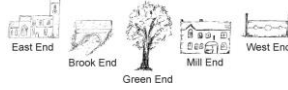


# Chadlington Parish Council



MINUTES 20230109

JANUARY 09, 2023

7.30 PM

CHADLINGTON MEMORIAL HALL

<b>ATTENDEES</b>	Andrew Carpenter, Ann Gate, Andrew Hutchings (Chairman), John Ingram, Hilary Moore OCC Cllr Liz Leffman (from item 6) One member of the public Anne Ogilvie - Clerk
<b>ABSENT</b>	Nil

**1 Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**2 To receive apologies for absence**

None.

**3 To approve and sign the minutes of the meeting on 19 December 2022**

It was **resolved** to approve the minutes of the meeting on 19 December 2022. The minutes were signed by the Chairman.

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

None.

**5 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 whether the Council had considered installing gates at the entrances of the village.

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

WODC Councillor Report

No report.

OCC Councillor Report

Cllr Leffman reported that:

- There is a £2 cap on single bus fares from participating bus companies until the end of March.
- There is a £4 cap currently at the “park and rides”.
- The intention is to increase the precept by 4.99%.
- Funds from reserves are being used to plant a tree on the verge in each Oxfordshire parish.
- Using match funding from central government, two new childrens’ homes are being built in Oxfordshire.
- An integrated health partnership is looking at issues such as the difficulty of getting appointments, and of moving people from hospitals to care homes.

Cllr Leffman was asked:

- when Catsham Lane will be repaired. She advised that she would look into this.
- when the parish would have a 20 mph zone. She advised that this would be in next year’s budget.

**7 To consider the co-option of a new councillor**

Council had received an application for the councillor vacancy from one applicant, Imogen Duckworth. The Council considered the application and voted.

The applicant received an absolute majority of votes.

It was **resolved** to accept Imogen Duckworth as the new councillor.

The Chairman declared Imogen Duckworth duly elected.

**8 To receive and comment on the Clerk’s report**

The Clerk’s report was received and noted.

It was noted that the Speed Indication Device has been purchased and locations for use agreed with OCC.

It was noted that the bus shelter has been repaired, at a cost of £618.

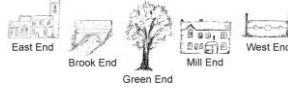
Signed

(Chairman)

Date

2023/1

# Chadlington Parish Council



- 9 **Planning and enforcement.**  
**Any planning applications or enforcement notices received before the date of the meeting**  
None.
- 10 **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  
Approved subject to legal agreement – 22 December 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  
**22/02669/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  
**APP/D3125/D2125/W/22/3308506 (Planning appeal)** – Extension to existing parking area to  
formalise temporary parking and provision of new access arrangements. Form new storage  
compound and associated parking – Diddly Squat Farm, Chipping Norton Road, Chadlington  
Under consideration
- 11 **To receive the regular playground inspection reports and agree actions**  
The playground reports were received and noted.
- 12 **To receive an update from the Playground Maintenance Working Group and agree actions**  
It was reported that the new toddler multiplay unit and agility trail had been ordered. An install date  
had been requested.  
A Working Group meeting will be arranged to organise the removal and disposal of the existing  
equipment.  
Funding options for more new equipment were discussed.
- 13 **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 in January to discuss plans and actions required.
- 14 **To consider playground grounds maintenance quotations and agree actions**  
It was noted that only one quotation had been received prior to the meeting.  
It was **resolved** to delegate authority to the Clerk to approve a grounds maintenance contractor for  
2023, as this will need to be in place before the next scheduled full council meeting.
- 15 **To consider a request from the Sports Club for a donation to cover 50% of the cost of child defibrillator pads and agree actions**  
A request had been received from the Sports Club for the Parish Council to give a donation of £45  
to cover half the cost of child defibrillator pads for the Memorial Hall defibrillator.  
The Council discussed the request and noted the current Grants and Donations Policy.  
It was **resolved** to suspend the Grants and Donations Policy to allow the Council to consider this  
application, as the policy limits the amount allowed to be given to, and the number of applications  
permitted from, an organisation per financial year and does not allow retrospective requests.  
It was **resolved** to agree to give a grant of £45 to the Sports Club towards the cost of child  
defibrillator pads for the Memorial Hall.  
It was **resolved** to reinstate the Grants and Donations Policy.  
It was noted that the Council needs to advertise the terms and conditions of grants and donations  
more widely to increase awareness of these.
- 16 **To consider the insurance renewal and agree actions**  
The Council considered the report presented by the Clerk.  
It was noted that a renewal premium of £368.68 had been received from Gallagher for the same  
cover as previous. The asset cover is limited to the bus shelters and the noticeboard.  
It was **resolved** to accept the renewal premium of £368.68 from Gallagher.  
It was **resolved** to obtain quotations for new equipment when purchased to consider adding them

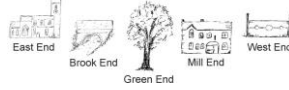
Signed

(Chairman)

Date

2023/2

# Chadlington Parish Council



to the current policy.

