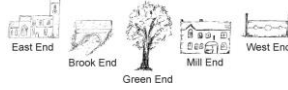


Chadlington Parish Council



MINUTES 202203141

MARCH 14, 2022

7.30 PM

CHADLINGTON MEMORIAL HALL

| | |
|------------------|--|
| ATTENDEES | Andrew Carpenter, John Ingram, Hilary Moore (Chairman) Twenty members of the public Anne Ogilvie - Clerk |
| ABSENT | Nil |

39 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

40 To receive apologies for absence

WODC Councillor Dean Temple

41 To receive declarations of interest from Members regarding items on the agenda

None.

42 To receive an update from the Clerk regarding councillor vacancies

The Clerk noted that the election for the three councillor positions will be held on Thursday 24 March. The polling station will be the Memorial Hall. Poll cards have been sent to electors. After the election the new councillors will need to complete their Acceptance of Office form in the presence of the Clerk on or before the next council meeting.

43 To approve and sign the minutes of the meeting on 10 January 2022 and on 04 March 2022

It was **resolved** to approve the minutes of the meeting on 10 January 2022 and on 04 March 2022. The minutes were signed by the Chairman.

44 Public participation – to 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 in person

A member of the public asked about the cost of the election.

A member of the public asked for the council's view on retrospective planning applications.

Support for a 20 mph zone for the village was offered, with one person against the proposal.

45 To receive reports from the County and District Councillors

OCC Councillor Report

Cllr Leffman discussed the 20 mph zone proposal for Oxfordshire. She noted that OCC's budget will allow for signage at the ends of the village and for the Traffic Regulation Order. She offered her support as the county councillor for the parish's application.

She noted that OCC have started testing a zero emission zone in Oxford, with the aim to expand this in the future.

She noted that there is a debate regarding bus funding, that bus usage has decreased and the subsidy for bus companies will end in October. People need to be encouraged to use the buses.

She noted that the ban on HGVs travelling through Burford has been lifted. The council aim to create a county-wide HGV strategy.

She noted that there would be cabinet meeting tomorrow, which would include the plant-based food motion.

WODC Councillor Report

The written report from Cllr Temple was read out.

He noted the appointment of a new Clerk.

He noted that WODC's budget with a £5 increase to its precept.

He noted that that no response has been received from Mr Clarkson as to whether he wishes to appeal the planning decision to refuse changing the lambing shed into a restaurant. He noted other planning matters regarding the site.

46 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

47 Planning and enforcement

a) Planning application 22/0358/HHD

Single storey flat roof extension with lantern lights to existing roof – The Old Post Office, Chapel

Signed

(Chairman)

Date

2022/8

Chadlington Parish Council



Row, Chadlington

The council had no comment on this application.

b) Planning application 22/00225/LBC

Replacement and repairs to existing windows – Lower Court Farm, Green End, Chadlington

The council had no comment on this application.

c) Planning application 22/00371/HHD

Single storey and two storey rear extensions – 2 Orchard Cottages Chipping Norton Road, Chadlington

It was **resolved** to comment on this application.

The council commented that the new render should be in keeping with the existing building.

d) Planning application 22/00514/HHD

Proposed single and two-storey extensions to side and rear – 15 Orchard Cottages, Chipping Norton Road, Chadlington

It was **resolved** to comment on this application.

The council commented that the new render should be in keeping with the existing building.

48 **Any planning applications or enforcement notices received before the date of the meeting
Planning application – 22/00613/FUL**

Extension to existing parking area to formalize temporary parking and provision of new access arrangements. Form new storage compound and associated landscaping – Diddly Squat Farm Shop, Chipping Norton Road, Chadlington

It was **resolved** to defer this item to the next meeting.

49 **Update of previous planning applications and enforcement actions**

21/02868/S73 – Variation of condition 2 of planning permission 20/02104/FUL to increase size of building and to allow changes to doors and fenestration and provision of first floor office, kitchen and WC facilities – Storage Land, Horseshoe Lane, Chadlington

Approved – 03 March 2022

21/03949/FUL – Extensions to and amalgamation of Westbridge and Centre Cottages to form a single dwellinghouse with external alterations to Old Forge Cottage for use as an annex to the new dwelling and construction of detached garden room. Associated works, change of use to extend domestic curtilage and create new parking area. Close existing and relocate vehicular access – Westbridge Cottage, Green End, Chadlington

Under consideration

21/03702/FUL – Demolition of existing equestrian arena to allow for the conversion and extension of the traditional barn to form one dwelling with associated garaging and access and landscape works – Barley Hill Farm, Chipping Norton Road, Chadlington

