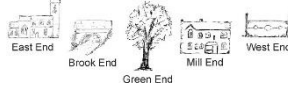


# Chadlington Parish Council



Council members are hereby summoned to attend the Parish Council Meeting on Monday 14 March 2022 at 7.30 pm, at Chadlington Memorial Hall. Please inform the Clerk if you are unable to attend.

*Anne Ogilvie*

Anne Ogilvie – Chadlington Parish Council Clerk

08 March 2022

This meeting is open to the public.

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960.

## Agenda

1. Welcome from the Chairman
2. To receive apologies for absence
3. To receive declarations of interest from Members regarding items on the agenda
4. To receive an update from the Clerk regarding councillor vacancies and agree actions
5. To approve and sign the minutes of the meeting on 10 January 2022 and on 04 March 2022
6. Public participation – allow members of the press/public to comment on any item on the agenda, or bring any matter to the attention of the Council. In accordance with Standing Orders, this will not exceed 15 minutes in total and 3 minutes per person.
7. To receive reports from the County and District Councillors
8. To receive and comment on the Clerk's report
9. Planning and enforcement
  - a. Planning application  
22/00358/HHD – Single storey flat roof extension with lantern lights to existing roof – The Old Post Office, Chapel Row, Chadlington – comment by 04 March (extension for PC granted)
  - b. Planning application  
22/00225/LBC – Replacement and repairs to existing windows – Lower Court Farm, Green End, Chadlington – comment by 02 March (extension for PC requested)
  - c. Planning application  
22/00371/HHD – Single and two storey rear extensions – 2 Orchard Cottages, Chipping Norton Road, Chadlington – comment by 09 March (extension for PC granted)
  - d. Planning application  
22/00514/HHD – Proposed single and two-storey extensions to side and rear – 15 Orchard Cottages, Chipping Norton Road, Chadlington – comment by 21 March
  - e. Any planning applications or enforcement notices received before the date of the meeting
  - f. Update of previous planning applications and enforcement actions

## 10. Business items

- a. To consider requesting a 20 mph speed limit zone for Chadlington as part of the OCC scheme
- b. To consider requesting support for the 20 mph speed limit zone from OCC Councillor Liz Leffman
- c. To consider request from member of the public for the Council to arrange or contribute to traffic surveys in the village
- d. To consider quotations for speed indication devices and agree actions
- e. To consider locations for speed indication devices and agree actions
- f. To consider quotation for grass cutting for 2022 season and agree actions
- g. To receive regular playground inspection reports and agree actions
- h. To consider playground refurbishment project and agree actions
- i. To consider replacing the playground tyre swing and agree actions
- j. To consider purchase of a replacement picnic table for the playground and agree actions
- k. To approve the Clerk to arrange the annual independent playground safety inspection
- l. To consider setting up a Facebook page for the Parish Council
- m. To approve the purchase of a Parish Online annual subscription
- n. To consider options for a Parish Council website and agree actions
- o. To consider setting up council email addresses for councillors and agree actions
- p. To consider a response to the Government consultation on the Landscapes Review and agree actions
- q. To consider request for the Stocks to be used for a Platinum Jubilee community event and agree actions
- r. To note the current and next year s137 sum per elector
- s. To consider arranging a tree survey and agree actions
- t. To consider setting up a new current account for the council and agree actions
- u. To receive an update regarding the Housing Needs survey and agree actions

## 11. Finance

- a. To ratify expenditure since the last meeting
- b. To approve the current payments
- c. To instruct the bank signatories to sign approved payments
- d. To note monies received
- e. To receive the update of current status of bank statement
- f. To approve the budget update
- g. To approve the bank reconciliation
- h. To approve the finance update
- i. To review the general reserves and create earmarked reserves
- j. To approve the budget virement report
- k. To agree a councillor to undertake the Internal Financial Checks

## 12. Administration and Policies

- a. To review and approve the Compliments and Complaints Form
- b. To review and approve the Disciplinary and Grievance Policy
- c. To review and approve the Health and Safety Policy
- d. To review and approve the Sickness and Absence Policy
- e. To review and approve the Equal Opportunities Policy
- f. To review and approve the Training and Development Policy
- g. To review and approve the Security Incident Response Policy
- h. To review and approve the Requests for Information Policy
- i. To review and approve the Document Storage, Retention and Destruction Policy
- j. To review and approve the Data Protection Policy
- k. To review and approve the Privacy Policy
- l. To review and approve the Habitual or Vexatious Complaints Policy
- m. To review and approve the Community Engagement Policy
- n. To review and approve the Complaints Procedure
- o. To review and approve the Freedom of Information Scheme
- p. To review and approve the Co-option Policy
- q. To review and approve the Co-option Form

- r. To review and approve the Press and Media Policy
  - s. To review and approve the Business Continuity Policy
  - t. To review and approve the Virtual Meeting Procedure
  - u. To review and approve the Grants and Donations Policy
  - v. To review and approve the General Privacy Notice
  - w. To review and approve the Privacy Notice – staff, councillors, role holders
  - x. To review and approve the Expenses Policy
  - y. To review and approve the Reserves Policy
  - z. To review and approve the Staff Recruitment and Retention Policy
  - aa. To review and approve the Risk Assessment
  - bb. To review and approve the Asset Register
  - cc. To agree a councillor to undertake the annual asset inspection for the parish
  - dd. To note ICO Data Protection registration has been applied for
  - ee. To consider delegating authority to the Clerk to create a Civic Protocol procedure and liaise with local organisations
13. To receive items for information only
- a. To note that the Clerk will be creating a councillor induction pack
14. To receive items for the next agenda, and note that items and papers for the next agenda must be received by the Clerk at least one week before the next meeting
15. Next meeting – to note date, time and place of the next council meeting