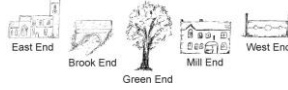


# Chadlington Parish Council



MINUTES 20220711

JULY 11, 2022

7.30 PM

CHADLINGTON MEMORIAL HALL

<b>ATTENDEES</b>	Andrew Carpenter, Ann Gate, Andrew Hutchings (Chairman), John Ingram, Hilary Moore, Victoria Steffens OCC Cllr Liz Leffman Nine members of the public Anne Ogilvie - Clerk
<b>ABSENT</b>	Nil

**225 Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**226 To receive apologies for absence**

None.

**227 To approve and sign the minutes of the meeting on 13 June 2022**

It was **resolved** to approve the minutes of the meeting on 13 June 2022. The minutes were signed by the Chairman.

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

None.

**229 Public participation – to allow members of the public/press 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**

A member of the public requested clarification regarding actions when there has been a contravention of planning regulations.

A member of the public requested that the Parish Council ask the LPA if an ecoreport had been undertaken with regards to the change of use of a shed to a restaurant.

A member of the public commented on the Council's response to planning application 22/01083/HHD

A member of the public queried the introduction of an emergency TRO on the Chipping Norton Road.

A member of the public noted concern regarding the difficulty of manoeuvring onto the road from the temporary carpark on the Chipping Norton Road by the A361.

A member of the public asked whether it was possible to make the District Councillor attend the parish council meetings.

A member of public commented that they do not believe that the Council should renew the planter maintenance contract.

**230 To receive reports from the County and District Councillors**

OCC Councillor Report

Emergency TRO, Chipping Norton Road – The ETRO lasts for 21 days. OCC intend to replace this with a TRO for double yellow lines and raised verges, where necessary, to prevent parking on this area of the Chipping Norton Road. The policing of this would be the responsibility of WODC.

Buses in Oxfordshire – A bus summit was held by OCC with WODC, bus companies and various employers to discuss ways of encouraging bus usage, as government support will end in September and, without an increase in users, bus companies will find it hard to operate.

Cost of living – OCC will be discussing a cost of living motion this week. The Chippy Larder and the Cornerstone in Charlbury are available to help those in need.

OCC was nominated by USwitch as one of the greenest counties in the country.

Rail line – although there may not be funds to create a double track on all the rail line, there may be a plan to increase the number of trains from Charlbury or Kingham.

**231 To receive and comment on the Clerk's report**

The Clerk's report was received and noted. There were no comments.

**232 Planning and enforcement**

**22/01624/HHD** – Convert loft to habitable living space, flat-roofed dormer to rear and roof windows to front. Reorder first floor study bedroom and landing to accommodate new staircase – Fairfield,

Signed

(Chairman)

Date

2022/27

# Chadlington Parish Council



Brook End, Chadlington – comment by 15 July 2022

The Council had no comment on this application.

## 233 **Planning and enforcement**

**22/01632/S73** – Variations of conditions 2 (approved plans) and condition 4 (details of external windows and doors) of planning permission 20/03118/FUL – Lower Buildings, Green End, Chadlington – comment by 21 July 2022

The Council had no comment on this application.

## 234 **Planning and enforcement**

**Any planning applications or enforcement notices before the date of the meeting**

**22/01807/S73** – Variation of conditions 2 and 3 of planning permission 21/00257/HHD to omit the approved two storey extension, allow adjustment to existing door opening in South elevation and replace bay window with non-projecting window – Willowbrook, Brook End, Chadlington – comment by 01 August 2022

The Council had no comment on this application.

## 235 **Planning and enforcement**

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

**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

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

Under consideration

**22/01803/HHD** – Alterations to enlarge existing dining room and create first floor bedroom above the dormer window. Provision of additional parking – The Paddock, College Farm, Chadlington  
Refused – 17 June 2022

**22/01147/FUL** - Proposed single dwelling (para 80e house), detached gatehouse, garage, office and pumphouse building, landscape enhancements, SuDs/ephemeral ponds, landscaped mounds and associated works – Land north of Green End, Chadlington

Under consideration

**22/01290/S73** – Variation of condition 2 of planning permission 20/02477/RES to allow design changes to the dwellings – The Gables, West End, Chadlington – comment by 15 June 2022  
Approved – 07 July 2022

**22/01442/CND** – Discharge of conditions 6 (detail of bat roosting and nesting opportunities for birds) and 7 (details of external lighting) of planning permission 21/00842/HHD – Normans, 3 church Road, Chadlington – comment by 30 June 2022.

