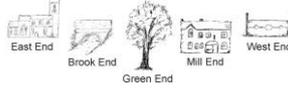


Chadlington Parish Council



MINUTES 20230515

MAY 15, 2023

7.30 PM

CHADLINGTON MEMORIAL HALL

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

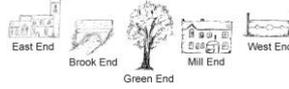
- 104 **To elect the Chairman of the Council**
Cllr Hutchings was proposed by Cllr Ingram, and seconded by Cllr Duckworth. He was elected by a show of hands.
It was **resolved** to appoint Cllr Hutchings as the Chairman of the Council.
- 105 **To receive the Acceptance of Office from the Chairman**
Cllr Hutchings signed the Acceptance Office in the presence of the Clerk.
- 106 **Welcome from the Chairman**
The Chairman welcomed everyone to the meeting.
- 107 **To elect the Vice-Chairman of the Council**
Cllr Carpenter was proposed by Cllr Ingram, and seconded by Cllr Gate. He was elected by a show of hands.
It was **resolved** to appoint Cllr Carpenter as the Vice-Chairman of the Council.
- 108 **To receive the Acceptance of Office from the Vice-Chairman**
The Vice-Chairman was not at the meeting.
It was **resolved** that the Vice-Chairman would sign the Acceptance of Office in the presence of the Clerk before the next council meeting.
- 109 **To receive apologies for absence**
Cllr Carpenter, Cllr Moore, OCC Cllr Leffman
- 110 **To approve and sign the minutes of the meeting on 17 April 2023**
It was **resolved** to approve the minutes of the meeting on 17 April 2023. The minutes were signed by the Chairman.
- 111 **To receive declarations of interest from Members regarding items on the agenda**
None.
- 112 **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 for information about the waiting list for the allotments.
Two members of the public asked for an update regarding the water project for the allotments.
- 113 **To consider moving item 46e on the agenda to precede item 10 on the agenda**
Cllr Hutchings proposed moving item 46e on the agenda to precede item 10 on the agenda.
It was **resolved** to move item 46e on the agenda to precede item 10 on the agenda.
- 114 **Allotment water – To note the Landlord’s requirement to create a formal agreement regarding the Council’s responsibilities for a water supply on the allotment, and agree actions**
It was **resolved** to create a plan showing the position of the proposed water supply and send this to the Landlord.
It was **resolved** to inform the Landlord of the Council’s agreement that the Council would be responsible for the installation and removal (if required) of the water supply, and all costs associated with the supply of water and maintenance of the system.
It was **resolved** to progress the obtaining of a quotation for the installation of the water supply.
It was **resolved** to accept the assistance of some of the allotment holders to progress the water supply project.
- 115 **To receive reports from the County and District Councillors**
No reports received.

Signed

(Chairman)

