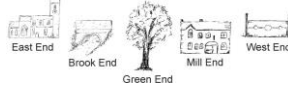


Chadlington Parish Council



MINUTES 20220509

MAY 9, 2022

7.30 PM

CHADLINGTON MEMORIAL HALL

ATTENDEES	Andrew Carpenter, Ann Gate, Andrew Hutchings (Chairman), John Ingram, Hilary Moore, Victoria Steffens Five members of the public Anne Ogilvie - Clerk
ABSENT	Nil

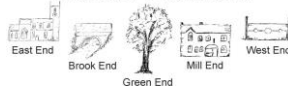
- 137 To elect the Chairman of the Council**
The out-going Chairman, Cllr Moore, requested nominations for Chairman.
The following nomination was made – Cllr Hutchings: proposer – Cllr Moore, seconder – Cllr Steffens. He was voted in by a show of hands.
It was **resolved** to appoint Cllr Hutchings as the Chairman.
- 138 To receive Acceptance of Office of the Chairman**
The Chairman signed the Acceptance of Office in the presence of the Clerk.
- 139 Welcome from the Chairman**
The Chairman welcomed everyone to the meeting.
He noted that he was looking forward to the next year.
- 140 To elect the Vice-Chairman of the Council**
The following nomination was made – Cllr Carpenter: proposer – Cllr Moore, seconder – Cllr Ingrams. He was voted in by a show of hands.
It was **resolved** to appoint Cllr Carpenter as the Vice-Chairman.
- 141 To receive Acceptance of Office of the Vice-Chairman**
The Vice-Chairman signed the Acceptance of Office in the presence of the Clerk.
- 142 To receive apologies for absence**
Nil
- 143 To approve and sign the minutes of the meeting on 01 April 2022**
It was **resolved** to approve the minutes of the meeting on 01 April 2022. The minutes were signed by the Chairman.
- 144 To receive declarations of interest from Members regarding items on the agenda**
None.
- 145 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 requested clarification on when members of the public were permitted to speak during the meeting.
- 146 To approve that from 09 May 2022 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors remaining from the 2021 ordinary election and the number elected at the election of 24 March 2022 is greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined by The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2**
It was **resolved** to approve that from 09 May 2022 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors remaining from the 2021 ordinary election and the number elected at the election of 24 March 2022 is greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined by The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2.
- 147 To create committees to carry out Council business and agree terms of reference**
It was **resolved** that no committees were required to carry out Council business.

Signed

(Chairman)

Date

Chadlington Parish Council



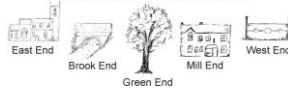
- 148 **To appoint members to serve on committees**
Motion not required as no committees created.
- 149 **To review existing working groups and agree terms of reference**
It was **resolved** to keep the following working group:
Playground Maintenance Working Group.
It was noted that the Clerk will provide draft Terms of Reference for approval at the next full council meeting.
- 150 **To create working groups to carry out Council business and agree terms of reference**
It was **resolved** to create the following working groups:
Village Plan Working Group
Climate Emergency and Biodiversity Working Group
Leases and Trusts Administration Working Group
It was **resolved** to delegate authority to the Clerk to create Terms of Reference for approval at the next full council meeting.
- 151 **To appoint members to serve on working groups**
It was **resolved** to appoint the following members to the working groups:
Playground Maintenance Working Group: Cllrs Carpenter, Steffens
Village Plan Working Group – it was agreed to defer appointing members until the September council meeting
Climate Emergency and Biodiversity Working Group – Cllrs Hutchings, Ingram
Leases and Trusts Administration Working Group – Cllrs Gate, Hutchings, Moore
- 152 **To appoint lead councillors and agree terms of reference**
It was **resolved** to appoint the following lead councillors:
Allotments – Cllr Moore
Memorial Hall – Cllr Gate
Assets – Cllr Moore
Drains – Cllr Ingram
Internal Financial Control – Cllr Ingram
It was **resolved** to delegate authority to the Clerk to create Terms of Reference for approval at the next full council meeting.
- 153 **To review delegation arrangements to committees and other local authorities**
There are no delegation arrangements to external committees and other local authorities.
- 154 **To review delegation arrangements to officers**
It was **resolved** to approve the current delegation arrangements to the Clerk, as listed in Standing Orders, Financial Regulations, the job description, approved policies and procedures, and those approved at council meetings.
- 155 **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**
It was **resolved** to defer this item until the current review of leases has been completed.
- 156 **To review and adopt Standing Orders**
It was **resolved** to adopt the Standing Orders.
- 157 **To review and adopt Financial Regulations**
It was **resolved** to adopt the Financial Regulations.
- 158 **To review and approve the Council's complaints procedures**
It was **resolved** to approve the Council's complaints procedures.
- 159 **To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures**
It was **resolved** to approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures.

