

OXSPRING PARISH COUNCIL

Minutes of a meeting held on Monday 7th January 2008,

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 R. Chitoriski.	(RC)	
Councillor W Taylor.	(BT)	

Mrs Stephanie Tolson (Clerk), Mr Tim Rivett

b. Apologies.

Apologies were received and accepted from Councillor A. Mills and Councillor F. Shaw.

2. Prioritisation of Agenda Items.

Item 5b is to be taken after item 1.

3. Community Matters.

Public Participation Adjournment.

None.

4a. Minutes of the Meeting held on Monday 3rd December 2007, and Matters Arising from them.

- The Chair signed the minutes as a true record after **agreement** by the Council (CB, RC). 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.
- The Chair reported that he and Councillor Taylor had looked at the broken lock on the noticeboard. The door still closes firmly, and as it is just papers that are on the board, it was decided that it is not an urgent matter. However, it was decided that it would be repaired at a future point in time.
- It was **agreed** that the annual donation to the school for housing the noticeboard on their premises be made (CB, IS). The Clerk is to look at the value of previous donations and consult the Chair as to how much to donate this year.
- When the Clerk has prepared the Councillor Contact list for the noticeboard the Chair will laminate it.
- Councillor Booth requested that when the Notice of Audit is removed from the noticeboard, that it is put in the Accounts File with the Annual Return for 2006/2007.
- It was noted that when the deeds for the Memorial Garden Land are available, that the Parish Council obtains a copy to give to BMBC, with regards to extending the lease on the strip of land at Sheffield Road.
- It was decided that the vacant allotment at West Crescent is offered to non Oxspring residents.

OXSPRING PARISH COUNCIL

- The Clerk is to contact Trevor Mayne regarding the handrail at the Anthills, and request that BMBC also install the new rail and OPC are prepared to pay the installation cost.
- Councillor Taylor reported that he still has the Imprest Account and will return it to the Clerk.
- Councillor Stanley reported that he still has two circulated items, and will bring them to the next meeting.
- Any other matters would be included in later agenda items.

5. Business Matters.

a. Recruitment Procedure

- The Final Recruitment Checklist document was circulated and **approved** (BT, IS).

b. OPC Website

- Tim Rivett who has volunteered to design the new Parish website was present at the meeting. He asked the Councillors what sort of Parish they see Oxspring as. This was discussed in detail, with the Councillors providing Mr Rivett with information for the website. Councillor Booth has some documents that he will email to Mr Rivett.
- It was also discussed in detail how the website would be used, and by whom. Discussion included inviting local organisations to have a page on the site that they could access and keep updated with news etc. Items such as Photo Galleries, Noticeboards for comments, competitions, or buying/selling items etc was discussed, along with security issues.
- Mr Rivett will set up the infrastructure of the website, and the day to day maintenance of the website will be by the Parish Council via account passwords.
- In the first instance, Mr Rivett will create a design for the Parish Council to view and approve.
- The website name was discussed, and it would be preferable to keep the existing website address. Mr Rivett has looked into the ownership of the existing website address, and ascertained that it is registered in Mr Fyfe's name and not the Parish Council's. Mr Rivett will look into transferring the ownership.

c. Community Partnership Facilities

- Councillor Booth has arranged to have a meeting with Colin Bower to discuss how Silkstone Parish Council undertook development of their Sports Pavilion.
- Councillor Booth reported that he is speaking to Norah Keaney Corr regarding solicitors.
- Councillor Booth reported that he has several documents that he has read, and will pull together a briefing document for the Councillors to read.
- Councillor Booth spoke again about the organisation that can guide OPC through the funding process, and can come and talk to the Council but reiterated that OPC are not at that stage yet, and that this should be done once planning approval has been attained.
- Mr Clinch has written a letter to the Parish Council in response to the meeting on November and Councillor Booth's letter in December. He reported that he has discussed our case with the head of Development Control at BMBC, and also a specialist organisation in green issues (NDC).
- The contents of the letter covered:
 1. Site 1 will be supported by BMBC Planning.

