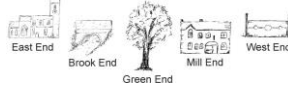


Chadlington Parish Council



MINUTES 20230313

MARCH 13, 2023

7.35 PM

CHADLINGTON MEMORIAL HALL

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

39 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

He noted that there had been a new planning application for a temporary car park at Diddly Squat Farm Shop, but advised that the Council would not be discussing this application at the meeting as there had not been enough time to consider it. It would be discussed at a future meeting.

40 To receive apologies for absence

OCC Cllr Leffman

41 To approve and sign the minutes of the meeting on 09 January 2023

It was **resolved** to approve the minutes of the meeting on 09 January 2023. The minutes were signed by the Chairman.

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

None.

43 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 advised that they would be supporting the Council adoption of the Climate and Ecology Bill.

44 To receive reports from the County and District Councillors

WODC Councillor Report

No report.

OCC Councillor Report

A written report from Cllr Leffman had been received and was read by the Chairman.

45 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

It was noted that the Clerk's delegated authority had been used to award the playground grounds maintenance contract for the 2023 season to Ubico, at a cost of £63 per cut. It was **resolved** to support this decision.

The Clerk advised that VAT training was available from the Parkinson Partnership, via OALC, as had been circulated to Council. The Clerk requested approval from Council to attend three sessions, the cost of these to be shared with Leafield Parish Council. It was **resolved** to approve the Clerk to attend VAT for unregistered councils, Procurement, and VAT – partial exemption; total cost £45.

46 Planning and enforcement.

23/00497/S73 – Variation of condition 2 of planning permission 21/00842/HHD to allow the insertion of two additional skylights – Normans, 3 Church Road, Chadlington

The Council had no comment on this application.

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

23/00491/LBC – Removal of internal wall (retrospective) – Rose Cottage, Brook End, Chadlington
The Council had no comment on this application

23/00289/HHD – Single storey rear extension with cat slide roof to existing garage – Bury Hill House, Chipping Norton Road, Chadlington

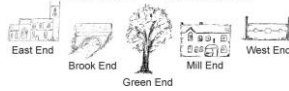
The Council had no comment on this application.

Signed

(Chairman)

Date

2023/5



- 48 **Planning and enforcement**
Update of previous planning applications and enforcement actions
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
Approved – 13 January 2023
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
- 49 **To receive the regular playground inspection reports and agree actions**
The playground reports were received and noted.
There were no new issues.
- 50 **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 noted that the removal of the old equipment was nearly complete, and that new equipment was scheduled to be installed the week beginning 27th March. After the equipment installation has been completed, the playbark will need to be topped up, and the grass areas will require restoration work.
The Council thanked Sam Peet Groundworks for undertaking the removal of the old equipment.
It was **resolved** to approve the Working Group to advertise that donations would be welcomed by the Council to assist in the playground refurbishment programme.
It was **resolved** to ratify approval of the removal of the toddler multiplay unit, agility trail, tyre swing support and surface, old boat swing and picnic tables by S.Peet Groundworks Ltd for a cost of £1,340.
It was **resolved** to delegate authority to the Clerk to purchase play bark for the new multiplay unit area, and the two swing areas.
It was **resolved** to remove the concrete tunnel and backfill the area with soil.
It was **resolved** to delegate authority the Clerk to organise the removal of the concrete tunnel and backfilling of the area with soil. An indicative price of £300 had been received, and this was approved by Council.
It was **resolved** to remove the wooden chain pull beside the slide.
It was **resolved** to delegate authority to the Clerk to organise the removal of the wooden chain pull beside the slide. An indicative price of £50 had been received, and this was approved by Council.
It was **resolved** to undertake phase 2 of the playground refurbishment works.
It was **resolved** to agree a budget of £41,000 for the phase 2 playground refurbishment works.
It was **resolved** that the Clerk would obtain quotations for suitable options for the phase 2 playground refurbishment and new equipment to bring to Council for consideration.
It was **resolved** to approve the Clerk to apply to the 2023/24 OCC Councillor Priority Fund for a grant of £1,000 for phase 2 of the playground refurbishment works.
It was **resolved** to undertake phase 3 of the playground refurbishment works.
It was **resolved** to agree a budget of £30,000 for the phase 3 playground refurbishment works.
It was **resolved** that the Clerk would obtain quotations for suitable options for the phase 3 playground refurbishment and new equipment to bring to Council for consideration.
- 51 **To consider quotations for tree works in the playground and agree actions**
It was noted that three quotations had been received.
It was **resolved** to approve the quotation from Canopy Arboricultural Service to undertake a tree survey at a cost of £150.
- 52 **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 noted that the Council will need to undertake a review of the structure and TOR of the Group in light of the activities which it wishes to undertake.

