

Oxspring Parish Council
Clerk: Mrs S Tolson
43 Nether Royd View, Silkstone Common, S75 4QQ
Tel: 01226 792657. E-mail: clerk@oxspring-parish.com

Dear Councillor

8th November 2023

You are summoned to attend the next meeting of Oxspring Parish Council, to be held on **MONDAY 13 NOVEMBER 2023** at 7.15pm in St Aidans Church Hall.

S Tolson

(CLERK)

*There will be a public session within the meeting and this will commence at 7.15pm.
(Members of the public will adhere to the rules set by the council for this session)*

A G E N D A

1. Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2.
 - 2.1 To receive apologies for absence and record these in the minutes
 - 2.2 To consider the approval of reasons for absence given by councillors
3.
 - 3.1 To receive, consider and decide upon any applications for dispensation
 - 3.2 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
4. To confirm the minutes of meeting held on 2 October 2023, as a true and correct record
5. To receive information on the following ongoing issues and decide further action where necessary:
 - 5.1 G Hinchliffe has been invited to attend the meeting to be co-opted.
 - 5.2 A letter was received from OUFC regarding the container in the car park and the plans to move it.
 - 5.3 The new sign for the playarea was designed and created and has been recently installed.
 - 5.4 The Clerks appraisal will take place on the 10th November.
6. **Planning Matters - to consider and decide upon the following planning applications:**
 - 6.1 None
7. To receive and note the following planning decision/information:
 - 7.1 2023/0357 – Roughbitchworth Lodge – variation to condition 2 (double driveways, new house type – under consideration
 - 7.2 2023/0675 – Land adjacent to Smithy House – demolition of changing rooms & 2 storey house - under consideration
 - 7.3 2023/0712 – Castle Hill House – Shepherds Hut – under consideration – **refused**
 - 7.4 2023/0714 – The bungalow Sheffield Road – demolition & new property – **approved**
8. **Matters requested by councillors:**
 - 8.1 To discuss allotment flooding at Roughbitchworth allotments.
 - 8.2 To consider the SID statistics.
 - 8.3 To receive a report on the Community Allotment & Orchard (Cllr Gratton-Rayson)
 - 8.4 To receive a report from the Titivators (Cllrs Sedgwick, Gratton-Rayson)
 - 8.5 To consider the latest playarea inspection report and zip wire repair proposal.
 - 8.6 To consider the options of a newsletter or not as per October minutes.
 - 8.7 To receive feedback re the watering of the Willows planters for next Summer.
 - 8.8 To discuss the OUFC new community building proposal.

Comment [MSOffice1]: The agenda must summon the councillors to meetings – it is a legal summons and councillors have a duty to attend or give a reason why they cannot. It can be sent by post or e-mail (with the councillor's consent).

Comment [SS2]: Note the three clear days notice. (LGA 1972, Schedule 12, para 10(2)(a) and (b). Not including a Sunday (LGA 1972, section 243).

Comment [MSOffice3]: The agenda must be signed by the clerk or the person that convenes the meeting. It is a legal summons belonging to that person. Local Government Act 1972, Schedule 12, paragraph 10. An electronic signature can be used.

Comment [s4]: A public session is not mandatory and can be held prior to, after or within the meeting. If held within the meeting it becomes part of the meeting and needs formal minuting. A session held outside of the formal meeting should be *noted*. Care needs to be taken not to record verbatim minutes and in some circumstances to be wary of naming people in the minutes. It is important to note that the public cannot be excluded from a parish council meeting unless a council takes a formal resolution to exclude them because it believes that the business that it is dealing with is prejudicial to the public interest. Public Bodies (Admissions to Meetings) Act 1960.

Comment [MSOffice5]: 'To receive' or 'To consider' followed by an explained agenda item provides the specification that is required to make any decisions taken under the item a lawful decision.

Comment [MSOffice6]:
Specify planning applications also

Comment [MSOffice7]:
Educating councillors to let the clerk have items for the agenda beforehand. It would be useful if the councillors prepared a brief summary of their concerns which can be circulated with the agenda.

