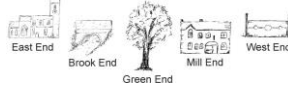


# Chadlington Parish Council



MINUTES 20220926

SEPTEMBER 26, 2022 7.30 PM

CHADLINGTON MEMORIAL HALL

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

One minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 08 September 2022

**269 Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**270 To receive apologies for absence**

Cllr Steffans, OCC Cllr Liz Leffman

**271 To approve and sign the minutes of the meeting on 11 July 2022**

It was **resolved** to approve the minutes of the meeting on 11 July 2022. The minutes were signed by the Chairman.

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

None.

**273 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 asked if the Parish Council had raised any concerns regarding Diddly Squat Farm to WODC. Cllr Temple provided an update on WODC actions regarding planning matters.

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

WODC Councillor Report

Cllr Temple apologised for his absence at Parish Council meetings.

He provided an update of planning actions at Diddly Squat Farm.

He commented on the issue of the electricity supply on the Stocks.

OCC Councillor Report

Cllr Leffman's report was read to the meeting.

A package of measures intended to support residents through the winter has been agreed. A new webpage has been created to provide guidance. Grants are being offered to local community venues to support the energy costs of opening to provide warm spaces for local residents.

The 20 mph speed limit for Chadlington is scheduled for 2024/25.

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

The Clerk's report was received and noted.

It was **resolved** to delegate authority to the Clerk to action waste and dog bin options following notification that WODC will be charging the Council £8.37 per week from April 2023 to empty three of the WODC bins in the village.

**276 Planning and enforcement.**

**22/02342/FUL** – Conversion of existing barn to dwelling (alterations and extension to previously approved permission 20/00738/FUL) – Land at Green End, Chadlington – comment by 30 September 2022

It was **resolved** to object to this planning application, due to concerns regarding the materials selected and the scale of the extension.

**277 Planning and enforcement**

**22/02374/HHD** – Loft conversion to create additional bedroom and ensuite, to include front and rear velux rooflights – 4 Stonelee Close, Chadlington – comment by 07 October 2022

The Council had no comment on this application.

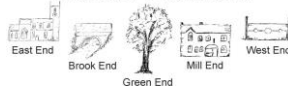
Signed

(Chairman)

Date

2022/32

# Chadlington Parish Council



## 278 **Planning and enforcement**

**22/02542/HHD** – Conversion of loft, erection of pitched roof dormer extension; addition of 1 no conservation rooflight to rear roof slope and 3 no conservation rooflights to front roof slope – Fairfield, Brook End, Chadlington – comment by 13 October 2022  
The Council had no comment on this application.

## 279 **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  
Removed from planning portal

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

**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

**22/01442/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.

Approved – 22 July 2022

**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, Brook End, Chadlington  
Refused – 05 August 2022

**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

Approved – 05 August 2022

**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  
Approved – 19 August 2022

**22/02023/FUL** – Conversion and single storey extension of existing stable to form a new detached 3 bedroom dwelling, new access and associated landscaping (previously approved 21/01112/FUL) – Coronation Cottage, East End, Chadlington  
Awaiting decision

**22/02085/S73** – New bin store and garden terrace with lap pool: amendments to layout approved under 21/03949/FUL, including repositioning of pedestrian entrance gates, re-routing of path to front door and relocation of approved garden room – Westbridge Cottage, Green End, Chadlington  
Approved – 23 September 2022

**22/02221/HHD** – Erection of first floor extension – 1 Brook End, Chadlington  
Under consideration

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

## 280 **To receive the annual independent playground inspection report and agree actions**

The annual independent playground inspection report was received and noted.

It was noted that action was required on a number of items: agility trail, multiplay structure, swings area, tyre swing structure.

It was **resolved** that the Playground Maintenance Working Group would create an action plan following receipt of the report, and report back to Council.

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

The playground reports were received and noted.

It was noted that the climbing pyramid requires repairs.

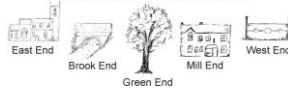
Cllr Carpenter was thanked for repairing a section of the agility trail.

