

OXSPRING PARISH COUNCIL

Minutes of a meeting of Oxspring Parish Council held on the 9 June 2025, at 7.15pm in St Aidans Church Hall.

Present: Cllr Ann Walker (Chair)
Cllr Lisa Chambers
Cllr Ian Stanley
Cllr Ian Yems
Cllr Emily Gratton-Rayson
Cllr Alan Harley
Cllr Graham Sedgwick
The Parish Clerk

1. The Chair opened the meeting and provided a reminder to all in attendance on the Council's expectations about audio or visual recordings of the meeting.

Public Participation

None.

2.1 To receive apologies for absence

None.

2.2 To consider the approval of reasons for absence given by councillors

No reasons for the apologies were approved.

3.1 To receive, consider and decide upon any applications for dispensation

No members of the council had any requests 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

None.

4. To confirm the minutes of the meeting held on 19 May 2025, as a true and correct record

RESOLVED that the minutes of the meeting of Oxspring Parish Council held on 19 May 2025 be approved as a true record and signed by the Chair.

5. To receive information on the following ongoing issues and decide further action where necessary

- 5.1 Cllr Harley confirmed that his email is now working and agreed to meet with Cllr Yems to get it set up.
- 5.2 Parking on Lower Roughbitchworth Lane was reported to BMBC, action can only be taken on roads/pavements where parking restrictions (eg. Yellow lines) are in place. Vehicles causing obstructions can be reported to the police 101 number when the offense is occurring. BMBC have confirmed since the meeting that they are investigating whether further road restrictions can be made near the corner. It was RESOLVED to write to the three cottages requesting that they don't park close to the corner.

- 5.3 Hanging baskets have been installed and invoiced for. It was agreed that the titivators would trim around a couple of baskets on Sheffield Road where the trees have started to obscure the basket.
- 5.4 The Clerk reported the missing yellow lines to BMBC, they have not been done yet. It was agreed to chase this.
- 5.5 OUFC confirmed that the container would be removed once the building is in place and that the goal posts would be stored within the building compound.
- 5.6 BMBC confirmed that they would cut the grass prior to the Duck race and the Picnic in the Park.
- 5.7 Parts for the platform on the multi play unit at the park were ordered and the work will be done shortly.
- 5.8 An order was placed with Ridgwick tree services re the tree works near the TPT bridge. The work hasn't yet been done, the Clerk will contact the company.
- 5.9 The Clerk reported the 20mph school warning sign to BMBC. This still isn't working, the Clerk will contact BMBC.
- 5.10 Permission was obtained from the Willows resident to use their water tap again this year.

6. **To consider and decide upon the following planning applications**

- 6.1 None.

7. **Planning Decisions and information**

- 7.1 2025/0038 – 6 Mount Pleasant: Erection of a single storey and first floor rear extension to dwelling – under consideration.
- 7.2 2025/0266 - 23 Longley Ings, Oxspring - Erection of a single storey side and single storey rear extension – under consideration.
- 7.3 2025/0284 – Development of six residential dwellings with landscaping and associated infrastructure - Land West of Millstones – under consideration.
- 7.4 The Chair enquired re a planning application from 2016 for 37 Mayfield where building work is in progress. Since the meeting it was confirmed that there was a 2024 application also, which was not objected to by the Parish Council.

8. **Matters requested by councillors**

8.1 **To discuss trees at playing field & Roughbitchworth allotment**

A report from a resident via BMBC re trees on the playing field and the TPT banking at the back of Mayfield was discussed. Cllr Sedgwick confirmed that he had spoken to the resident re the trees in the field. The Silver Birch trees discussed are on BMBC land. The Clerk will report back to the BMBC tree officer. Cllr Gratton-Rayson confirmed that she has inspected all the trees discussed and that they are healthy.

Cllr Chambers reported a dead tree on the Roughbitchworth allotments. It was RESOLVED that the Clerk request a quote from Ridgwick tree services to get it felled.

8.2 **To discuss Roughbitchworth dig investigation**

The Clerk reported that the Roughbitchworth fort investigation group have won a grant from Yorkshire Archaeological and Historical Society for the next stage of the Roughbitchworth investigation and intend a dig from the 4th - 15th August. The grant will pay for archaeologists and a welfare unit.

8.3 **Community Allotment & Orchard**

Cllr Gratton-Rayson reported that everything was fine with both sites.

8.4 **Titivator Report**

It was reported that the Titivators had prepared Bower Hill for the Duck Race.

8.5 **Playarea Inspections**

No report was received since the last meeting. It was noted that the repairs to the platform on the multiplay unit would be repaired soon.

8.6 **To discuss any allotment issues**

It was reported that a plot at West Crescent is not being maintained. The Clerk has already contacted the tenant.

8.7 **To discuss bench at Anthills and bench at Castle Dam**

A request was received from G Hinchliffe to place a bench at the Anthills. This was agreed. Cllr Stanley reported that he will repair the bench at Castle Dam.