Approved – 28 January 2022

21/03794/FUL – Change of use of land from agricultural to domestic along with the formation of a tennis court, erection of a greenhouse and associated landscaping – Lower Court Farm, Green End, Chadlington

Awaiting decision

21/01567/FUL – External alterations to existing building to provide a new rear access door and replace existing roller shutters and gates with new solid roller shutter doors. Alterations to timber cladding to close gaps – Diddly Squat Farm Shop, Chipping Norton Road, Chadlington

Under consideration

22/00335/PDET28 – Proposed new agricultural access track – Curdle Hill Farm, Chipping Norton Road, Chadlington

Prior Approval refused – 03 March 2022

Various breaches of conditions attached to planning permissions – Diddly Squat Farm, Chipping Norton Road, Chadlington

Ongoing

50 **To consider requesting a 20 mph speed limit zone for Chadlington as part of the OCC scheme**

It was **resolved** to request a 20 mph speed limit zone for Chadlington as part of the OCC scheme.

51 **To consider requesting support for the 20 mph speed limit zone from OCC Councillor Liz Leffman**

It was **resolved** to request support for the 20 mph speed limit zone from OCC Councillor Liz Leffman.

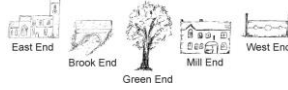
Signed

(Chairman)

Date

2022/9

Chadlington Parish Council



Cllr Leffman gave her support for Chadlington Parish Council to request the 20 mph speed limit zone.

- 52 **To consider request from member of the public for the Council to arrange or contribute to traffic surveys in the village**
It was **resolved** not to arrange or contribute to traffic surveys in the village.
- 53 **To consider quotations for speed indication devices and agree actions**
It was **resolved** to defer this item to the next full council meeting.
- 54 **To consider locations for speed indication devices and agree actions**
It was **resolved** to defer this item to the next full council meeting.
- 55 **To consider quotation for grass cutting for 2022 season and agree actions**
It was **resolved** to approve the quotation from Ubico Ltd for grass cutting of the playground for the 2022 season: £58.50 per cut, estimated 10 cuts in the season.
- 56 **To receive regular playground inspection reports and agree actions**
The regular playground inspection reports were received and noted.
It was noted that some items of equipment and surfaces need to be cleaned and/or repaired.
It was **resolved** to investigate options for a maintenance contract for cleaning the playground.
It was **resolved** to set up a working group for playground maintenance.
It was **resolved** that the Clerk would create Terms of Reference for the playground maintenance working group.
It was **resolved** to delegate authority to the Clerk to progress the working group activities.
- 57 **To consider playground refurbishment project and agree actions**
It was **resolved** to defer this item to the next full council meeting.
- 58 **To consider replacing the playground tyre swing and agree actions**
It was **resolved** to defer this item to the next full council meeting.
- 59 **To consider purchase of a replacement picnic table for the playground and agree actions**
It was **resolved** to defer this item to the next full council meeting.
- 60 **To approve the Clerk to arrange the annual independent playground safety inspection**
It was **resolved** to approve the Clerk to arrange the annual independent playground safety inspection.
- 61 **To consider setting up a Facebook page for the Parish Council**
It was **resolved** to set up a Facebook page for the Parish Council, to be managed by the Clerk.
- 62 **To approve the purchase of a Parish Online annual subscription**
It was **resolved** to approve the purchase of a Parish Online annual subscription.
- 63 **To consider options for a Parish Council website and agree actions**
It was **resolved** to defer this item to the next full council meeting, to enable further information regarding options and costs to be put before council.
- 64 **To consider setting up council email addresses for councillors and agree actions**
It was **resolved** to approve in principle that the council would set up council email addresses for councillors. It was noted that this would be progressed in conjunction with the council website setup.
- 65 **To consider a response to the Government Consultation on the Landscapes Review and agree actions**
It was **resolved** not to respond to the Government Consultation on the Landscapes Review.
- 66 **To consider request for the Stocks to be used for Platinum Jubilee community event and agree actions**
It was noted that WODC had confirmed that the Stocks is not under the control of the Parish Council, therefore the council was not in a position to give permission for the land to be used for a Platinum Jubilee community event.
It was **resolved** to permit the electricity supply to be used for a Platinum Jubilee community event.