Under consideration

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

## 236 **To receive the regular playground inspection reports and agree actions**

The playground reports were received and noted. It was noted that an Action List has been created showing outstanding works and progress.

It was noted that a large amount of grass had been left following the last cut. It was noted that the current contract is a “let fly” rather than a “collection/removal” contract.

## 237 **To consider the planter maintenance contract for 2022-2023 and agree actions**

It was **resolved** not to continue with the maintenance contract when it falls due for renewal in autumn 2022.

It was **resolved** to explore methods of management of the planters by groups in the village from the autumn.

## 238 **To consider the grant request from the Sports and Social Club to cover 50% of the cost of a new defibrillator battery and agree actions**

It was **resolved** to approve the grant request from the Sports and Social Club to cover 50% of the cost of a new defibrillator battery, £171.

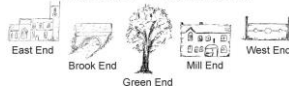
It was **resolved** to use general reserves for this grant request.

Signed

(Chairman)

Date

# Chadlington Parish Council



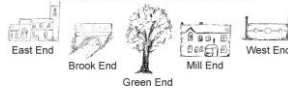
- 239 **To consider accepting that there is a climate emergency and biodiversity concern and that the Council will consider actions to mitigate climate change and biodiversity loss**  
It was **resolved** to accept that there is a climate emergency and biodiversity concern and that the Council will consider actions to mitigate climate change and biodiversity loss.
- 240 **To consider locations for speed indication devices and agree actions (deferred from the meeting on 14 March 2022)**  
It was **resolved** to consider locations for speed indication devices.  
It was **resolved** to delegate authority to the Clerk to create a plan of proposed locations and send this to OCC for approval.
- 241 **To consider indicative prices for speed indication devices and agree actions (deferred from the meeting of 14 March 2022)**  
It was **resolved** to obtain quotations for speed indication devices for Council consideration.
- 242 **To consider the playground refurbishment project and agree actions (deferred from the meeting of 14 March 2022)**  
It was **resolved** that the Playground Maintenance Working Group would create a report with recommendations to be presented to Council at the next full council meeting.
- 243 **To consider the quotation for a “duty of care” tree survey for the playground and agree actions**  
It was **resolved** to defer this item to the next full council meeting, as the quotation had not been received.
- 244 **To ratify expenditure since the last meeting**  
Nil
- 245 **To approve the current payments**  
It was **resolved** to approve the following payments:
- |              |                       |          |            |
|--------------|-----------------------|----------|------------|
| Ubico Ltd    | Playground mowing     | £140.40  | chq 100313 |
| SLCC         | Part Clerk membership | £71.83   | chq 100314 |
| Anne Ogilvie | Expense reimbursement | £12.21   | chq 100315 |
| Bank charges | To 29 April 2022      | £8.60    |            |
| Bank charges | To 30 May 2022        | £6.60    |            |
| Anne Ogilvie | Salary advance June   | Personal | chq 100316 |
- 246 **To instruct the bank signatories to sign the approved payments**  
It was **resolved** to instruct the bank signatories to sign the approved payments.
- 247 **To receive the update of the current status of the bank account**  
HSBC current account as of 30 June 2022 - £49,696.29.
- 248 **To approve the budget update**  
The budget update to 30 June 2022 was reviewed.  
It was noted that 10% of the budget had been used. It was noted that some lines are currently overbudget, but that Council will be considering amending the 2022-23 budget and earmarked reserves.  
It was noted that £811.38 of general reserves had been used.  
It was **resolved** to approve the budget update.
- 249 **To approve the bank reconciliation**  
It was **resolved** to approve the bank reconciliations to 31 May 2022 and 30 June 2022.
- 250 **To approve the finance update**  
The finance update to 30 June 2022 was reviewed.  
As of 30 June 2022:  
Receipts - £7,490.00  
Payments - £2,466.04  
Balance - £49,595.29  
It was **resolved** to approve the finance update.
- 251 **To review the general and earmarked reserves**  
It was noted that as of 30 June 2022 that £811.38 of general reserves had been used, and no earmarked reserves had been used.