8.8 **To approve grant policy and application form**

Cllr Yems suggested a couple of changes to the application form. These were agreed and the policy was adopted. The policy will take effect in the next financial year after an amount is budgeted for grant giving.

9. **To receive and consider for decision any recommendations from the Council's Committees**

None.

10. **Financial Matters**

Relevant documents had been circulated to councillors prior to the meeting with the agenda.

10.1 RESOLVED to note the balances in the current, savings & money market accounts.

10.2 RESOLVED to accept the bank reconciliation to 31/5/25.

10.3 RESOLVED to accept the Receipts and Payment report to 31/5/25.

10.4 RESOLVED to approve payment to:

Payments				
Date	Ref	Name	Description	Gross amount
Current Account				
19/05/25	DD	HSBC	bank charges	8.00
04/06/2025	DD	Ovo Energy	Playingfield electricity	22.00
09/06/2025		12 Internal Audit Services Yorkshire	Internal Audit	300.00
09/06/2025		13 Garden Style	Ground Maintenance Field	300.00
09/06/2025		14 Alison Mills	Planter plants	14.95
09/06/2025		15 S Tolson	Clerk expenses	20.62
09/06/2025		16 First Impressions	Hanging baskets	3432.00
07/06/2025		17 A Walker - Amazon	playarea repairs	38.49
06/06/2025	DD	ICO	data protection fee	47.00
04/06/2025	DD	HSBC	bank charges	10.50
				4193.56
Deposit Account				
06/06/2025	DD	HSBC	bank interest	104.61
				104.61
Receipts				
Date	Ref	Name	Description	Amount
Current Account				
10/06/2025	cr	HSBC	Money market interest	83.43
07/06/2025	cr	various	Allotment rent	25.00
09/06/2025	cr	O UFC	Pitch maintenance contribution	210.00
				318.43
Deposit Account				
None				
				0.00
Transfers				
Date	Ref	Name	Description	Amount
3 Jun 25	trf	HSBC	bank transfer	3000.00
9 Jun 25	trf	HSBC	Money market maturity	10000.00
9 Jun 25	trf	HSBC	Money market reinvestment	27000.00

10.5 *To note payments already authorised*

It was noted that the Clerk's salary as per the contract of employment, had been paid for the month of May.

10.6 RESOLVED to receive the Internal Audit report produced by Internal Audit Yorkshire and note any recommendations.

10.7 RESOLVED to approve Section 1- Annual Governance Statement for Oxspring Parish Council on page 4 of the Annual Governance and Accountability Return 2024/25.

10.8 RESOLVED to approve Section 2 - Accounting Statements for Oxspring Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25.

10.9 RESOLVED that, in accordance with the Accounts and Audit Regulations 2015 and the Local Audit (Smaller Authorities) Regulations 2015 Oxspring Parish Council will publish the following documents:

- Annual Internal Audit Report 2024/25

- Section 1 – Annual Governance Statement 2024/25
- Section 2 – Accounting Statements 2024/25
- Analysis of variances
- Bank Reconciliation to 31 March 2025
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

10.10 RESOLVED that the Clerk submit the completed and signed AGAR to the external auditor, PKF Littlejohn by the submission deadline of 1st July.

10.11 *To receive a report on Earmarked Funds*

Relevant documents had been circulated to councillors prior to the meeting. The report was noted.

11. **Correspondence received**

11.1 None.

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

- 12.1 Cllr Yems produced a report regarding St Aidans purchasing a TV for the meeting room. The options regarding the TV, the stand and a TV licence were discussed. Cllr Yems will present St Aidans with the options and agreed to support them with the grant application and install. The Clerk noted that the grant application would need to be in St Aidans name and the TV would need to be purchased by St Aidans.
- 12.2 The Chair reported that she had so far not managed to speak to Cllr Burnett regarding the Japanese Knotweed issues. She will speak to him at the forthcoming Ward Alliance meeting.
- 12.3 The Chair reported that Oxspring Friends were hoping to receive a Tesco Groundworks grant via their blue disc scheme.
- 12.4 The Chair reported that the dry stone walling repair due to vehicle damage had been done on Sheffield Road.
- 12.5 It was noted that the a number of the houses on the Roughbirchworth Lane building site are now up for sale.
- 12.6 It was agreed to obtain speed indicator readings for the next meeting.
- 12.7 Cllr Gratton Rayson reported that residents/builders are parking on the land opposite The Millstones. It is believed that the verge belongs to BMBC. The Clerk will report to highways.
- 12.8 Cllr Stanley reported that trees on Sheffield Road are hanging over the road and need trimming back. They have since been done.
- 12.9 Cllr Stanley enquired about discs along the TPT. No one could shed light on what they are, but reported that they are all the way along the trail.
- 12.10 Cllr Chambers reported that she has trimmed back the trees on the junction of East Road and West Crescent.
- 12.11 Cllr Chambers reported that she will be watering the Willows baskets this summer, holiday cover was discussed.

