitchworth Lane junction needed to be done, which they now have been.
- The Clerk reported the dying Elder tree on the TPT, and this is going to be looked at by the rangers.
- The Clerk thanked BMBC for the beautiful hanging baskets this year.
- The Lorry spill on Long Lane was re-reported to BMBC and has now been removed.
- The planter competition was judged by Councillor Shaw and the Clerk. First place was the Toll Bar planter, 2nd Place was the planter on Sheffield Road near Willow bridge bungalow, and 3rd place was the planter beneath the Oxspring sign near the playingfield. Congratulations were given to the winners.
- The Clerk reported the road surface at the top of Roughbitchworth Lane where it is falling away at the side.
- The Clerk reported the Japanese Knotweed on the TPT. They confirmed that it has been sprayed twice this season and will be done a third before it dies back. Sarah Ford stated that it is not possible to remove it as legal requirements are to dig a 10m hole below and around all sides and then to seal it before disposal at a

OXSPRING PARISH COUNCIL

specialist site. Councillor Gratton-Rayson also stated that there is bindweed in three locations in the village and the way to control it is by spraying which she will carry out.

- The Council discussed the Oxspring sign near the field carpark and the sight lines for vehicles. Photos were looked at and it was noted that it was possible to just about see oncoming vehicles if cars pull right to the edge of the road. However, it was also noted that part of the problem was the speed that cars come down Thurgoland bank into the village. It was agreed to raise the issue of speeding with highways.
- Any other matters would be included in later agenda items.

5. Business Matters.

a. Neighbourhood Plan

- It was noted that the BMBC local plan is at stage three of inspection but that some modifications relating to housing have been requested by the examiner. The stage three hearing will take place in October. The examiners findings so far are on the BMBC website.

b. Titivator Update

- It was noted that Councillor Gratton-Rayson has done a lot of weed spraying. The Council thanked her.
- General tidying has been done in the village.

c. Path at top of playingfield

- It was noted that a path has been cut between the top of the playingfield and the trail, but it is not known who has cut it. Photos of the cut area were circulated.
- Feedback from Councillor Stanley is required as he was going to speak to the landowner.
- It was agreed that a fence separating the field and path may be a good idea.

d. Fitness Equipment

- The Lottery awards for all grant application was successful and the payment has been received.
- A date has been arranged for the manufacturer to visit the site and agree the best installation location for the two pieces of equipment.

f. Community Orchard

- Councillor Gratton-Rayson has put down grass seed and wildflower seed.
- Seven fruit trees have been ordered. There will be plum, apple, cherry and pear trees.

g. Community Allotment

- A grant application has been made to the Ward Alliance and Tesco bags of help scheme.
- The total project cost is estimated at £1800. This will be match funded with volunteer hours.
- Councillor Gratton-Rayson will bring the plan to the next meeting for Councillors to view.

h. War Memorial Plaque

- A grant application has been approved by the Ward Alliance.
- The Clerk will place the order with Brian Totty Signs. A proof will be requested first. If possible the Council would like to install it prior to remembrance Sunday.
- Councillor Mills will arrange a poppy wreath for remembrance Sunday.

i. Trees at West Crescent

- Councillor Gratton-Rayson met with Mrs Borham and explained that the hawthorne hedge is not quite ready to be laid yet. She expects it will be in the autumn of 2018.
- She agreed that the hedge and rose bush can be trimmed.
- It was noted that the large tree behind the rose bush has leaning branches, and that this tree may need to be cut back in the future.

j. Other Business

- None.