Signed

(Chairman)

Date

2023/6

Chadlington Parish Council



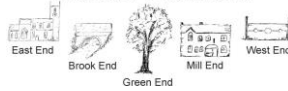
- 53 **To consider supporting the Climate and Ecology Bill and agree actions**
It was **resolved** to support the Climate and Ecology Bill.
It was **resolved** to write to Robert Courts, MP, to advise him that the Council is supporting the Climate and Ecology Bill.
- 54 **To appoint members to the Village Plan Working Group (deferred from the May 2022 meeting, deferred from the September 2022 meeting)**
It was **resolved** to appoint Cllrs Hutchings and Gate to the Village Plan Working Group, to be supported by the Clerk.
- 55 **To review and approve the revised allotment tenancy agreement**
The revised tenancy agreement was reviewed.
It was **resolved** to approve the revised tenancy agreement. It was noted that the Clerk needed to obtain clarification from the landlord regarding livestock on the site, and the tenancy agreement would reflect the landlord's position on this matter.
It was noted that the revised tenancy agreement would then be sent to all allotment holders.
- 56 **To receive an update regarding the coronation celebrations and agree actions**
An update regarding the coronation celebrations was received from Cllr Gate.
It was noted that the event would not be run by the Parish Council.
It was **resolved** to offer a grant to the coronation event organising group, if this was requested.
- 57 **To consider a proposal from WODC that the ownership of The Stocks is transferred to the Parish Council and agree actions**
The proposal from WODC that ownership of The Stocks is transferred to the Parish Council was discussed.
It was **resolved** to delegate authority to the Clerk to enter into discussions with WODC regarding the Parish Council taking over ownership of The Stocks open space.
- 58 **To note the position of the tree to be planted by OCC, and note that OCC have asked that the Parish Council organise volunteers to manage the maintenance of the tree for its first three years**
It was noted that OCC will be planting a tree on the grass verge by the brook in Brook End.
- 59 **To receive an update regarding the Annual Parish Meeting and agree actions**
An update was received from Cllr Hutchings regarding the Annual Parish Meeting on 22 April. Invitations have been sent to local organisations, groups and shops.
- 60 **To ratify expenditure since the last meeting**
It was **resolved** to approve the following payments:
- | | | | |
|------------------|--------------------------------|---------|------------|
| Bank charges | To 30 November 2022 | £8.60 | |
| Bank charges | To 31 December 2022 | £7.80 | |
| APM Internet Ltd | Mailboxes | £84.00 | chq 100351 |
| OCC Pension | January pension | | chq 100352 |
| SLCC | Practitioner Conference (part) | £93.75 | chq 100353 |
| Prysebros Ltd | Weedkilling application | £358.88 | chq 100354 |
| Anne Ogilvie | January salary | | chq 100355 |
| HMRC | PAYE/N1 – P1 | | chq 100357 |
| HMRC | PAYE/N1 – P2 | | chq 100358 |
| HMRC | PAYE/N1 – P3 | | chq 100359 |
| HMRC | PAYE/N1 – P4 | | chq 100360 |
| HMRC | PAYE/N1 – P5 | | chq 100361 |
| HMRC | PAYE/N1 – P6 | | chq 100362 |
| HMRC | PAYE/N1 – P7 | | chq 100363 |
| HMRC | PAYE/N1 – P8 | | chq 100364 |
| HMRC | PAYE/N1 – P9 | | chq 100365 |
| HMRC | PAYE/N1 – P10 | | chq 100366 |
- 61 **To approve the current payments**
It was **resolved** to join the National Allotment Society – annual membership.
It was **resolved** to approve the following payments:
- | | | | |
|-------------------------|-----------------------|--------|------------|
| Chadlington Sports Club | Grant - defibrillator | £45.00 | chq 100367 |
| Anne Ogilvie | February salary | | chq 100368 |