Signed

(Chairman)

Date

2022/10

Chadlington Parish Council



- 67 **To note the current and next year s137 sum per elector**
It was noted that the current s137 sum per elector is £8.41.
It was noted that the s137 sum per elector for 2022/23 will be £8.82.
- 68 **To consider arranging a tree survey and agree actions**
It was **resolved** to arrange a duty of care tree survey.
- 69 **To consider setting up a new current account for the council and agree actions**
It was **resolved** to set up a current account with Unity Trust Bank.
It was **resolved** to set up the Clerk as an authorized user, and set up Cllrs Carpenter, Ingram and Moore as signatories.
- 70 **To receive an update regarding the Housing Needs survey and agree actions**
It was **resolved** not to take any further action regarding a Housing Needs survey.
- 71 **To ratify expenditure since the last meeting**
It was **resolved** to ratify the following expenditure:
- | | | | | |
|--------------------------|---------------------|----------|------------|---|
| Arien Designs Ltd | Noticeboard | £2686.00 | chq 100287 | LGA 1972 s142 |
| Kaleb Cooper Contracting | Remainder inv 75 | £20.00 | chq 100286 | Small Holdings & Allotment Act 1908 s26 |
| Defib4Life Ltd | Defibrillator parts | £55.14 | chq 100289 | Public Health Act 1936 s234 |
| Gallagher | Insurance | £368.68 | chq 100292 | LGA 1972 s111 |
| CFO | Membership | £55.00 | chq 100293 | LGA 1972 s111 |
| ICO | Data registration | £40.00 | chq 100294 | LGA 1972 s111 |
- 72 **To approve the current payments**
It was **resolved** to approve the following payments:
- | | | | | |
|---------------|-------------------|---------|------------|---------------|
| OALC | Training course | £66.00 | chq 100295 | LGA 1972 s111 |
| Geosphere Ltd | Parish Online | £76.80 | chq 100296 | LGA 1972 s111 |
| Anne Ogilvie | Expense reimb | £94.42 | chq 100297 | LGA 1972 s111 |
| OALC | Annual membership | £192.76 | chq 100298 | LGA 1972 s111 |
| Norton | Antivirus | £39.99 | chq 100299 | LGA 1972 s111 |
- Clerk salary – January 2022
HMRC – PAYE/NI January 2022
Clerk salary – February 2022
HMRC – PAYE/NI February 2022
Clerk salary – March 2022
HMRC – PAYE/NI March 2022
- 73 **To instruct the bank signatories to sign the approved payments**
It was **resolved** to instruct the bank signatories to sign the approved payments.
- 74 **To note monies received**
Nil
- 75 **To receive update of current status of bank account**
Current account as of 26 January 2022 - £53,276.47
- 76 **To approve the budget update**
It was noted that 51% of the budget had been spent to 28 February.
It was noted that general reserves had been used to cover the costs of the street furniture and bank charges.
It was noted that some budget lines needed to be vired.
It was **resolved** to approve the budget update.
- 77 **To approve the bank reconciliation**
It was **resolved** to approve the bank reconciliation to 26 January 2022.
It was noted that the February bank statement had not been received by the date of the meeting.
- 78 **To approve the finance update**
Receipts to 13 March 2022 - £16,803.33
Payments to 13 March 2022 - £13,171.65
Balance to 13 March 2022 - £45,348.81
It was **resolved** to approve the finance update to 13 March 2022.

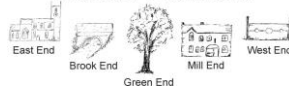
Signed

(Chairman)