Date

Chadlington Parish Council



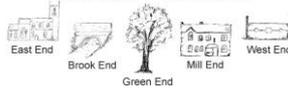
- 116 **To create committees and agree their terms of reference**
It was **resolved** that no committees were required to carry out council business.
- 117 **To appoint members to serve on the committees**
No members appointed, as no committees had been created.
- 118 **To review the existing working groups and review their terms of reference**
The existing working groups and their terms of reference were reviewed.
It was **resolved** to continue the following working groups to carry out council business:
Village Plan Working Group
Leases and Trusts Administration Working Group
Playground Maintenance Working Group
It was **resolved** to approve the terms of reference for the above working groups.
It was **resolved** to disband the Climate Emergency and Biodiversity Working Group.
- 119 **To create working groups and agree their terms of reference**
It was **resolved** to create an Allotment Management Working Group to carry out council business.
It was **resolved** to delegate the Clerk to create the terms of reference for the Allotment Management Working Group.
It was **resolved** to recruit some allotment holders to join the Allotment Management Working Group.
- 120 **To appoint members to serve on the working groups**
It was **resolved** to appoint the following members to serve on the working groups:
Village Plan – Cllr Hutchings, Cllr Gate, (Clerk)
Leases and Trusts Administration – Cllr Hutchings, Cllr Gate, (Clerk)
Playground Maintenance – Cllr Carpenter, Cllr Gate, Cllr Moore, (Clerk)
Allotment Management – Cllr Moore, (Clerk)
- 121 **To appoint lead councillors and agree their terms of reference**
It was **resolved** to appoint the following lead councillors:
Allotments – Cllr Moore
Assets – Cllr Moore
Drains – Cllr Ingram
Internal Financial Control – Cllr Ingram
Memorial Hall – Cllr Gate
Sports Club – Cllr Gate
It was **resolved** to approve the lead councillor terms of reference.
- 122 **To review delegation arrangements with external committees and other local authorities**
It was noted that the Council has delegated authority from OCC to install and use speed indication devices in the parish (LGA 1972 s101).
- 123 **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**
It was noted that the Council has the following arrangements:
Village Hall – lease between the Parish Council and the Village Hall trustees
Playing field – lease between Sir Alexander Adair Roche and the Parish Council
Playing field – lease between the Parish Council and the Sports Club
Sports and Social Club – site lease between the Parish Council and the Sports Club
- 124 **To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint council representatives as appropriate**
It was **resolved** that the lead councillors would act as council representatives with external bodies where appropriate, and report back to Council at council meetings.
It was **resolved** that the following councillors would act as representatives for the Council and report back to Council at council meetings:
Memorial Hall Committee – Cllr Gate
Sports Club Committee – Cllr Gate
Local climate emergency and biodiversity groups – Cllr Ingram
- 125 **To review delegation arrangements to officers**
It was **resolved** to approve the following scheme of delegation to the Clerk:

Signed

(Chairman)

Date

Chadlington Parish Council



As listed in the approved Standing Orders,
As listed in the approved Financial Regulations,
As listed in the employment contract,
As listed in the job description,
As listed in approved policies and procedures,
To arrange the annual independent playground safety inspection,
To manage the Civic Protocol Procedure and liaise with local organisations as required,
To purchase parish maintenance consumables and supplies as required for repairs, maintenance,
and health and safety,
To purchase administration consumables and supplies as required for council administration,
To purchase consumables and supplies as required for the defibrillator.

126 To review and approve the inventory of land owned or maintained by the Council

It was **resolved** to approve the inventory of land owned or maintained by the Council as follows:

Land owned by the Council

Playground (corner of Mill Lane and the Chipping Norton Road)
Triangle of land (Chapel Road)

Land maintained by the Council

It was noted that the Council maintains the following land:
Allotments (Church Road) – plots rented to allotment holders
Playing field (Chapel Road) – leased to the Sports Club

127 To review and approve the asset register

It was **resolved** to approve the asset register.

128 To review and adopt the Standing Orders

It was **resolved** to adopt the Standing Orders.

129 To review and adopt the Financial Regulations

It was **resolved** to adopt the Financial Regulations.

130 To review and approve the Council's complaints procedures

It was **resolved** to approve the Council's complaints procedures.

131 To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures

It was **resolved** to approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and practices.

132 To approve the Councillor Code of Conduct

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

133 To review and approve the Council's insurance policy and renewal agreement

It was noted that the current insurer is Gallagher, the last renewal premium was £368.68, and the renewal date is 22 January 2024. It was noted that the Clerk will be obtaining a quotation for the new playground equipment to add them to the existing policy.

It was **resolved** to approve the current insurance arrangements.

It was noted that quotes from alternative providers will be sought before this policy expires.

