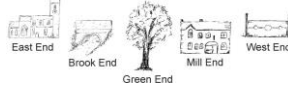


# Chadlington Parish Council



MINUTES 20221114

NOVEMBER 14, 2022

7.30 PM

CHADLINGTON MEMORIAL HALL

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

**336 Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**337 To receive apologies for absence**

Nil

**338 To approve and sign the minutes of the meeting on 31 October 2022**

It was **resolved** to approve the minutes of the meeting on 31 October 2022. The minutes were signed by the Chairman.

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

None.

**340 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 queried whether there was going to be another appeal regarding planning permissions at Diddly Squat Farm.

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

WODC Councillor Report

No report.

OCC Councillor Report

Cllr Leffman reported that:

- The parking restriction consultation regarding Chipping Norton Road had closed last Friday.
- Funding has been obtained from Defra for officers to assist people regarding tree planting.
- There has been a change in the way that the P&R in Oxford is being managed, making it less expensive than going into Oxford by car.
- New traffic filtering into Oxford will come into place after the bridge work on the Botley Road has been completed.
- A new P&R is being built in Eynsham.

Cllr Leffman left the meeting.

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

The Clerk's report was received and noted.

**343 Planning and enforcement.**

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

Nil

**344 Planning and enforcement**

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

**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

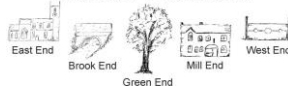
Under consideration

Signed

(Chairman)

Date

# Chadlington Parish Council



**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

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

Awaiting decision

**22/02287/HHD** – Erection of a garden office – The Elms, East End, Chadlington

Awaiting decision

**22/02542/HHD** – Conversion of loft, erection of pitched dormer extension, addition of 1No conservation rooflight to rear roof slope and 3No conservation rooflights to front roof slope – Fairfield, Brook End, Chadlington

Approved – 08 November 2022

**22/02659/LBC** – Internal or external alterations to replace windows of front (north) elevation from Cruciform to Sash design – Lower Court Farm, Green End, Chadlington

Under consideration

**22/02669/HHD** – Conversion of existing workshop to create a new studio room including alterations to roof. Construction of a new garden wall and gate to the side of the house – School House, Chapel Road, Chadlington

Under consideration

**22/02881/HHD** – Erection of a garden shed and a home studio – New Gable Barn, 5 Evenlode View, West End, Chadlington

Under consideration

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

Ongoing

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

The playground reports were received and noted.

It was noted the barriers on the multiplay unit had been removed. It was agreed that Cllr Carpenter will replace the barriers and remove the wooden slope for safety.

## 346 **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 Moore to the Playground Maintenance Working Group.

It was **resolved** to delegate authority to the Clerk to purchase two wooden picnic benches, for a total cost of £750 (Diplock Charity grant).

## 347 **To note receipt of a grant from the Diplock Charity to purchase 2 wooden picnic benches for the playground**

It was noted that the Council had received a grant of £750 from the Diplock Charity to purchase two wooden picnic benches for the playground. It was noted that the Chairman will write a thank you on behalf of the Council.

## 348 **To consider options to ensure that hedges do not encroach on footpaths and roads (deferred from September meeting)**

It was agreed that any action required would be taken on a case by case basis.

## 349 **To receive an update from the Climate Emergency and Biodiversity Working Group and agree actions**

An update was received from the Climate Emergency and Biodiversity Working Group.

It was reported that a meeting will be held next week. The Group will be investigating actions being undertaken by neighbouring councils and the CPRE.

## 350 **To agree the playground mowing specification for 2023 to include the removal of grass and cuttings from site (deferred from September meeting)**

The playground mowing specification was discussed. It was agreed to extend the mowing season to November if applicable. It was agreed to include playground equipment in the edging section. It was agreed to include a note that the contractor needs to ensure that there is no damage to equipment by strimming.

It was **resolved** to approve the playground mowing specification for 2023 with the above additions.

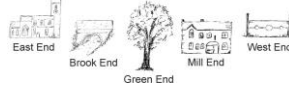
Signed

(Chairman)