Signed

(Chairman)

Date

Chadlington Parish Council



- 160 **To review representation on, or work with, external bodies and arrangements for reporting back to the Council**
It was **resolved** to appoint the following councillors:
Memorial Hall – Cllr Gate
It was **resolved** to contact the Sports and Social Club regarding council representation.
- 161 **To review and approve the inventory of land owned or maintained by the Council**
It was **resolved** to defer the review of the inventory of land owned or maintained by the Council, until a review of land ownership and leases has been completed.
- 162 **To receive and comment on the Asset Inspection undertaken by Cllr Moore in March**
Cllr Moore gave a report of the Asset Inspection undertaken on 22 March 2022.
She reported that the assets had been inspected and compared to the asset register, and noted that:
- there is no longer a noticeboard outside the playground;
- the bike rack in the playground was not on the asset register;
- the planter noted as at Mill End in the asset register was at Brook End;
- some playground equipment was in need of refurbishment or possible replacement.
The report was received by the Council. The Clerk noted that the Asset Register had been updated. There were no comments.
- 163 **To review and approve the Asset Register**
It was **resolved** to approve the Asset Register.
- 164 **To review and approve the Council insurance policy and renewal agreement**
The Clerk reported that it was possible that the council was underinsured. It was **resolved** to delegate authority to the Clerk to investigate the insurance and pay any increase in premium if required before the next council meeting.
- 165 **To review and approve the Council and staff subscriptions to other bodies**
It was **resolved** to approve the following Council and staff subscriptions to other bodies:
Community First Oxfordshire (CFO)
CPRE – The Countryside Charity
Oxfordshire Association of Local Councils (OALC)
Society of Local Council Clerks (SLCC)
- 166 **To review annual maintenance and administration contracts and agreements, and agree actions**
It was **resolved** to approve the following annual maintenance and administration contracts and agreements:
- | | |
|----------------------------|---|
| Norton | Antivirus protection for council computer |
| Microsoft | Microsoft 365 for council computer |
| Gallaghers | Insurance |
| Chadlington Memorial Hall | Hall hire |
| Ubico Ltd | Playground mowing |
| TP Jones & Co LLP | Payroll services |
| ICO | GDPR/Data Protection registration |
| Playsafety | Annual playground inspection |
| HSBC | Bank charges |
| Kathleen Hannay Will Trust | Allotment land rent |
| Parish Online | Parish mapping software |
- To appoint an internal auditor
- 167 **To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting**
It was **resolved** to hold full council meetings on the second Monday of July 2022, September 2022, November 2022, January 2023 and March 2023.
It was **resolved** to hold the next Annual Council Meeting on 08 May 2023.
It was **resolved** to hold planning meetings on the second Monday of June 2022, August 2022, October 2022, December 2022, February 2023 and April 2023 if required.
- 168 **To approve the Councillor Code of Conduct**
It was **resolved** to approve the Councillor Code of Conduct.

Signed

(Chairman)