Signed

(Chairman)

Date

# Chadlington Parish Council



Earmarked reserves as of 30 June 2022 - £34,718.00

General reserves as of 30 June 2022 - £9,040.94

It was **resolved** to approve the general and earmarked reserves.

**252 To review and amend the 2022-23 budget and earmarked reserves**

The amended 2022-23 budget and earmarked reserves were reviewed.

It was **resolved** to approve the amended 2022-23 budget and earmarked reserves.

**253 To consider training options for councillors and the Clerk for the financial year**

The "Training Opportunities" report was received and noted.

It was noted that there is an internal finance training and a planning training planned.

It was **resolved** to approve Cllrs Hutchings and Moore to attend OALC's Emergency Planning training on 10 October 2022.

It was **resolved** to approve the Clerk to attend SLCC's Allotment Management: Tenancy agreements and policies training on 19 July 2022.

It was **resolved** to approve the Clerk to attend SLCC's National Conference in November, Council to pay a quarter of the costs.

**254 To review and approve the new Councillor Code of Conduct**

It was **resolved** to defer this item until the training has taken place and the new ROI is available.

**255 To review and approve the Terms of Reference for the Village Plan Working Group**

It was **resolved** to approve the Terms of Reference for the Village Plan Working Group.

**256 To review and approve the Terms of Reference for the Climate Emergency and Biodiversity Working Group**

It was **resolved** to approve the Terms of Reference for the Climate Emergency and Biodiversity Working Group.

**257 To review and approve the Terms of Reference for the Leases and Trusts Administration Working Group**

It was **resolved** to approve the Terms of Reference for the Leases and Trusts Administration Working Group.

**258 To review and approve the Terms of Reference for lead councillors**

It was **resolved** to approve the Terms of Reference for lead councillors.

**259 To review and approve the Disciplinary and Grievance Policy**

It was **resolved** to approve the Disciplinary and Grievance Policy.

**260 To review and approve the Health and Safety Policy**

It was **resolved** to approve the Health and Safety Policy.

**261 To review and approve the Sickness and Absence Policy**

It was **resolved** to approve the Sickness and Absence Policy.

**262 To review and approve the Press and Media Policy**

It was **resolved** to approve the Press and Media Policy.

**263 To review and approve the Co-option Policy**

It was **resolved** to approve the Co-option Policy.

**264 To receive the report and action plan for the Council's governance and accounting procedures following the internal auditor's recommendations and agree actions**

It was **resolved** to approve the report and action plan for the Council's governance and accounting procedures following the internal auditor's recommendations.

**265 To receive items for information only**

a) Emergency TRO – Chipping Norton Road and A361 for 21 days, due to expire on 24 July 2022 – no waiting – 24 hours per day.

b) The path from Brook End to the crossroads has overhanging vegetation which needs to be removed.

**266 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**

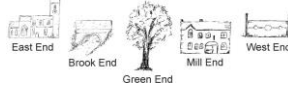
a) Electricity supply - September

Signed

(Chairman)

Date

# Chadlington Parish Council



b) Consideration of options to ensure that hedges do not encroach on footpaths and roads -  
September

c) Working group updates - September

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.

267 **Next meeting – to note date, time and place of the next council meeting**

Planning meeting – Monday 08 August 2022, 7.30 pm, at Chadlington Memorial Hall

Full council meeting – Monday 12 September 2022, 7.30 pm, at Chadlington Memorial Hall

268 The meeting was closed at 9.44 pm.

Signed

(Chairman)

Date

2022/31