Date

2022/41

# Chadlington Parish Council



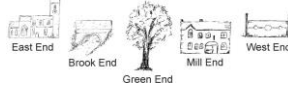
- 351 **To consider and agree actions in response to the cost of living crisis**  
It was **resolved** that notices and information will be placed on the website and noticeboard.
- 352 **To consider quotation for the repair of the bus shelter and agree actions**  
It was **resolved** to approve the quotation from Shelter Maintenance Ltd for £618 to replace the broken polycarbonate panel on the bus shelter near the playground.  
It was **resolved** that this would come from the budget and general reserves.
- 353 **To note that the Council will start the co-option process due to the occurrence of a casual vacancy**  
The Clerk gave an update to Council.  
The period for electors to request an election ended on 31 October 2022, and the Elections Officer has not advised that an election has been requested. The Council will now start the process of co-opting a new councillor following the Council's Co-option Policy.  
It was noted that a councillor job description is required. It was **resolved** to delegate authority to the Clerk to create a councillor job description.  
It was noted that the Council needs a new Sports and Social Club representative. It was **resolved** to appoint Cllr Gate as the new Sports and Social Club representative.
- 354 **To ratify expenditure since the last meeting**  
It was **resolved** to approve the following payment:  
Bank charges To 29 September 2022 £5.40
- 355 **To approve the current payments**  
It was **resolved** to approve the following payments:
- |                  |                          |          |            |
|------------------|--------------------------|----------|------------|
| Anne Ogilvie     | NJC pay award back pay   | Personal | chq 100336 |
| Anne Ogilvie     | Salary advance November  | Personal | chq 100338 |
| OCC Pension Fund | Pension – May to October | £915.00  | chq 100339 |
| OCC Pension Fund | Pension – November       | £190.47  | chq 100340 |
| Anne Ogilvie     | Expense reimbursement    | £12.02   | chq 100341 |
| Bank charges     | To 30 October 2022       | £9.00    |            |
- 356 **To instruct the bank signatories to sign the approved payments**  
It was **resolved** to instruct the bank signatories to sign the approved payments.
- 357 **To note monies received**  
It was noted that the following monies had been received:
- |                                    |         |
|------------------------------------|---------|
| Allotment rents                    | £182.00 |
| Diplock Charity Picnic bench grant | £750.00 |
- 358 **To receive the update of the current status of the bank account**  
HSBC current account as of 31 October 2022- £54,607.61.
- 359 **To approve the budget update**  
The budget update to 31 October 2022 was reviewed.  
It was noted that 34% 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.  
It was **resolved** to approve the budget update.
- 360 **To approve the bank reconciliation**  
It was noted that the bank reconciliations could not be presented to Council as the September bank statement had not been received.
- 361 **To approve the finance update**  
The finance update to 31 October 2022 was reviewed.  
As of 31 October 2022:  
Receipts - £15,898.00  
Payments - £9,969.15  
Balance - £50,499.18  
It was **resolved** to approve the finance update.

Signed

(Chairman)

Date

# Chadlington Parish Council



**362 To review the general and earmarked reserves**

It was noted that as of 31 October 2022, £984.24 of general reserves had been used, and £2,9534.20 of earmarked reserves had been used.

Earmarked reserves as of 31 October 2022 - £32,380.8

General reserves as of 31 October 2022 - £8,270.09

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

It was **resolved** to make the following changes to the earmarked reserves:

- to reduce Traffic Control from £5,000 to £3,500
- to increase Lease and Legal from £1,000 to £2,000
- to increase Allotment from £0 to £500.

**363 To consider the draft Action Plan for 2023-2024 and agree actions**

It was **resolved** to approve the Action Plan for 2023-2024.

**364 To consider the draft budget for 2023-2024 and agree actions**

It was **resolved** to defer the consideration and approval of the draft budget for 2023-2024 until the January council meeting, as the precept request form which includes the election cost, tax base and band D figure has not been received from WODC.

**365 To consider and approve the precept for 2023-2024**

It was **resolved** to defer the approval of the precept for 2023-2024 until the January council meeting, as the precept request form which includes the election cost, tax base and band D figure has not been received from WODC.

**366 To review and approve the new Code of Conduct**

It was **resolved** to approve the new Code of Conduct.

**367 To review and approve the Data Protection Policy**

It was **resolved** to approve the Data Protection Policy.

**368 To review and approve the Privacy Policy**

It was **resolved** to approve the Privacy Policy.

**369 To review and approve the Privacy Notice**

It was **resolved** to approve the Privacy Notice.

**370 To review and approve the Privacy Notice for staff, councillors and role holders**

It was **resolved** to approve the Privacy Notice for staff, councillors and role holders.

**371 To review and approve the Freedom of Information Scheme**

It was **resolved** to approve the Freedom of Information Scheme.

**372 To review and approve the Dignity at Work Policy**

It was **resolved** to approve the Dignity at Work Policy.

**373 To consider signing up to the Civility and Respect Pledge**

It was **resolved** to sign up to the Civility and Respect Pledge.

**374 To receive items for information only**

WODC cabinet meeting, 16 November 2022 at 2 pm – Chipping Norton Town Hall

**375 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.

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

Planning meeting – Monday 12 December 2022, 7.30 pm, at Chadlington Memorial Hall – if required

Full council meeting – Monday 09 January 2023, 7.30 pm, at Chadlington Memorial Hall

377 The meeting was closed at 8.55 pm.

Signed

(Chairman)

Date