

OXSPRING PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 8th May 2017,
Following the Annual Assembly at
6.45pm in Saint Aidans Church.

Present.

Councillor I Goldthorpe. (IG)
Councillor A Walker. (AWa)
Councillor I. Stanley. (IS)
Councillor F Shaw (FS)
Councillor E Gratton-Rayson (EG)
Councillor G Sedgwick (GS)

In Attendance. Mrs S Tolson. (Clerk), Borough Councillor Barnard

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. (FSAW)

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. (FS,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, EG). 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.

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

- Councillor Barnard explained that John Openshaw had retired, and that his replacement is Stephen Miller.

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- It was discussed that there appeared to have been no progress on the footpath at the top of the field as there had been no communication from Sarah Ford. Councillor Barnard requested that the most recent communication was forwarded to him.
- Thanks was given to all that were involved in the Tour De Yorkshire, including the village groups that helped in any way on the day and the lead up to it, and thanks was also given to BMBC for the logistics and organisation regarding bunting, road closures etc on the day.

11. Minutes of the Meeting held on Monday 3rd April 2017, and Matters arising from them.

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

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

- Two new seats for the see-saw have been ordered due to the current one's splitting.
- The Clerk reported on the recent Community Governance Review meeting held at BMBC. The first consultation phase will take place this summer. The Council considered the Parish boundary and agreed that it would be useful if the full playingfield was included within the Parish boundary, and considered that this could be achieved as part of the review. It was agreed for the Clerk to contact Hunshelf PC regarding the matter for their opinion. The boundary around Bower Dell was also discussed. The Clerk has since checked the Parish boundary and can confirm that the whole of Bower Dell is included within the Parish boundary.
- Any other matters would be included in later agenda items.

13. Business Matters.

a. Neighbourhood Plan.

- There was nothing new to report.

b. Trees at West Crescent

- The quotes for a preliminary bat survey were discussed and it was agreed that it was going to be too costly. The Clerk will write to the allotment tenant concerned and V Borham to explain that the tree will be left as it is.

c. Dry stone walls

- It was agreed that the work done on the walls has been excellent.
- Councillor Stanley has spoken with Tom Handley regarding a further section of wall, with a view to getting a quote in the future.
- Those that attending the Walling day reported back that it had been a very enjoyable experience.

d. The Titivators

- A Titivator update was given in the Assembly meeting.
- It was noted that the Ward Alliance Application has been submitted for the Orchard work. The next WA meeting is on the 25th May.

e. Clean and Tidy Team

- This was discussed early in the meeting with Councillor Barnard.

f. Village in Bloom

- It was noted that it will be discussed at the June meeting what needs doing prior to the judging day.
- Councillor Walker is arranging for the printing of photos of the TDY in Oxspring.
- The Chair confirmed the price to have the gate to Bower Dell replaced. This was £650 and agreed. There will be a 4ft pedestrian gate and an 8ft Vehicular gate.

g. Playarea gate access

- The Chair and Councillor Gratton-Rayson met with Jo Birch last month at the playarea to discuss the access onto Sheffield Road from the playarea. The response from Jo Birch was read out to the Council. She recommends that a gate is not installed and that this access is closed off and the

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steps removed. It was agreed to do this and a price would be obtained for the next meeting. A note explaining what is to be done will go in the newsletter.

h. Fitness Equipment

- Councillor Walker explained that she would like the Council to purchase two items for the village green. This was agreed subject to cost. Councillor Walker will look into funding opportunities for this.

i. NCS Project

- The community allotment idea for Clays Green allotment site was discussed. Councillor Gratton-Rayson is drawing a plan and will forward it to the Clerk. The Clerk will contact the NCS co-ordinator and forward the plan.

14. Financial Matters.

a. Balances and Transfers.

- There was one transfer during the month.

Transfers

Date	Ref	Name	Service/Item	Amount	Account
4 Apr 17	TRF	HSBC	c/a to d/a bank transfer	18000.00	BANK TRANSFERS

- The closing Balances for 30th April 2017 are c/a £3669.75 and d/a £22312.16, Imprest Account £15.00.

b. Payments and Receipts.