OXSPRING PARISH COUNCIL

2. Landscaping near the car park was a concern, and will need to be part of the Planning Application.
 3. The planners did not like the under-croft idea, and that external storage would be better dealt with as a small offshoot on the main building.
 4. Green issues that have potential are: solar thermal heating, rainwater harvesting, low energy, high efficiency lighting and ground source heat pumps.
 5. The following would not be appropriate: photo-voltaics, wind turbines and biomass generation, but a full audit by BMBC Officers once the building plan was further advanced was possible.
- Mr Clinch's costs were discussed, and the Clerk is to look for the original letter to ascertain what the initial payment covered.
- d. Other Business**
- The Chair reported that he had received a call from Howard Thorpe's son, and that his family would like to put a seat on the Playingfield in memory of Howard. This was **agreed** (CB, IS).
 - The new Planter at the Tanyard was discussed. The Clerk is to contact BMBC to enquire whether they have any planters or can recommend a good source.

6. Financial Matters

a. Payments and Receipts

- The following Receipts were acknowledged:

Receipts

Date	Ref	Name	Service/Item	Amount	Account
Deposit Account					
7 Dec 07	CR	D/A Interest	to 6/12/07	99.87	INTEREST on INVTS & A/CS

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

Payments

Date	Ref	Name	Service/Item	Amount	Account
Current Account					
17 Dec 07	DD	Southern Electric	Electricity usage Playingfield	1.26	OTHER PAYMENTS (Not listed here)
21 Dec 07	SO	Stephanie Tolson	Clerks Salary	400.49	WAGES, PAYE, NI, PENS., EXPENSES
24 Dec 07	SO	Stephanie Tolson	Imprest account	15.00	BANK TRANSFERS
7 Jan 08	51/101515	Callum Fyfe	Website hosting renewal	30.00	ADMINISTRATION
7 Jan 08	52/101516	BMBC	Gound Maintenance Contract	698.48	MAINTENANCE

b. Balances and Transfers

- There were no transfers during the period.
- The closing balances for 31st December 2007 were:
c/a £835.18, d/a £7723.17, Imprest a/c £25.92.

c. Other Financial Matters

- A date of Tuesday 22nd January was set for the Finance Sub Committee to meet to discuss budget setting. The meeting will be at Councillor Booth's house at 7.30pm. Councillors Taylor, Shaw and the Clerk to attend.

OXSPRING PARISH COUNCIL

- The Chair asked Councillors to submit spending proposals for 2008/2009 to the Clerk prior to the meeting.
- Proposals made at the meeting were:
Digital camera, Rubbish removal at the Anthills, 3 lidded litter bins, topsoil for playingfield, boules pitch for the playingfield, landscaping work on the Memorial Garden and the strip of land at Sheffield Road.
Please send any further proposals to the Clerk prior to the 22nd January.

5. Planning Matters

a. Planning Applications.

There was one planning application for consideration by the council

- Application No: 2007/2128
Description: Erection of rear conservatory
Location: 2 Psalters Drive, Oxspring.
This application was supported. (CB, IG)

b. Other Planning Matters

- The Clerk is to contact BMBC and enquire whether we can remove the deteriorating fence that is on the piece of land on Sheffield Road that we are leasing from BMBC.
- The Clerk is to write to Mr Eastwood regarding the above piece of land, as his electricity supply and belongings are still on it. The Clerk is to enquire as to his plans for the above and also the adjacent building plot.

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.
- A letter of complaint was read out about litter and dog faeces on the playingfield. The litter created at football matches was discussed. As previously discussed, a bin will be installed on the playingfield. In the meantime, it was suggested that a large bin bag is supplied at matches for collection of rubbish. Councillor Stanley, who is on the Football Club committee, will arrange this. Regarding, dog mess, it was noted that a Dog Litter bin is near the entrance to the playingfield at the bottom of Mayfield. It was also noted that if the Council were told who the culprits were, then they would be reported.
- The correspondence from Ian Turner at BMBC was discussed. The Clerk reported that there would be a meeting to discuss Planning Issues in April for the Clerk and Chair to attend. The possibility of a Councillor Liaison Meeting was discussed, and the Councillors stated that they would support this, and issues that they would like to see on an agenda would include Planning and Maintenance issues. The Clerk will inform Ian.
- Councillor Booth reported that items in circulation were not reaching him. This was discussed, and Councillors are requested to pass items on and not hold onto them for long periods.

OXSPRING PARISH COUNCIL

b. Items to Report

- Councillor Chitoriski reported that the Oxspring Road sign on Sheffield Road has deteriorated further. The Clerk is to report again.

9. Other Matters

a. Emergency Items

- None reported.

b. Matters for future discussion.

New OPC Website, Community Partnership Facilities, 2008/2009 Budget.

7. Date and Time of the Next Meeting.

The next full meeting will be at 7pm on Monday 4th February 2008 at Oxspring School.

Signed this day_____ **2008.**