Signed

(Chairman)

Date

Chadlington Parish Council



HMRC	PAYE/NI – P11		chq 100396
OCC Pension	February pension		chq 100370
OALC	Membership subscription	£188.33	chq 100371
Bitdefender	Annual subscription	£19.99	chq 100372
Parish Online	Annual subscription	£76.80	chq 100373
ICO	Annual data registration	£40.00	chq 100374
Chadlington Memorial Hall	January and March meetings	£62.50	chq 100375
Anne Ogilvie	Expense reimbursement	£83.40	chq 100376
CPRE	Annual subscription	£36.00	chq 100377
CFO	Annual subscription	£55.00	chq 100378
NSALG Ltd	Annual membership	£60.40	chq 100379

62 To instruct the bank signatories to sign the approved payments

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

63 To note monies received

It was noted that the following monies had been received:

Allotment rents £42.00

64 To receive the update of the current status of the bank account

HSBC current account as of 31 January 2023 - £46,297.13.

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

65 To approve the budget update

The budget update to 28 February 2023 was reviewed.

It was noted that 73% of the budget had been used. It was noted that some lines were overbudget.

A budget virement report had been created for council consideration.

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

66 To review and approve the budget virement report

The budget virement report was considered.

It was noted that general reserves would be used to cover some of the overbudget staff cost lines.

It was **resolved** to approve the budget virement report.

67 To approve the bank reconciliation

It was **resolved** to approve the bank reconciliations to 31 December 2022 and 31 January 2023.

68 To approve the finance update

The finance update to 28 February 2023 was reviewed.

As of 28 February 2023:

Receipts - £16,023.00

Payments - £18,670.93

Balance - £41,922.40

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

69 To review the general and earmarked reserves

It was noted that as of 28 February 2023, £1,001.84 of general reserves had been used, and £5,046.29 of earmarked reserves had been used.

Earmarked reserves as of 28 February 2023 - £24,286.00

General reserves as of 28 February 2023 - £8,242.49

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

70 To review and approve the earmarked reserve report

The earmarked reserve report was reviewed.

It was **resolved** to transfer funds from the 2022/23 budget to earmarked reserves as per the report.

It was **resolved** to transfer the remaining funds from the Website Creation and Planters earmarked reserves to general reserves, as these projects had been completed.

71 To review and approve the risk assessment

It was **resolved** to approve the risk assessment.

72 To review and approve the Staff Recruitment and Retention Policy

It was **resolved** to approve the Staff Recruitment and Retention Policy.

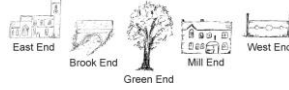
Signed

(Chairman)

Date

2023/8

Chadlington Parish Council



- 73 **To review and approve the Reserves Policy**
It was **resolved** to approve the Reserves Policy.
- 74 **To review and approve the Expenses Policy**
It was **resolved** to approve the Expenses Policy.
- 75 **To receive items for information only**
The Clerk advised that she would be on annual leave on 17th March.
It was noted that the Clerk's hours would revert back to 8 hours per week from April, as per Council's agreement. Council discussed this reduction in hours. It was agreed to continue to employ the Clerk for 10 hours a week for the next six months, until the end of September 2023, then to review the situation, this to be formally approved at the next council meeting.
- 76 **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.
- 77 **Next meeting – to note date, time and place of the next council meeting**
Planning meeting – Monday 17 April 2023, 7.30 pm, at Chadlington Memorial Hall
Annual Council Meeting – Monday 15 May 2023, 7.30 pm at Chadlington Memorial Hall. This date has been selected as Monday 08 May is a Bank Holiday.
- 78 The meeting was closed at 9.42 pm.

Signed

(Chairman)

Date

2023/9