

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

1st October 2024

You are summoned to attend the next meeting of Oxspring Parish Council, to be held on **MONDAY 7 OCTOBER 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 8 July 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 Vital Services have offered to cut the Anthills and met Cllr Chambers to discuss requirements.
 - 5.3 The wall at the Rookery has now been repaired.
 - 5.4 The Chair has arranged Health & Safety Training for Councillors/Titivators with Adam from Greenotes on the 15th October at the storage facility on the field.
 - 5.5 The Titivators have replaced the top and bottom steps on the Toddler Multi unit and repaired a fence post at the playarea. The talk tube has also been repaired.
 - 5.6 Sarah Ford confirmed that she will meet Cllr Stanley re the banking at the field.
 - 5.7 The titivators have installed a post and wire fence at the West Crescent allotment.
 - 5.8 The vacant allotment at Roughbirchworth is being split into two as it is large.
 - 5.9 Japanese Knotweed at Willow Bridge has been added to the BMBC treatment schedule.
 - 5.10 The state of the Willow Bridge has been reported to BMBC conservation teams and Specialist Highway structure teams.
 - 5.11 Issues with trees obscuring the school 20mph warning signs and one of the signs not working properly were reported to BMBC and Damon Brown. A number of other trees obscuring driving etc have also been reported to BMBC.
 - 5.12 Declarations of Interests have been submitted to BMBC.
 - 5.13 New Councillor email addresses have been set up and should now be in use.
6. **Planning Matters** - to consider and decide upon the following planning applications:
 - 6.1 2024/0763 – 23 Tollbar Close – single storey extension.
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 dwelling – **Approved**
 - 7.3 2024/0309 – 10 West Crescent – 2 Storey side extension – under consideration
 - 7.4 2024/0614 – 41 Mayfield – single storey outbuilding – under consideration
 - 7.5 2024/0673 – 4 Old Manor Drive – Front porch – under consideration.

8. **Matters requested by councillors:**
 - 8.1 To note drainage works on the playingfield.
 - 8.2 To note an environmental grant application submitted for playingfield and Gordon's Gardens.
 - 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.
 - 8.6 Parish Notice boards.
 - 8.7 To discuss bench donated by Men in Sheds, and removal of fallen tree at Bower Dell.
 - 8.8 To discuss TPT access at Roughbirchworth Lane, BMBC agreed to inspect again.
 - 8.9 New lights required for Christmas tree.
 - 8.10 To discuss trees on field blocking tv signal on Mayfield house and other playingfield trees that require attention. To consider a quote from Ridgwicks.

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 September 2024
 - HSBC Current Account - £786.66
 - HSBC Savings Account- £10224.43
 - Money Market Account - £20000.00

 - 10.2 To receive and note a bank reconciliation to 30 September 2024 (enclosed at end of agenda)
 - 10.3 To receive a budget report to 30 September 2024 (enclosed at end of agenda)
 - 10.4 To approve the following accounts for payment (all payments since the last meeting):

Payments				
Date	Ref	Name	Description	Gross amount
Current Account				
7 Aug 24	30	S Tolson	Clerks expenses	20.44
7 Aug 24	31	Myers Building Supplies	Concrete for bench	30.00
7 Aug 24	32	Currys	Printer	279.99
7 Aug 24	33	Cropmark Lndscape Researc	Roughbitchworth excavation	1,350.00
7 Aug 24	34	YLCA	Training	52.60
7 Aug 24	35	Timpson	key cutting	20.00
7 Aug 24	36	Penistone Engineering Suppl	Repair zip wire	4.00
7 Aug 24	37	KDA	fence stake playarea	5.95
7 Aug 24	38	Windmill Nursery	Planter plants	11.97
2 Sep 24	39	Amazon	Fence post stakes allotment	37.99
2 Sep 24	40	Amazon	fence wire allotment	22.73
2 Sep 24	41	Myers Building Supplies	fence posts allotment	23.70
2 Sep 24	42	Acorn Walling	Repair rookery wall	114.00
2 Sep 24	43	S Tolson	Clerks expenses	8.32
7 Oct 24	44	BMBC	Playground inspections	476.00
7 Oct 24	45	PKF	External Audit Fee	252.00
7 Oct 24	46	Barker Gardening	Grass cutting playarea	459.38
7 Oct 24	47	S Tolson	Clerks expenses	41.90
				3,210.97
Deposit Account				
NONE				
				-
				-
Receipts				
Date	Ref	Name	Description	Amount
Current Account				
9 Sep 24	cr	HSBC	interest on money market a/c	315.99
				315.99
Deposit Account				
6 Sep 24	cr	HSBC	Bank interest	22.34
				22.34
Transfers				
Date	Ref	Name	Description	Amount
9 Jul 24	trf	HSBC	bank transfer deposit to current	8,000.00
4 Sep 24	trf	HSBC	bank transfer deposit to current	1,500.00
9 Sep 24	trf	HSBC	money market to deposit	30,000.00
9 Sep 24	trf	HSBC	Reinvest from deposit to money market	20,000.00