134 To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions and memberships to other bodies:

OALC (Oxfordshire Association of Local Councils)

SLCC (part) (Society of Local Council Clerks)

ICO (Information Commissioner's Office)

Parish Online

CFO (Community First Oxfordshire)

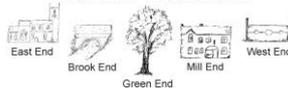
Signed

(Chairman)

Date

2023/15

Chadlington Parish Council



CPRE (Campaign for the Protection of Rural England)
National Allotment Society

135 To review and approve the maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements for the year to May 2024:

Bitdefender	Antivirus software
Microsoft	Office 365 – council computer
Playsafety Ltd	Annual independent playground inspection
Moore	External auditor
Aubergine 262 Ltd	Website
Ubico Ltd	Grass cutting – playground
Defibrillator parts supplier	Defibrillator consumables
Elan City Ltd	SID parts, consumables and repairs
Gallaghers	Insurance
Chadlington Memorial Hall	Hall hire
TP Jones & Co LLP	Payroll services
ICO	GDPR/data protection registration
HSBC	Bank charges
Kathleen Hannay Will Trust	Allotment land rent
Parish Online	Parish mapping software
Jane Olds	Internal auditor
Shelter Maintenance Ltd	Bus shelter repairs/maintenance
APM Internet Ltd	Email mailboxes

136 To review and approve the Scheduled Payments List and suppliers for the year to May 2024

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2024:

Bitdefender	Antivirus software	Annually
Microsoft	Office 365 – council computer	Annually
Playsafety Ltd	Annual independent playground inspection	Annually
Moore	External auditor	Annually
Aubergine 262 Ltd	Website	Annually
Ubico Ltd	Grass cutting	Monthly
Clerk	Salary	Monthly
HMRC	PAYE/NI	Monthly
Gallagher	Insurance	Annually
OALC	Annual membership	Annually
SLCC	Clerk membership (part)	Annually
CFO	Membership	Annually
CPRE	Membership	Annually
Parish Online	Membership	Annually
Chadlington Memorial Hall	Hall hire	Monthly
TP Jones & Co LLP	Payroll	Quarterly
Kathleen Hannay Will Trust	Allotment land rent	Annually
APM Internet Ltd	Email mailboxes	Annually

137 To approve the direct debits and standing orders for the year to May 2024

It was **resolved** to approve the following direct debits and standing orders for the year to May 2024:

Clerk	Net salary	Monthly – SO
HMRC	PAYE/NI	Monthly – DD
ICO	Annual registration	Annually – DD

138 To determine the time and place of the ordinary meetings of the Council and committees up to and including the next Annual Council Meeting

It was **resolved** to hold the ordinary meetings of the Council at Chadlington Memorial Hall.

It was **resolved** to approve the following meeting schedule for meetings of the Council:

Ordinary meetings

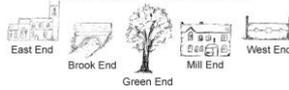
Monday 10 July 2023

Signed

(Chairman)

Date

Chadlington Parish Council



Monday 11 September 2023
Monday 13 November 2023
Monday 08 January 2024
Monday 11 March 2024
Monday 13 May 2024 (Annual Council Meeting)

Planning meetings (if required)

Monday 12 June 2023
Monday 14 August 2023
Monday 09 October 2023
Monday 11 December 2023
Monday 12 February 2024
Monday 08 April 2024