Signed

(Chairman)

Date

# Chadlington Parish Council



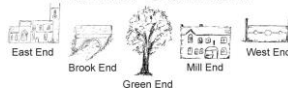
- 282 **To receive an update from the Playground Maintenance Working Group and agree actions**  
The report from the Playground Maintenance Working Group was received and noted.  
It was **resolved** to appoint Cllr Carpenter as the Chairman of the Playground Maintenance Working Group.  
It was **resolved** that the Clerk would advertise for people to join the Working Group.  
It was **resolved** to approve option 1 of the refurbishment options: To repair items where economic to do so; to replace specific items beyond economic repair using earmarked funds: to investigate replacement and fundraising options for the remainder of the items nearing end of life.  
It was **resolved** to approve the Clerk to seek grants and funding for new playground equipment.  
It was **resolved** that the Clerk would seek quotations for quarterly operational inspections.  
It was **resolved** that the Clerk would investigate the ownership of the playground entranceway.  
It was **resolved** that the Clerk would seek options and quotations for: pressure washing play equipment and surfaces, replacement of the toddler multiplay unit, replacement of the agility trail, play bark, water and electricity supply for the playground, wall survey, including the playground assets and walls/fence/gate on the insurance, repair works to the tunnel and entrances, replacement picnic tables.  
It was **resolved** in principle to use earmarked reserves to purchase a replacement toddler multiplay unit.  
It was **resolved** that the Working Group would investigate options for removing old equipment inhouse rather than paying contractors to undertake the removals.  
It was **resolved** that the Working Group would undertake such repairs and works as the Council agrees and are within the skill level of the members of the group.
- 283 **To receive an update regarding the electricity supply on the Stocks and agree actions**  
The report from the Clerk was received and noted.  
It was **resolved** to progress this project.  
It was **resolved** to give the Clerk delegated authority to work with WODC to regularise the issue of the electricity supply on WODC land.  
It was **resolved** to give the Clerk delegated authority to work with WODC to regularise the issue of PC street furniture on WODC land.  
It was **resolved** to give the Clerk delegated authority to organise a commercial contract with an energy supplier for the electricity supply, if permission is granted by WODC.  
It was **resolved** to give the Clerk delegated authority to organise a new box for the electricity supply, if permission is granted by WODC.  
It was noted that electricity usage would need to be managed by the Council.  
It was **resolved** to determine who has been organising the Christmas Tree and lights on the Stocks.
- 284 **To consider options to ensure that hedges do not encroach on footpaths and roads**  
It was **resolved** to defer this item to the next meeting.
- 285 **To consider moving item 9h on the agenda to precede item 9f on the agenda**  
Cllr Hutchings proposed moving item 9h on the agenda to precede item 9f on the agenda.  
It was **resolved** to move item 9h on the agenda to precede item 9f on the agenda.
- 286 **To consider a request from some allotment holders to provide a mains water supply to the allotment and agree actions**  
Some allotment holders presented a proposal for the supply of mains water supply to the allotment.  
It was **resolved** to request a quotation from Thames Water for the supply of a mains water supply for the allotment.  
It was noted that a decision would need to be made regarding apportioning the capital cost of this project.  
It was noted that a decision would need to be made regarding recovering the recurring cost of the water supply.
- 287 **To receive an update from the Climate Emergency and Biodiversity Working Group and agree actions**  
It was noted that a report had been circulated to Council, and that the Working Group will be meeting again soon.  
It was **resolved** to increase the membership of the Working Group.

Signed

(Chairman)

