

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

2nd July 2024

You are summoned to attend the next meeting of Oxspring Parish Council, to be held on **MONDAY 8 JULY 2024** at 7.15pm in St Aidans Church Hall.



(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 10 June 2024, as a true and correct record
5. To receive information on the following ongoing issues and decide further action where necessary:
 - 5.1 To co-opt a new member.
 - 5.2 The Clerk contacted BMBC re the cutting of the area outside the playingfield footpath. They confirmed it has now been cut twice.
 - 5.3 Re the unkept allotments, the Clerk wrote to two tenants. One has confirmed that they are now working on it. The other has replied that they will give it up. Cllr Stanley is to report back on the 2 tenants he visited.
 - 5.4 The Clerk arranged for Cllr Stanley to meet with S Ford of BMBC TPT re the banking at the playingfield. Cllr Stanley to report back.
 - 5.5 Spring bulbs were purchased to support the Picnic in the Park event. The Chair to report on the event.
 - 5.6 The Clerk contacted SYMCA and provided feedback on the bus stop locations in Oxspring and requested that Roughbirchworth Lane is considered for a stop. They have confirmed that they will respond soon.
 - 5.7 The 23/24 accounts have been submitted to the External auditor and the recommendations of the internal Auditor are being progressed.
 - 5.8 The Clerk is enquiring re new email addresses for Councillors.
 - 5.9 The woodstore where the rat problem was near the footpath near Willow Bridge has been removed by the resident.
 - 5.10 The zip wire chain and seat have been replaced by BMBC FOC.
 - 5.11 Fly tipping at Castle Dam was reported and removed.
 - 5.12 The broken fence on Sheffield Road has been repaired.
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 2023/1066 – Land West of Millstones – rural exception site 6 properties – under consideration

- 7.2 2024/0058 – 2 Mayfield Court – rear extension to single storey swelling – under consideration
- 7.3 2024/0309 – 10 West Crescent – 2 Storey side extension – under consideration

8. **Matters requested by councillors:**

- 8.1 To discuss a hole in the wall at the Village Green.
- 8.2 To discuss Tree Preservation Orders.
- 8.3 To receive a report on the Community Allotment & Orchard.
- 8.4 To receive a report from the Titivators.
- 8.5 To consider the latest playarea inspection report.

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 30 June 2024
 HSBC Current Account - £1642.69
 HSBC Savings Account- £9702.09
 Money Market Account - £30000.00
 Imprest Petty Cash - £0 – now closed.

10.2 To receive and note a bank reconciliation to 30 June 2024 (enclosed at end of agenda)

10.3 To receive a budget variance report to 30 June 2024 (enclosed at end of agenda)

10.4 To approve the following accounts for payment:

Payments				
Date	Ref	Name	Description	Gross amount
Current Account				
28/06/24	DR	HSBC	Bank charges	12.50
2 Jul 24	22	Bulk Waste Management Ltd	Top soil community allotment	150.00
8 Jul 24	23	Windmill Nursery	20 planters for Willows	380.00
8 Jul 24	24	Cumbrian Wildflowers	woodland bulbs	60.94
12 Jul 24	25	First Impressions	Summer hanging baskets	4723.80
8 Jul 24	26	S Tolson	Clerks expenses	8.32
7 Jul 24	DD	Ovo Energy	Playingfield electricity	18.00
				5353.56
Deposit Account				
NONE				
				0.00
Receipts				
Date	Ref	Name	Description	Amount
Current Account				
NONE				
				0.00
Deposit Account				
NONE				
				0.00

- 10.5 To note the following payments previously authorised:
 - 10.5.1 Clerk's salary (June 24) and HMRC paye.
- 10.6 To receive a report on earmarked funds. (Enclosed at end of agenda)
- 10.7 To approve the updated Standing Orders.
- 10.8 To approve an expenses policy.
- 10.9 To review the Effectiveness of internal Controls document.
- 10.10 To review the annual risk assessment document.
- 10.11 To review the payments made by direct debit & standing orders.
- 10.12 To review the list of continuing financial contracts and obligations.

11. **Correspondence received:**

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

- 11.1 None.

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 None.

- 15. To confirm the date of the next meeting as Monday 2 September 2024.

Current Earmarked Funds	Bal Apr 24	Yr to Date Spend	Yr to Date Receipts	Bal c/f
Play area new equipment	2841.71	1895.00		946.71
General Maintenance	1727.15	757.38		969.77
Community allotment	566.16	200.00		366.16
Titivator Group	309.65			309.65
Elections	3000.00			3000.00
Playingfield	7060.00	1520.00		5540.00
Sports Pavillion	2331.46			2331.46
Roughbirchworth Excavation	1703.93			1703.93
Neighbourhood Plan	231.25			231.25
Total	19771.31	4372.38	0.00	15398.93
General Fund				25933.35
Total Funds				41332.28

Bank Reconciliation as at 30/6/2024		
		£
<u>Balance per bank statements</u>		
Current Account		1,630.19
Deposit Account		9,702.09
Imprest Petty Cash		-
Money Market Account		30,000.00
		41,332.28
Less Uncleared cheques:		
Add: uncleared receipts:		
		-
Adjusted bank balance:		41,332.28
balance per Cashbook		41,332.28
Variance		-

<u>Budget v Actual 24/25</u>	<u>Q1 - April to June 2024</u>		
<u>Receipts</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Precept	22,930.00	22,930.00	-
Precept LCT grant	1,070.00	1,070.00	-
Allotments	1,000.00	221.00	779.00
Bank interest	600.00	266.17	333.83
Donations	500.00	-	500.00
Gas Governor rent	5.00	-	5.00
Hanging Basket sponsorship	3,000.00	90.00	2,910.00
Total Receipts	29,105.00	24,577.17	4,527.83
<u>Payments</u>			
Contracts gnd maint	4,000.00	459.37	3,540.63
Maintenance other	1,500.00	1,004.28	495.72
playarea maintenance/equipment	2,000.00	2,291.98	- 291.98
playingfield maintenance	2,000.00	1,688.00	312.00
Planters/baskets/christmas tree	4,500.00	718.78	3,781.22
Salary	11,000.00	2,809.34	8,190.66
playarea inspections	350.00	-	350.00
postage/stationery/office	600.00	24.69	575.31
Subscriptions	650.00	493.00	157.00
Administration	150.00	28.50	121.50
Insurance	1,200.00	-	1,200.00
Room hire/meeting costs	330.00	90.00	240.00
Audit	600.00	400.00	200.00
Allotments	500.00	286.91	213.09
S137 Payments	-	1,000.00	- 1,000.00
Training	-	205.23	- 205.23
Total Payments	29,380.00	11,500.08	17,879.92
Surplus (Deficit)	- 275.00	13,077.09	- 13,352.09