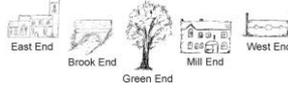
- 139 **To review and approve the Action Plan for 2023-2024**
It was **resolved** to approve the Action Plan for 2023-2024.
- 140 **To receive and comment on the RFO's review of the annual accounts to 31 March 2023**
The RFO gave a report regarding the annual accounts to 31 March 2023.
The opening balance was £44,570.33.
Total receipts were £34,979.86.
Total payments were £22,207.31.
The ending balance as of 31 March 2023 was £57,342.88, which forms the opening balance for 2023-24.
The Council spent 85% of the 2022-23 budget.
The Council spent £5,046.29 of earmarked reserves.
The Council spent £2,438.02 of general reserves.
At the end of the year the Council had earmarked reserves of £49,331.25 and general reserves of £8,011.63.
The internal auditor for 2022-2023 was Jane Olds.
The Council had no comments.
- 141 **To approve the Statement of Accounts to 31 March 2023**
It was **resolved** to approve the Statement of Accounts to 31 March 2023.
- 142 **To approve the bank reconciliation to 31 March 2023**
It was **resolved** to approve the bank reconciliation to 31 March 2023.
- 143 **To receive and comment on the internal audit report for the year ending 31 March 2023**
The internal audit report for the year ending 31 March 2023 was received and noted.
The recommendations from the internal auditor were noted, and responded to:
To move the risk assessment to earlier in the year – *Has been scheduled for September*
To undertake a review of effectiveness of the internal audit – *Has been scheduled for November*
To encourage the Clerk to undertake the Level 4 Community Governance course
Training as a regular agenda item – *To be included regularly on the agenda*
To change to a bank with electronic bank transfers – *Council is in the process of transferring*
To update the allotment tenancy agreement – *Has been scheduled for June.*
- 144 **To complete and sign the Annual Governance Statement for the year ending 31 March 2023**
The Annual Governance Statement for the year ending 31 March 2023 was completed by the Council.
It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2023.
The Statement was signed by the Chairman and the Clerk.
- 145 **To approve and sign the Accounting Statements for the year ending 31 March 2023**
It was noted that the RFO had signed the Accounting Statements.
It was **resolved** to approve the Accounting Statements for the year ending 31 March 2023.
The Accounting Statements were signed by the Chairman.
- 146 **To set the date for the commencement of the Exercise of Public Rights**
The Clerk advised that this period needs to be thirty working days and include the first ten working days in July. The Clerk proposed 05 June 2023 as the commencement date, with the end date being 14 July 2023. These dates were checked for compliance.

Signed

(Chairman)

Date

Chadlington Parish Council



It was **resolved** to approve 05 June 2023 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2023.

147 **To appoint the internal auditor for the current financial year**

It was **resolved** to appoint Jane Olds as the internal auditor for the year ending 31 March 2024.

148 **To approve grants and donations for the year ending 31 March 2023**

It was **resolved** that the Council would follow its Grants and Donations Policy for the year ending 31 March 2024.

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

The Clerk's report was received and noted.

The Clerk advised that the annual independent playground inspection had been scheduled for July. The Council had no comments.

150 **Planning and enforcement**

23/00978/HHD – Alterations including conversion of attic space to create extra living space with the insertion of a dormer window, raise existing roof, and addition of solar panels – Plum Cottage, Chapel Road, Chadlington

The Council had no comment on this application.

151 **Planning and enforcement**

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

None.

152 **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

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

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

Approved – 26/04/23

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

Approved – 26/04/23

23/00491/LBC – Removal of internal wall (retrospective) – Rose Cottage, Brook End, Chadlington

Approved – 02/05/23

23/00463/FUL – Temporary change of use of part of agricultural field measuring 60 metres by 32 metres to provide car parking for adjacent farm shop until 01 January 2025, including provision of temporary limestone chipping surface – Diddly Squat Farm Shop, Chipping Norton Road, Chadlington

Under consideration

23/00401/HHD – To drop the kerb outside existing driveway and to reinstate first floor window on rear elevation – 4 East End Cottages, East End, Chadlington

Approved – 27/04/23

23/00788/LBC – Internal and external alterations to reinstate first floor window on rear elevation – 4 East End Cottages, East End, Chadlington

Approved – 27/04/23

23/00751/FUL – Erection of two detached dwellings with associated new landscaping and drainage infrastructure – The Old Barn, East End, Chadlington

Under consideration

153 **To receive the regular playground inspection reports and agree actions**

It was noted that the playground remains closed therefore an inspection has not taken place.

154 **To receive an update from the Playground Maintenance Working Group and agree actions**

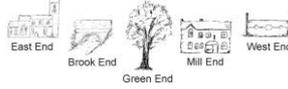
A report from the Playground Maintenance Working Group was received and noted, and the

Signed

(Chairman)

Date

Chadlington Parish Council



recommendations were considered

It was noted that a quotation has not been received for the works required to reopen the playground.

It was noted that the Playground Maintenance Working Group would be meeting next week

It was **resolved** to delegate authority to the Clerk to approve the additional works quotations for works required to reopen the playground.

It was agreed to carry out the following Phase Two works:

It was **resolved** to remove the following toddler play equipment: carousel and surface, seesaw rocker and surface, three static vehicles.