Date

# Chadlington Parish Council



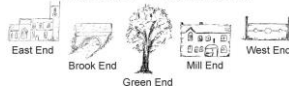
- 288 **To appoint members to the Village Plan Working Group (deferred from May meeting)**  
It was **resolved** to defer this item until the March 2023 meeting.
- 289 **To consider whether to increase the allotment rent from 2023 and agree actions**  
It was **resolved** to increase the allotment rent from 2023 to £25 pa for a full plot and £15 pa for a half plot.  
It was **resolved** to issue a formal Notice to Quit to all allotment holders and issue a new tenancy agreement with the increased allotment rent rates which would also allow for future rent changes.  
It was **resolved** to set up an earmarked reserve for the allotment.
- 290 **To consider hiring skips to remove rubbish from the playground and employing a contractor to undertake this removal**  
Options for removing rubbish from the playground were discussed.  
It was **resolved** to investigate quotes for a skip.  
It was **resolved** to investigate options for the placement of a skip.  
It was **resolved** to delegate authority to the Clerk to organise a skip to remove rubbish from the playground and employing a contractor to undertake rubbish removal if required.
- 291 **To agree the playground mowing specification for 2023 to include the removal of grass and cuttings from the site**  
It was **resolved** to defer this item to the November meeting.
- 292 **To consider whether salt bins and/or salt is required from OCC and agree actions**  
It was **resolved** to order free salt bags to be distributed as required.
- 293 **To consider quotations for speed indication devices and agree actions**  
It was **resolved** to purchase a battery powered Evolis Radar Speed Sign from Elan City and four additional mounting brackets, for £2,136.12. It was noted that fixing straps/jubilee clips will also need to be purchased.  
It was noted that councillors are prepared to recharge the batteries as required.
- 294 **To consider the quotation for a “duty of care” tree survey for the playground and agree actions (deferred from July meeting)**  
It was **resolved** to defer this item as the quotation has not been received.
- 295 **To ratify expenditure since the last meeting**  
Nil
- 296 **To approve the current payments**  
It was **resolved** to approve the following payments:
- |                            |                                      |         |            |
|----------------------------|--------------------------------------|---------|------------|
| Andrew Hutchings           | Mileage – training                   | £29.80  | chq 100317 |
| SLCC Enterprises           | Allotment training                   | £36.00  | chq 100318 |
| Playsafety Ltd             | Playground inspection                | £126.00 | chq 100319 |
| Fenland Leisure Products   | Toddler swing seats                  | £213.00 | chq 100320 |
| OALC                       | Emergency Planning training          | £12.00  | chq 100321 |
| SLCC Enterprises           | National conference (part)           | £111.25 | chq 100322 |
| Chadlington Village Hall   | Hall hire                            | £62.50  | chq 100323 |
| Chadlington Sports Club    | Defibrillator grant                  | £171.00 | chq 100324 |
| Anne Ogilvie               | Salary advance July, August Personal |         | chq 100325 |
| Anne Ogilvie               | Expense reimbursement                | £23.04  | chq 100326 |
| Kathleen Hannay Will Trust | Allotment rent                       | £200.00 | chq 100327 |
| Andrew Carpenter           | Playground repair materials          | £50.62  | chq 100328 |
| Chase Benefice             | Book of Condolence donation          | £40.94  | chq 100329 |
| Andrew Carpenter           | Playground repair materials          | £15.74  | chq 100330 |
| Bank charges               | To 29 June 2022                      | £7.00   |            |
| Bank charges               | To 30 July 2022                      | £7.00   |            |
| Bank charges               | To 30 August 2022                    | £2.00   |            |
- 297 **To instruct the bank signatories to sign the approved payments**  
It was **resolved** to instruct the bank signatories to sign the approved payments.
- 298 **To note monies received**  
It was noted that the following monies had been received:
- |      |                                 |           |
|------|---------------------------------|-----------|
| WODC | 2 <sup>nd</sup> half of precept | £7,490.00 |
|------|---------------------------------|-----------|

Signed

(Chairman)