Date

2022/11

Chadlington Parish Council



- 79 **To review the general reserves and create earmarked reserves**
It was noted that general reserves as of 01 April 2021 were £11,717.13.
It was noted that general reserve expenditure to 13 March 2022 was £5,908.23.
It was noted that general reserves as of 13 March 2022 were £5,808.90
It was **resolved** to approve the general reserves.
It was noted that the earmarked reserves as of 01 April 2021 were £30,000.
It was noted that the earmarked reserves as of 13 March 2022 were £30,000.
It was noted that the following earmarked reserves for 2022-23 had been set as part of the budget process:
Playground - £25,000
Traffic control - £10,000 – down from £20,000 in the 2021 budget
Memorial Hall - £5,000
Covid 19 recovery £0 - £5,000 in 2021 budget will be removed
It was **resolved** to approve the earmarked reserves.
- 80 **To approve the budget virement report**
It was noted that funds to be moved from Audit Fees and Maintenance budget lines to Salary, Clerk's expenses, Training, Subscriptions (Other), Allotment and Stationery budget lines.
It was **resolved** to approve the budget virement report.
- 81 **To agree a councillor to undertake the Internal Financial Check**
It was **resolved** to appoint Cllr Ingram to undertake the Internal Financial Check.
- 82 **To review and approve the Compliments and Complaints Form**
It was **resolved** to approve the Compliments and Complaints Form.
- 83 **To review and approve the Disciplinary and Grievance Policy**
It was **resolved** to approve the Disciplinary and Grievance Policy.
- 84 **To review and approve the Health and Safety Policy**
It was **resolved** to approve the Health and Safety Policy.
- 85 **To review and approve the Sickness and Absence Policy**
It was **resolved** to approve the Sickness and Absence Policy.
- 86 **To review and approve the Equal Opportunities Policy**
It was **resolved** to approve the Equal Opportunities Policy.
- 87 **To review and approve the Training and Development Policy**
It was **resolved** to approve the Training and Development Policy.
- 88 **To review and approve the Security Incident Response Policy**
It was **resolved** to approve the Security Incident Response Policy.
- 89 **To review and approve the Requests for Information Policy**
It was **resolved** to approve the Requests for Information Policy.
- 90 **To review and approve the Document Storage, Retention and Destruction Policy**
It was **resolved** to approve the Document Storage, Retention and Destruction Policy.
- 91 **To review and approve the Data Protection Policy**
It was **resolved** to approve the Data Protection Policy.
- 92 **To review and approve the Privacy Policy**
It was **resolved** to approve the Privacy Policy.
- 93 **To review and approve the Habitual or Vexatious Complaints Policy**
It was **resolved** to approve the Habitual or Vexatious Complaints Policy.
- 94 **To review and approve the Community Engagement Policy**
It was **resolved** to approve the Community Engagement Policy.
- 95 **To review and approve the Complaints Procedure**
It was **resolved** to approve the Complaints Procedure.
- 96 **To review and approve the Freedom of Information Scheme**
It was **resolved** to approve the Freedom of Information Scheme.

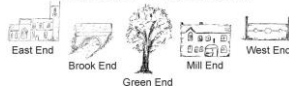
Signed

(Chairman)

Date

2022/12

Chadlington Parish Council



- 97 **To review and approve the Co-option Policy**
It was **resolved** to approve the Co-option Policy.
- 98 **To review and approve the Co-option Form**
It was **resolved** to approve the Co-option Form.
- 99 **To review and approve the Press and Media Policy**
It was **resolved** to approve the Press and Media Policy.
- 100 **To review and approve the Business Continuity Policy**
It was **resolved** to approve the Business Continuity Policy.
- 101 **To review and approve the Virtual Meeting Procedure**
It was **resolved** to approve the Virtual Meeting Procedure.
- 102 **To review and approve the Grants and Donations Policy**
It was **resolved** to approve the Grants and Donations Policy.
- 103 **To review and approve the General Privacy Notice**
It was **resolved** to approve the General Privacy Notice.
- 104 **To review and approve the Privacy Notice – staff, councillors and role holders**
It was **resolved** to approve the Privacy Notice – staff, councillors and role holders.
- 105 **To review and approve the Expenses Policy**
It was **resolved** to approve the Expenses Policy.
- 106 **To review and approve the Reserves Policy**
It was **resolved** to approve the Reserves Policy.
- 107 **To review and approve the Staff Recruitment and Retention Policy**
It was **resolved** to approve the Staff Recruitment and Retention Policy.
- 108 **To review and approve the Risk Assessment**
It was **resolved** to approve the Risk Assessment.
- 109 **To review and approve the Asset Register**
It was **resolved** to approve the Asset Register.
It was noted that the Clerk will clarify the ownership of the grit bins and put a revised asset register before the council if required.
It was **resolved** to delegate authority to the Clerk to clarify the status of land under lease/licence and purchase Land Registry records if required.
- 110 **To agree a councillor to undertake the annual asset inspection for the parish**
It was **resolved** to appoint Cllr Moore to undertake the annual asset inspection for the parish.
- 111 **To note ICO Data Protection registration has been applied for**
It was noted that the ICO Data Protection registration has been applied for.
- 112 **To consider delegating authority to the Clerk to create a Civic Protocol procedure and liaise with local organisations**
It was **resolved** to delegate authority to the Clerk to create a Civic Protocol procedure and liaise with local organisations.
- 113 **To receive items for information only**
- It was noted that the Clerk will be creating a councillor induction pack.
- 114 **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**
- Extending the 30 mph limit
It was noted that items and papers for the next agenda must be received by the Clerk at least one week before the next meeting.
- 115 **Next meeting – to note date, time and place of the next council meeting**
It was noted that the Clerk will inform council of the date, time and place of the next council meeting when the hall availability has been confirmed.
- 116 The meeting was closed at 9.22 pm.

Signed

(Chairman)

Date