Date

2022/19

Chadlington Parish Council



- 169 **To appoint an internal auditor for the current year**
It was **resolved** to appoint Jane Olds as the internal auditor for the current year, 01 April 2022 – 31 March 2023.
- 170 **To receive and comment on the RFO's review of the annual accounts to 31 March 2022**
The RFO gave a report regarding the annual accounts to 31 March 2022. These were provisional figures, subject to change after the completion of the internal audit.
Total receipts were £16,803.33. Total payments were £13,950.33. The ending balance was £44,570.33, which formed the opening balance for 2022-23.
The council spent 57% (£6,475.97) of its 2021-22 budget.
The council spent £0 of its earmarked reserves.
The council spent 50% (£5,908.23) of its general reserves.
At the end of the financial year the council had £30,000 in earmarked reserves, and £14,570.33 in general reserves.
The main expenditure for the year was on street furniture, the new noticeboard and planters (total £5,902.33) which accounted for most of the general reserves expenditure.
The s137 expenditure was a £50 donation.
It was noted that when the internal audit has been completed by Jane Olds the Council will need to complete the Annual Governance Report and approve the Accounting Statements. This must occur before 01 July 2022.
- 171 **To approve the Scheduled Payments List and suppliers for the year to May 2023**
It was **resolved** to approve the following scheduled payments:
- | | | |
|----------------------------|------------------------------|-----------|
| Clerk | Salary (max 8 hours/week) | Monthly |
| HMRC | NI/PAYE | Monthly |
| TP Jones & Co LLP | Payroll | Quarterly |
| OALC | Annual subscription | Annually |
| ICO | Data protection fee | Annually |
| Ubico Ltd | Playground mowing | Monthly |
| Council insurer | Insurance renewal | Annually |
| Kathleen Hannay Will Trust | Rent – allotment land | Annually |
| Playsafety Ltd | Annual playground inspection | Annually |
| Anne Ogilvie | Council administration | Monthly |
| Council chosen provider | Antivirus software renewal | Annually |
| Microsoft | Office 365 renewal | Annually |
| SLCC | Clerk subscription (part) | Annually |
| Chadlington Memorial Hall | Hall hire | Monthly |
| Jane Olds | Internal audit | Annually |
| Community First Oxon | Annual subscription | Annually |
| CPRE | Annual subscription | Annually |
| Parish Online | Annual subscription | Annually |
- 172 **To approve the Direct Debits and Standing Orders List for the year to May 2023**
It was **resolved** to approve the following direct debits and standing orders:
- | | | |
|-------|---------------------------|------------|
| Clerk | Salary (max 8 hours/week) | Monthly SO |
| ICO | Data protection fee | Annual DD |
- 173 **To receive reports from the County and District Councillors**
Nil.
The County Councillor gave her report at the Annual Parish Meeting, preceding this meeting.
- 174 **To receive and comment on the Clerk's report**
The Clerk's report was received and noted. There were no comments.
- 175 **Planning and enforcement**
Any planning applications or enforcement notices received before the date of the meeting 22/01083/HHD
Alterations to enlarge existing dining room and create first floor bedroom above with dormer window. Provision of additional parking – The Paddock, College Farm, Chadlington
The council had no comment on this application.

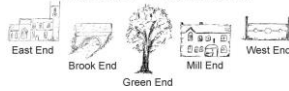
Signed

(Chairman)

Date

2022/20

Chadlington Parish Council



176 **Planning and enforcement**

Update of previous planning applications and enforcement actions

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

Approved – 08 April 2022

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

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

Approved – 22 March 2022

22/00358/HHD – Single storey flat roof extension with lantern lights to existing roof – The Old Post Office, Chapel Row, Chadlington

Approved – 30 March 2022

22/00225/LBC – Replacement and repairs to existing windows – Lower Court Farm, Green End, Chadlington

Approved – 01 April 2022

22/00371/HHD – Single storey and two storey rear extensions – 2 Orchard Cottages, Chipping Norton Road, Chadlington

Under consideration

22/00514/HHD – Proposed single and two storey extensions to side and rear – 15 Orchard Cottages, Chipping Norton Road, Chadlington

Approved – 13 April 2022

22/00613/FUL – Extension to existing parking area to formalise temporary parking and provision of new access arrangements. Form new storage compound and associated landscaping – Diddly Squat Farm Shop, Chipping Norton Road, Chadlington

Refused – 06 May 2022

22/00565/FUL – Erection of single storey self contained living accommodation and associate works – Barley Hill Farm, Chipping Norton Road, Chadlington

Under consideration

22/00726/HHD – Erection of detached single storey outbuilding/study – Old Gable Barn, 6 Evenlode View, West End, Chadlington

Approved – 04 May 2022

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

177 **To receive regular playground inspection reports and agree actions**

It was reported that a number of issues had been raised during recent playground inspections. It was **resolved** to arrange a councillor site meeting to consider the issues so that Council can agree an action plan.

178 **To consider playground refurbishment project and agree actions (deferred from meeting on 14 March 2022)**

It was **resolved** to defer this item until the councillor site meeting has taken place.

179 **To consider replacing the playground tyre swing and agree actions (deferred from meeting on 14 March 2022)**

It was **resolved** to defer this item until the Council has agreed a playground action plan.

180 **To consider purchase of a replacement picnic table for the playground and agree actions (deferred from meeting on 14 March 2022)**

It was **resolved** to defer this item until the Council has agreed a playground action plan.