It was **resolved** to install the following replacement toddler play equipment: two springers (one single, one double), a sit on carousel, two static vehicles (one incorporating a tunnel), safety surfaces as required.

It was **resolved** to install the following additional agility trail equipment: two or three more challenging items, stepping logs to link the items, safety surfaces as required.

It was **resolved** to obtain indicative prices and quotes for the removal of the old equipment and surface, and installation of the new equipment and surfaces.

It was **resolved** to investigate whether it would be necessary to use Contracts Finder, and if so, to create an account, create the documents required, and submit a request for tender bids for the phase two works.

It was **resolved** to seek grants for the phase two works.

155 To consider the tree survey for the playground and agree actions

It was **resolved** to approve the quotation from Town and Country Trees Ltd for tree works, as per quotation 12039CHADPC-P for £950.00.

It was **resolved** to contact the owner of the trees abutting the playground regarding safety works advised by Town and Country Trees Ltd in their quotation 12039CHADPC-P.

156 To receive an update from the Working Groups and agree actions

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

157 To ratify expenditure since the last meeting

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

Hickman Brothers	Supply of playbark	£1,253.04	chq 100384
OCC Pension	March pensioin		chq 100385
Anne Ogilvie	March salary		chq 100386
HMRC	PAYE/NI – P12		chq 100387

158 To approve the current payments

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

HSBC	Bank charges	£7.40	
HSBC	Bank charges	£10.20	
Canopy Arboricultural	Tree survey	£180.00	chq 100394
Chadlington Memorial Hall	Hall hire APM and April	£75.00	chq 100395
Jane Olds	Internal audit	£200.00	chq 100396
TP Jones & Co LLP	Payroll – April – March	£234.00	chq 100397
Anne Ogilvie	Clerk reimbursement	£42.80	chq 100398

159 To instruct the bank signatories to sign the approved payments

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

160 To note monies received

It was noted that the following monies had been received:

WODC	Precept (1 st half)	£9,429.50
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161 To receive the update of the current status of the bank account

HSBC current account as of 30 April 2023 - £32,505.13

162 To approve the budget update

The budget update to 30 April 2023 was reviewed.

It was noted that 11% of the budget had been used.

It was noted that the Clerk employment payments will be overbudget this year as the Council has maintained the Clerk hours at 10 hours per week, and the budget for the year was based on 8

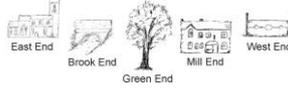
Signed

(Chairman)

Date

2023/19

Chadlington Parish Council



hours per week.

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

163 To approve the bank reconciliation

It was **resolved** to approve the bank reconciliations to 28 February 2023, 27 March 2023 and 30 April 2023.

164 To approve the finance update

The finance update to 30 April 2023 was reviewed.

As of 30 April 2023:

Receipts - £9,429.50

Payments - £35,067.56

Balance - £31,704.82

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

165 To review the general and earmarked reserves

It was noted that as of 30 April 2023, £2,150 of general reserves had been used, and £25,314.00 of earmarked reserves had been used.

Earmarked reserve level as of 30 April 2023 - £22,618.88

General reserve level of as 30 April 2023 - £5,861.63

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

166 To receive items for information only

An invitation had been received for councillors to attend the launch of the Oxfordshire Victoria County History project.

167 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.

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

Planning Meeting – Monday 12 June, 7.30 pm, Chadlington Memorial Hall – if required

Ordinary Meeting – Monday 10 July, 7.30 pm, Chadlington Memorial Hall

169 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 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 consideration of the following items.

170 To consider whether to maintain the Clerk's hours at 10 hours per week and agree actions

It was **resolved** to maintain the Clerk's hours at 10 hours per week until the end of September 2023, backdated to April 2023.

171 To receive a report following the Clerk's annual appraisal and agree actions

Cllr Hutchings gave a report to Council regarding the Clerk's annual appraisal.

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

It was noted that following the successful appraisal the Clerk's pay scale would be uplifted as per the employment contract.

172 The meeting was closed at 9.38 pm.

Signed

(Chairman)

Date

2023/20