OXSPRING PARISH COUNCIL

6. Financial Matters

a. Payments and Receipts

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

Payments

Date	Ref	Name	Service/Item	Gross amount	Account
Current Account					
2 Oct 17	35/102075	Hot Metal Press Ltd	leaflets open gardens	45.80	ADVERTISING & PUBLICITY
2 Oct 17	36/102076	Amazon	Printer Ink	47.60	ADMINISTRATION
2 Oct 17	37/102077	C Langley	planter prize	50.00	S. 137 PAYMENTS
2 Oct 17	38/102078	Mrs S Horn	planter prize	30.00	S. 137 PAYMENTS
2 Oct 17	39/102079	A Mills	planter prize	20.00	S. 137 PAYMENTS
2 Oct 17	40/102080	BDO LLP	External Audit Fee	240.00	ADMINISTRATION
2 Oct 17	41/102081	I Goldthorpe	mole removal playarea	40.00	MAINTENANCE
2 Oct 17	so	Southern Electric	Electricity Playingfield	14.57	OTHER PAYMENTS (Not listed
21 Oct 17	SO	S Tolson	Clerks Salary	544.44	WAGES, PAYE, NI, PENS., EXI
21 Oct 17	SO	S Tolson	Imprest Account	15.00	BANK TRANSFERS

Deposit Account

none

Receipts

Date	Ref	Name	Service/Item	Amount	Account
Current Account					
20 Sep 17	cr	Big Lottery Fund	Grant fitness equipment	2695.00	CAPITAL GRANTS
20 Sep 17	cr	Trunce Runners	Donation to field fund	610.00	RECEIPTS

Deposit Account

1 Sep 17	cr	HSBC	Bank Interest	0.43	INTEREST on INVTS & A/CS
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b. Balances and Transfers

- There was one transfer since the last meeting.
- The closing Balances for 30th September 2017 are c/a £5305.83 and d/a £7313.17, Imprest a/c £56.52.

Transfers

Date	Ref	Name	Service/Item	Amount	Account
6 Sep 17	TRF	HSBC	d/a to c/a bank transfer	2000.00	BANK TRANSFERS

c. Other Financial Matters

- The external auditor has completed its audit for the year ending 31/3/17 with no matters arising. The audited accounts were circulated.

7. Planning Matters

a. Planning Applications.

- There were no planning applications to consider.

8. Administrative Matters.

a. Correspondence

- A request from Steve Dickinson to use the field for the Ambles Revenge on the 31st December was discussed. This was agreed subject to the usual rules regarding parking on the field.
- A letter from the resident that lives near Castle Dam car park was discussed. It was agreed to tidy up the area by filling the pot holes and smoothing out the car park surface. A mini digger will be required. It was also agreed to ask the clean and tidy team to strim and clear litter from the site on a regular basis. The police will be informed of the anti-social behavior in the car park. It was agreed the Council cannot agree to any of the specific requests in the letter.

OXSPRING PARISH COUNCIL

- It was noted that there had been recent burglaries in Fields End and that a resident had offered to allow his house wall for the use of CCTV. It was noted that it was not possible for the Council to maintain use of CCTV on a resident's house. Advice was also given that if the resident installs personal CCTV then ideally it should not monitor outside of his property boundary. If it does then the resident would be subject to data protection laws and would have to register with the information commissioner's office.
- It was agreed to pass on the Samuel Wordsworth donation to Oxspring friends for the benefit of the seniors in the village.

b. Items to Report

- It was agreed to obtain a Christmas tree from Windmill nursery. Councillor Sedgwick will test the Christmas lights.
- It was noted that Tollbar is having works done by Yorkshire Water. There are several pot holes which they will be required to fill when the job is finished, and it was noted that BMBC highways will have to sign off the work at then end.
- Councillor Walker gave an update on the chair & councillor skills workshop that she attended.
- It was agreed to review the standing orders and financial policies at the next meeting.
- The Clerk circulated the Oxspring Parish Council constitution document. It was agreed to use this for grant funders that require governance documentation when applications are made.

9. Other Matters

a. Emergency Items

- None reported.

b. Matters for future discussion.

Neighbourhood Plan, Titivators update, Path at top of playingfield, Fitness Equipment, Community Orchard, Community Allotment, War Memorial Plaque, Trees at West Crescent, Castle Dam picnic area.

7. Date and Time of the Next Meeting.

The next meeting will be at 7.15pm on Monday 13th November 2017 at Saint Aidan's Church.

Signed this day _____ 2017.