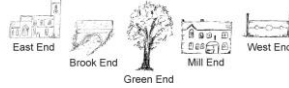
Signed

(Chairman)

Date

2022/21

Chadlington Parish Council



- 181 **To consider works required for damaged section of playground agility trail and agree actions**
It was noted that a contractor has advised that it may not be economical to repair this item. A price for a replacement item has been requested. It was **resolved** to delegate authority to the Clerk to arrange repairs/works if required.
- 182 **To consider options for a Parish Council website and email addresses and agree actions (deferred from meeting on 14 March 2022)**
It was **resolved** to use Aubergine as the Council's website provider – to provide a WCAG 2.1 AA compliant website, councillor and Clerk mailboxes, and a .gov.uk domain.
- 183 **To consider taking over the electricity supply on The Stocks and agree actions**
It was **resolved** in principle that the Council would take over the electricity supply on The Stocks. It was **resolved** to delegate authority to the Clerk to liaise with the current end user and agree the process for the Council to become the end user.
It was noted that a lockable box would be required to protect the meter.
The Clerk advised Council that Parish Councils are not permitted to sell electricity unless this incidental to another activity, therefore the Council would not be able to charge for use of The Stocks electricity by third parties.
- 184 **To ratify expenditure since the last meeting**
Nil
- 185 **To consider advance to the Clerk of net salary due from employment commencement due to issue regarding HMRC employer status**
It was **resolved** to advance the Clerk her net salary due from employment commencement due to the issue regarding HMRC employer status which has meant that the PAYE has not been set up yet.
- 186 **To approve the current payments**
It was **resolved** to approve the following payments:
- | | | | | |
|---------------------------|-------------------------|---------|------------|---------------------|
| OALC | Training course | £132.00 | chq 100304 | LGA 1972 s111 |
| WODC | 2021 election | £63.48 | chq 100305 | LGA 1972 s111 |
| Anne Ogilvie | Expense reimb | £27.81 | chq 100306 | LGA 1972 s111 |
| Chadlington Memorial Hall | Hall hire | £50.00 | chq 100307 | LGA 1972 s111 |
| Anne Ogilvie | Salary advance Personal | | chq 100308 | LGA 1972 s112, s151 |
- 187 **To instruct the bank signatories to sign the approved payments**
It was **resolved** to instruct the bank signatories to sign the approved payments.
- 188 **To note monies received**
It was noted that the following monies had been received:
WODC 1st ½ of 2022/23 precept £7,490.00
- 189 **To receive the update of the current status of the bank account**
It was noted that the balance in the current account as of 31 March 2022 was £45,375.61.
- 190 **To approve the budget update**
The budget update to 30 April 2022 was reviewed. It was noted that hall hire had been the only payment in April.
It was **resolved** to approve the budget update.
- 191 **To approve the bank reconciliation**
It was noted that the April bank statement had not been received by the date of the meeting. It was **resolved** to approve the bank reconciliation to 31 March 2022.
- 192 **To approve the finance update**
The finance update to 08 May 2022 was reviewed.
As of 08 May 2022: receipts were £7,490.00, payments were £10.00, and the balance was £52,050.33.
It was **resolved** to approve the finance update.

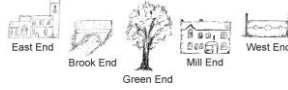
Signed

(Chairman)

Date

2022/22

Chadlington Parish Council



- 193 **To review the general and earmarked reserves**
It was noted that as of 08 May 2022 the general reserve level was £9,852,33 and the earmarked reserve level was £34,718.00.
It was **resolved** to approve the reserves levels.
- 194 **To receive report from Cllr Ingram following the Internal Financial Check**
Cllr Ingram gave his report of the Internal Financial Check which took place on 16 March 2022. He reported that adequate procedures were now in place in respect of the areas of concern found during the check.
- 195 **To review and approve the Term of Office of Chairman Policy**
It was **resolved** to approve the Term of Office of Chairman Policy.
- 196 **To receive recommendation following staff appraisal and agree actions**
The councillor panel gave their recommendation to Council that the Council offer the Clerk permanent employment following their successful probation period.
It was **resolved** to offer the Clerk permanent employment following their successful probation period.
The Clerk accepted the offer of permanent employment.
- 197 **To consider providing a pension via LGPS for the Clerk**
It was **resolved** to offer the Clerk membership of the Oxfordshire Local Government Pension Scheme with immediate effect. It was noted that the Council was unable to provide pension advice.
The Clerk accepted the pension offer.
- 198 **To receive items for information only**
a) The Clerk advised that a permanent Traffic Regulation Order would cost approximately £3,500.
b) A discussion was held regarding options to move the 30 mph zones out further from the village.
c) A discussion was held regarding the new WODC bins.
- 199 **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**
a) Speed Indication Devices – for July meeting
b) To declare a climate emergency – for July meeting
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.
- 200 **Next meeting – to note date, time and place of the next council meeting**
Planning meeting (to include the 2021/22 AGAR) – Monday 13 June 2022, 7.30 pm, at Chadlington Memorial Hall
- 201 The meeting was closed at 9.35 pm.

Signed

(Chairman)

Date

2022/23