- 10.5 To note the following payments previously authorised:
10.5.1 Clerk's salary (July, August, September 24) and HMRC paye.
- 10.6 To receive a report on earmarked funds. (Enclosed at end of agenda)
- 10.7 To approve the updated Financial Regulations.
- 10.8 To approve a Social Media policy.
- 10.9 To receive the external auditors report and notice of conclusion of audit.

11. **Correspondence received:**

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

- 11.1 Grant approved for works in car park and Gordons Garden from BMBC.
- 11.2 To note extended warranty offer from Elan City for SIDs.

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 Date to be set for Clerks appraisal.

15. To confirm the date of the next meeting as Monday 4 November 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	871.38		855.77
Community allotment	566.16	405.00		161.16
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	1350.00		353.93
Neighbourhood Plan	231.25			231.25
Total	19771.31	6041.38	0.00	13729.93

Bank Reconciliation as at 31/8/2024		
		£
<u>Balance per bank statements</u>		
Current Account		1,484.67
Deposit Account		1,702.09
Imprest Petty Cash		-
Money Market Account		30,000.00
		33,186.76
Less Uncleared cheques:		
Add: uncleared receipts:		
		-
Adjusted bank balance:		33,186.76
balance per Cashbook		33,186.76
Variance		-

Bank Reconciliation as at 30/9/2024		
		£
<u>Balance per bank statements</u>		
Current Account		786.66
Deposit Account		10,224.43
Imprest Petty Cash		-
Money Market Account		20,000.00
		31,011.09
Less Uncleared cheques:		
		-
Add: uncleared receipts:		
		-
Adjusted bank balance:		31,011.09
balance per Cashbook		31,011.09
Variance		31,011.09

Budget v Actual 24/25	Q2 - July to September 2024		
Receipts	Budget	Actual	Variance
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	604.50	- 4.50
Donations	500.00	-	500.00
Gas Governor rent	5.00	-	5.00
VAT reclaimed	-	1,993.87	- 1,993.87
Hanging Basket sponsorship	3,000.00	90.00	2,910.00
Total Receipts	29,105.00	26,909.37	2,195.63
Payments			
Contracts gnd maint	4,000.00	2,830.23	1,169.77
Maintenance other	1,500.00	1,168.28	331.72
playarea maintenance/equipment	2,000.00	2,302.93	- 302.93
playingfield maintenance	2,000.00	1,742.00	258.00
Planters/baskets/christmas tree	4,500.00	5,895.49	- 1,395.49
Salary	11,000.00	5,627.12	5,372.88
playarea inspections	350.00	-	350.00
postage/stationery/office	600.00	341.76	258.24
Subscriptions	650.00	493.00	157.00
Administration	150.00	44.50	105.50
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	610.33	- 110.33
S137 Payments	-	1,000.00	- 1,000.00
Project Work	-	1,350.00	- 1,350.00
Training	-	257.83	- 257.83
Total Payments	29,380.00	24,153.47	5,226.53
Surplus (Deficit)	- 275.00	2,755.90	- 3,030.90