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

Payments

Date	Ref	Name	Service/Item	Gross amount	Account
Current Account					
8 May 17	10/102057	V Borham	Planter Plants	20.70	MAINTENANCE
8 May 17	11/102058	Red Star Fancy Dress	Bunting TDY	39.50	S. 137 PAYMENTS
8 May 17	12/102059	V Shale	TDY expenditure	19.18	S. 137 PAYMENTS
8 May 17	13/102060	Windmill Nursery	Cable ties bunting tdy	15.20	S. 137 PAYMENTS
8 May 17	14/102061	Melvyn Carr	Stakes banners tdy	18.79	S. 137 PAYMENTS
8 May 17	15/102062	Community Equipment Bank	Marquee hire tdy	20.00	S. 137 PAYMENTS
8 May 17	16/102058	Tesco	USB stick photos tdy	9.00	S. 137 PAYMENTS
8 May 17	8/102055	Rural Action Yorkshire	Membership subscription	35.00	ADMINISTRATION
8 May 17	9/102056	Amazon	Printer Ink	37.44	ADMINISTRATION
8 May 17	DD	Yorkshire Water	Water allotments	19.12	ALLOTMENTS
21 May 17	SO	S Tolson	Clerks Salary	544.44	WAGES, PAYE, NI, PENS., EXF
21 May 17	SO	S Tolson	Imprest Account	15.00	BANK TRANSFERS

Deposit Account
none

Receipts

Date	Ref	Name	Service/Item	Amount	Account
Current Account					
5 Apr 17	cr	Various	Allotment rents	591.00	ALLOTMENTS
25 Apr 17	cr	Various	Allotment rents	169.00	ALLOTMENTS
2 May 17	cr	Various	Allotment rents	23.00	ALLOTMENTS

Deposit Account
none

c. Other Financial Matters

- The Clerk has completed the Annual Accounts for the year ending 31st March 17.
- It was agreed to approve the Annual Governance Statement on the Annual Return 2017 (IS,EG)
- It was agreed to approve the Accounting Statement on the Annual Return 2017 (IS,EG).
- The internal Auditor will now have the books and accounts for review.

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15. Planning Matters

There was one planning application for consideration by the Council:

2017/0225- Smithy House – change of use to a micro pub.

The application was discussed and it was agreed that the Council had no objections but did have concerns regarding parking and the possible increase in on road parking in the vicinity and potential for increased noise. The Clerk will raise these concerns with the planning department.

16. Administrative Matters.

a. Correspondence.

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

- It was noted that a resident wished to sponsor a hanging basket. This was agreed. The Clerk will enquire about the price of a plaque to go with it.
- A letter from Mr Wright at West Crescent allotments was discussed regarding a fallen wood block that he has constructed and regarding builder bag flower displays. As it was not certain where these items would be situated Councillor Stanley will take a look and discuss with Ryan.
- Two complaints received last month regarding the wobbly bridge on the junior multi play unit were discussed. The Clerk has responded explaining that the equipment meets all safety regulations and is inspected regularly.
- It was noted that Parish Councils are invited to attend YLCA South Yorkshire branch meetings. A list of dates will be given to Councillors for discussion at the next meeting.

b. Items to Report.

- A request from a parent in the village was noted regarding holding a bun sale at the playarea for her daughter to raise funds for the World Challenge trip. This was agreed subject to some terms. The Clerk will contact the resident.
- The success of the Tour De Yorkshire was noted and thanks was given to Parish Councillors Sedgwick, Gratton-Rayson, Walker, Shaw and the Chair for the tremendous effort they made in decorating the village and assistance on the day at Saint Aidans and the school.
- The Clerk will submit receipts to Stephen Miller for Ward Alliance reimbursement of half of the TDY costs.
- It was noted that the Magical Melodies concert is on Saturday 13th May.

17. Other Matters.

a. Emergency Items.

None.

b. Matters for Future Discussion.

Neighbourhood Plan, Titivators Update, Dry stone walls, Community Orchard, Clean & Tidy Team requests, Village in Bloom, Fencing off the access at the playarea, Community allotment NCS project, War Dead plaque, Fitness equipment.

18. Date and Time of the Next Meeting.

The next full meeting will be on Monday 5th June 2017, from 7.15pm at Saint Aidans Church.

Signed this day _____ 2017.