9. To receive and consider for decision any recommendations from the Council's Committees:
- 9.1 None

10. **Financial matters:**

- 10.1 To receive and note current bank balances as at 31 October 2023
HSBC Current Account - £1802.05
HSBC Savings Account- £6507.31

- 10.2 To receive and note a bank reconciliation/Finance Report to 31 October 2023
(enclosed at end of agenda)

- 10.3 To approve the following accounts for payment:

Payments					
Date	Ref	Name	Service/Item	Gross amount	Account
Current Account					
27 Oct 23	DD	BUSINESS STREAM	WATER BILL ALLOTMENT	39.30	ALLOTMENTS
13 Nov 23	33	SIMPLYSIGNS	PLAYAREA SIGN	60.00	MAINTENANCE PLAYAREA
13 Nov 23	34	AMAZON	XMAS TREE LIGHTS	11.89	MAINTENANCE GENERAL
13 Nov 23	35	JULIE HODGSON	DONATION FOR ELECTRIC	30.00	MAINTENANCE GENERAL
13 Nov 23	36	AMAZON	POPPY WREATH	26.99	PLANTERS/BASKETS/TREE
				168.18	
Deposit Account					
NONE					
				0.00	
Receipts					
Date	Ref	Name	Service/Item	Amount	Account
Current Account					
NONE					
				0.00	
Deposit Account					
NONE					
				0.00	
Transfers					
Date	Ref	Name	Service/Item	Amount	Account
5 Oct 23	TRF	HSBC	BANK TRANSFER	2000.00	BANK TRANSFERS

- 10.4 To note the following payments previously authorised:
- 10.4.1 Clerk's salary (October 23) and HMRC

- 10.5 To receive a report on earmarked funds.
(Enclosed at end of agenda)

11. **Correspondence received:**

To receive information on the following new correspondence and decide further action where necessary

- 11.1 Residents concerns re the South Yorkshire Road Rally
11.2 Hanging basket renewal quote for 2024

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

13. To notify the clerk of matters for inclusion on the agenda of the next meeting

14. **Employment matters:**

- 14.1 To receive feedback from the Clerks appraisal.

Comment [SS8]: Where a council has not given delegated power to make decisions, and the committee has to come back to the full council with recommendations, these should be lifted from the committee minutes and included on the agenda with specification.
This is not an opportunity for a council to re-debate the issue – that would render the work of the committee as futile. The council should acknowledge the work done by the committee and trust its judgement in making the recommendation. Strong Chairship needed to avoid duplication of debate and work.

Comment [MSOffice9]:
Specify finance as well. There is no requirement to specify the actual salary of the clerk on the agenda

Comment [s10]: YLCA is keen to encourage financial officers to produce a reconciliation on a monthly basis (or relative to meeting frequency).

Comment [s11]: This item is on the agenda as issue of good practice. The clerk's salary will have been agreed in advance and need not be listed on the agenda; but having it there does ensure that a minute is kept of payments made.

15. To confirm the date of the next meeting as Monday 11 December 2023.

<u>Receipts and Payments YTD</u>	
<u>(incl current month)</u>	
<u>Receipts</u>	
Precept	21,190.00
Precept LCT grant	1,070.00
Play equipment grants	-
Excavation grant	-
Allotments	240.00
Bank interest/refund	457.68
Donations	450.00
Gas Governor rent	5.00
Hanging Basket sponsorship	-
VAT recovered	-
Total Receipts	23,412.68
<u>Payments</u>	
Contracts gnd maint	2,188.43
Maintenance other	680.95
playarea maintenance/equipment	53.50
playingfield maintenance	221.64
Planters/baskets/christmas tree	3,601.82
Staff costs	5,113.36
Storage container	2,425.00
SID	2,069.91
playarea inspections	-
postage/stationery/office	200.61
Subscriptions	474.00
Administration	120.72
S 137 payments/donations	-
Insurance	-
Room hire/meeting costs	-
Newsletter printing	-
Audit	505.00
Allotments	127.65
Other payments	-
VAT on payments	1,696.05
Total Payments	19,478.64
Surplus (Deficit)	3,934.04
Balance Bought forward Apr 23	26,635.81
closing balance 13 Nov	30,569.85
Bank accounts cashbook 31/10	31,337.90
Bank accounts statements 31/10	31,337.90
Difference	-

Current Earmarked Funds				
	Bal Apr 23	Yr to Date Spend	Yr to Date Receipts	Bal c/f
Play area new equipment	3004.88			3004.88
General Maintenance	1727.15			1727.15
Community allotment	566.16			566.16
Titivator Group	424.58	114.93		309.65
Elections	3000.00			3000.00
Playingfield	6760.00		450.00	7210.00
Sports Pavillion	2331.46			2331.46
Roughbitchworth Excavation	1843.93			1843.93
Neighbourhood Plan	231.25			231.25
Total	19889.41	114.93	450.00	20224.48