It was **resolved** to obtain quotations from alternative insurance brokers for the next renewal.

**17 To consider coronation celebration options and agree actions**

Options for coronation celebrations were discussed.

It was agreed that Cllr Gate would liaise with other groups to discuss options and report back to the Council at the next full council meeting.

**18 To ratify expenditure since the last meeting**

It was **resolved** to approve the following payments:

Bank charges	To 30 August 2022	£5.00	
Microsoft	Office 365	£59.99	Debit card

**19 To approve the current payments**

It was **resolved** to approve the following payments:

Elan City Ltd	Speed indication device	£2,534.51	chq 100346
Anne Ogilvie	Expense reimbursement	£9.10	chq 100347
Chadlington Village Hall	Hall hire – Nov and Dec	£75.00	chq 100348
Shelter Maintenance Ltd	Bus shelter repair	£741.60	chq 100349
Gallagher	Insurance renewal	£368.68	chq 100350

**20 To instruct the bank signatories to sign the approved payments**

It was **resolved** to instruct the bank signatories to sign the approved payments.

**21 To note monies received**

It was noted that the following monies had been received:

Allotment rents	£69.00
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**22 To receive the update of the current status of the bank account**

HSBC current account as of 30 November 2022 - £50,737.37.

The December bank statement had not been received by the date of the meeting.

**23 To approve the budget update**

The budget update to 31 December 2022 was reviewed.

It was noted that 45% 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.

**24 To approve the bank reconciliation**

It was **resolved** to approve the bank reconciliations to 30 September 2022, 31 October 2022, 30 November 2022.

**25 To approve the finance update**

The finance update to 31 December 2022 was reviewed.

As of 31 December 2022:

Receipts - £15,981.00

Payments - £11,567.08

Balance - £48,984.25

It was **resolved** to approve the finance update.

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

It was noted that as of 31 December 2022, £993.24 of general reserves had been used, and £2,934.20 of earmarked reserves had been used.

Earmarked reserves as of 31 December 2022 - £32,381.80

General reserves as of 31 December 2022 - £8,261.09

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

**27 To consider the draft budget for 2023-2024 and agree actions (deferred from November meeting)**

The draft budget for 2023-2024 was considered and discussed.

It was **resolved** to set the following budget for 2023-2024:

- proposed expenditure - £17,332.58

- it was noted that there will also be a charge of £1,526.35 for the election in 2022.

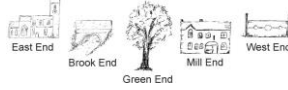
Signed

(Chairman)

Date

2023/3

# Chadlington Parish Council



- 28 **To consider and approve the precept for 2023-2024 (deferred from November meeting)**  
It was **resolved** to set a precept of £18,859 for 2023-2024.  
This is an increase of 21%, £3,789.
- 29 **To review and approve the Grants and Donations Policy**  
It was **resolved** to approve the Grants and Donations Policy.
- 30 **To review and approve the Business Continuity Policy**  
It was **resolved** to approve the Business Continuity Policy.
- 31 **To review and approve the Virtual Meeting Procedure**  
It was **resolved** to approve the Virtual Meeting Procedure.
- 32 **To review and approve the Community Engagement Policy**  
It was **resolved** to approve the Community Engagement Policy.
- 33 **To review and approve the Internal Financial Control Policy**  
It was **resolved** to approve the Internal Financial Control Policy.
- 34 **To consider the Clerk's request to attend the SLCC 2023 Practitioners' Conference**  
It was **resolved** to approve the Clerk's request to attend the SLCC 2023 Practitioners' Conference.
- 35 **To receive items for information only**  
A date and format for the Annual Parish Meeting were discussed. It was proposed to hold the APM on Saturday 22<sup>nd</sup> April. The Clerk will book the Hall and confirm the date with Council.  
It was noted that the date for the ACM in May will need to be moved as the 8<sup>th</sup> May is now a Bank Holiday. It was proposed to move the meeting to 15<sup>th</sup> May.
- 36 **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**  
No motions received.  
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.
- 37 **Next meeting – to note date, time and place of the next council meeting**  
Planning meeting – Monday 13 February 2023, 7.30 pm, at Chadlington Memorial Hall – if required  
Full council meeting – Monday 13 March 2023, 7.30 pm, at Chadlington Memorial Hall
- 38 The meeting was closed at 9.09 pm.

Signed

(Chairman)

Date

2023/4