Date

# Chadlington Parish Council



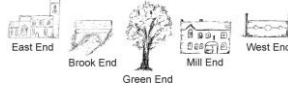
- 299 **To receive the update of the current status of the bank account**  
HSBC current account as of 31 August 2022 - £48,968.67.
- 300 **To approve the budget update**  
The budget update to 31 August 2022 was reviewed.  
It was noted that 15% of the budget had been used. It was noted that some lines were overbudget, but these were within acceptable levels or due to the invoicing schedule.  
The Clerk advised that it was probable that some budget lines would be overbudget by the end of the financial year due to the current and forecasted inflation rates, which were not allowed for when this budget and precept were agreed. It was noted that if budget virements would not be possible, it would be necessary to use reserves to cover the shortfall or not undertake proposed expenditure. It was **resolved** to approve the budget update.
- 301 **To approve the bank reconciliation**  
It was **resolved** to approve the bank reconciliations to 31 July 2022 and 31 August 2022.
- 302 **To approve the finance update**  
The finance update to 31 August 2022 was reviewed.  
As of 31 August 2022:  
Receipts - £7,490.00  
Payments - £3,091.66  
Balance - £48,968.67  
It was **resolved** to approve the finance update.
- 303 **To review the general and earmarked reserves**  
It was noted that as of 31 August 2022, £761.90 of general reserves had been used, and no earmarked reserves had been used.  
Earmarked reserves as of 31 August 2022 - £35,316.00  
General reserves as of 31 August 2022 - £8,492.43  
It was **resolved** to approve the general and earmarked reserves.
- 304 **To review and approve the Terms of Reference for the Playground Maintenance Working Group**  
It was **resolved** to approve the Terms of Reference for the Playground Maintenance Working Group.
- 305 **To consider the draft Action Plan for 2023-2024 and agree actions**  
The draft Action Plan for 2023-2024 was noted. It was agreed to hold a project meeting to discuss actions and activities before the next full Council meeting.  
It was noted that the Action Plan for 2023-2024 will be presented at the November Council meeting for approval.
- 306 **To consider the draft budget for 2023-2024 and agree actions**  
The draft budget for 2023-2024 was noted. It was agreed to discuss the budget at the project meeting to discuss actions and activities for next year.  
It was noted that the budget for 2023-2024 will be presented at the November Council meeting for approval.
- 307 **To review and approve the Equal Opportunities Policy**  
It was **resolved** to approve the Equal Opportunities Policy.
- 308 **To review and approve the Training and Development Policy**  
It was **resolved** to approve the Training and Development Policy.
- 309 **To review and approve the Security Incident Response Policy**  
It was **resolved** to approve the Security Incident Response Policy.
- 310 **To review and approve the Document Storage, Retention and Destruction Policy**  
It was **resolved** to approve the Document Storage, Retention and Destruction Policy.
- 311 **To consider whether to opt out of the SAAA central external auditor appointment arrangements for the next period**  
It was **resolved** not to opt out of the SAAA central external auditor appointment arrangements for the next period.

Signed

(Chairman)

Date

# Chadlington Parish Council



- 312 **To review the effectiveness of the 2021-2022 internal audit and agree actions**  
It was **resolved** to approve the review of the effectiveness of the 2021-2022 internal audit.  
The review was signed by the Chairman and the RFO.
- 313 **To consider the internal auditor terms of engagement for 2022-2023**  
It was **resolved** to agree the internal auditor terms of engagement for 2022-2023 and the fee of £200.
- 314 **To receive items for information only**  
a) WODC cabinet meeting, 16 November 2022 at 2 pm – Chipping Norton Town Hall  
b) Reminder of the Code of Conduct training on 30 September 2022 at 10 am.
- 315 **To receive motions for the next agenda, and note that motions and papers for the next agenda must be received by the Clerk at least one week before the next meeting**  
It was noted that motions and papers for the next agenda must be received by the Clerk at least one week before the next meeting.
- 316 **Next meeting – to note date, time and place of the next council meeting**  
Planning meeting – Monday 10 October 2022, 7.30 pm, at Chadlington Memorial Hall – if required  
Full council meeting – Monday 14 November 2022, 7.30 pm, at Chadlington Memorial Hall
- 317 **To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following items**  
It was **resolved** under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following items
- 318 **To consider the report from the Leases and Trusts Administration Working Group regarding the sports field lease and agree actions**  
The report from the Leases and Trusts Administration Working Group was received and considered.  
It was **resolved** to approve the points for agreement.
- 319 **To consider current projects and agree priorities**  
The report on current projects and priorities was received and considered.  
It was **resolved** to increase the Clerk's hours to 10 hours a week until the end of March 2023 to allow the Clerk time to undertake the current projects.  
Some items were listed as a low priority, and the Clerk was requested to use their judgement regarding the remaining projects.
- 320 The meeting was closed at 10.30 pm.

Signed

(Chairman)

Date