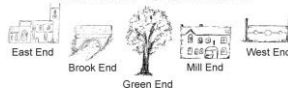


# Chadlington Parish Council



MINUTES 20230710

JULY 10, 2023

7.30 PM

CHADLINGTON MEMORIAL HALL

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

- 173 **Welcome from the Chairman**  
The Chairman welcomed everyone to the meeting.
- 174 **To receive apologies for absence**  
Apologies were received from Cllr Ingram.
- 175 **To approve and sign the minutes of the meeting on 15 May 2023**  
It was **resolved** to approve the minutes of the meeting on 15 May 2023. The minutes were signed by the Chairman.
- 176 **To receive declarations of interest from Members regarding items on the agenda**  
None.
- 177 **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 provided an update regarding the threat of closure of The Old Bakehouse. A member of the public asked for information about the management of the allotments. A representative from the Memorial Hall provided an update following the accident which has damaged the Hall.
- 178 **To receive reports from the County and District Councillors**  
OCC Councillor Liz Leffman reported that:  
- OCC currently has one resident supported by the County at The Old Bakehouse;  
- OCC are seeking permission from Government to establish a lane rental scheme (LRS) to encourage road works to take part during off-peak hours, creating a planned surplus income of £2 million;  
- Trials are being undertaken of different materials to repair potholes;  
- Hours at recycling centres will be extended on Thursdays;  
- The £2 bus cap has been applied to the X9 service, since the service has been taken over by the Oxford Bus Company.  
No report received from the District Councillor.
- 179 **To receive and comment on the Clerk’s report**  
The Clerk’s report was received and noted.
- 180 **Planning and enforcement**  
**23/01426/HHD** – Removal of existing lobby and erection of replacement single storey extension, changes to fenestration in south elevation and installation of additional roof lights in north elevation – Upper Court Barn, Mill End, Chadlington  
The Council had no comment on this application.
- 181 **Planning and enforcement**  
**23/01189/HHD** – Proposed new vehicular access – 10 Chipping Norton Road, Chadlington  
The Council had no comment on this application.
- 182 **Planning and enforcement**  
**Any planning applications or enforcement notices received before the date of the meeting**  
None.
- 183 **Planning and enforcement**  
**Update of previous planning applications and enforcement actions**  
**22/01147/FUL** – Proposed single dwelling (para 80e house), detached gatehouse, garage, office

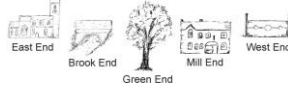
Signed

(Chairman)

Date

2023/21

# Chadlington Parish Council



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  
Appeal allowed - 14/06/23

**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

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

Under consideration

**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 Tree Cottage, Chapel Road, Chadlington

Approved – 25/05/23

184 **To consider a donation request from Dean and Chadlington Summer Music Festival and agree actions**

It was **resolved** not to give a donation to the Dean and Chadlington Summer Music Festival.

185 **To review and approve the terms of reference for the Allotment Management Working Group**

It was **resolved** to approve the terms of reference for the Allotment Management Working Group.

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

The playground was reopened on 16 June 2023.

Weekly inspections have taken place.

The Action List was received and noted.

187 **To receive updates from Working Groups and agree actions**

**Allotment Management Working Group**

The update from the Allotment Management Working Group was received and noted.

It was **resolved** to delegate authority to the Clerk to purchase posts and numbers to create new number posts for the plots.

It was **resolved** to delegate authority to the Clerk to draft the formal letter to the Landlord of the Council's request for a water supply, including all Council responsibilities regarding the installation, maintenance and removal, for Council approval, and to send the letter to the Landlord once approved.

It was **resolved** to delegate authority to the Working Group to work on the water supply project and investigate the requirements required for the water supply outside of the work of Thames Water.

**Playground Maintenance Working Group**

It was noted that the new picnic benches have been ordered.

188 **To consider contacting WODC regarding the mowing schedule for The Stocks and agree actions**

It was **resolved** to contact WODC to request that some areas of The Stocks are mown prior to the planned annual site mowing in August/September, to allow greater access to the area by residents and visitors.

189 **To consider how the Parish Council can support The Old Bakehouse facility and residents following the notification of closure, and agree actions**

It was **resolved** to support the Action Group in their endeavours to keep The Old Bakehouse open as a supported living facility for the elderly.

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

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

OCC Pension	May pension	chq 100401
Anne Ogilvie	June salary	chq 100403
HMRC	PAYE/NI – P3	chq 100404

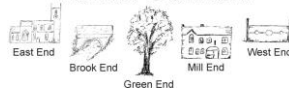
Signed

(Chairman)

Date

2023/22

# Chadlington Parish Council



- |  |                          |                         |           |            |
|--|--------------------------|-------------------------|-----------|------------|
|  | OCC Pension              | June pension            |           | chq 100405 |
|  | Town & Country Trees Ltd | Tree works – playground | £1,140.00 | chq 100406 |
|  | HSBC                     | Bank charges May 2023   | £9.00     |            |
- 191 **To approve the current payments**  
It was **resolved** to approve the following payments:
- |  |                   |                        |        |            |
|--|-------------------|------------------------|--------|------------|
|  | Ubico Ltd         | Mowing - playground    | £75.60 | chq 100407 |
|  | TP Jones & Co LLP | Payroll – April - June | £58.50 | chq 100408 |
|  | SLCC              | Membership (part)      | £85.81 | chq 100409 |
|  | Anne Ogilvie      | Clerk reimbursement    | £44.15 | chq 100410 |
- 192 **To instruct the bank signatories to sign the approved payments**  
It was **resolved** to instruct the bank signatories to sign the approved payments.
- 193 **To note monies received**  
It was noted that the following monies had been received:
- |          |                          |        |  |
|----------|--------------------------|--------|--|
| Donation | Playground refurbishment | £50.00 |  |
|----------|--------------------------|--------|--|
- 194 **To receive the update of the current status of the bank account**  
HSBC current account as of 30 June 2023 - £30,227.43.
- 195 **To approve the budget update**  
The budget update to 30 June 2023 was reviewed.  
It was noted that 24% of the budget had been used.  
It was noted that the staff costs are over budget due to the increase of the Clerk's hours.  
It was noted that there is £872 remaining in the budget and EMR for playground maintenance.  
It was **resolved** to approve the budget update.
- 196 **To approve the bank reconciliation**  
It was **resolved** to approve the bank reconciliations to 31 May 2023 and 30 June 2023.
- 197 **To approve the finance update**  
The finance update to 30 June 2023 was reviewed.  
As of 30 June 2023:  
Receipts - £9,479.50  
Payments - £38,776.01  
Balance - £28,046.37  
It was **resolved** to approve the finance update.
- 198 **To review the general and earmarked reserves**  
It was noted that as of 30 June 2023, £2,150 of general reserves had been used, and £26,495 of earmarked reserves had been used.  
Earmarked reserve level as of 30 June 2023 - £22,922.25  
General reserve level of as 30 June 2023 - £5,861.63  
It was **resolved** to transfer the balance of the Traffic Control earmarked reserve, £2887.91, to general reserves.  
It was **resolved** to approve the general and earmarked reserves.
- 199 **To receive a report following the asset inspection and agree actions**  
The asset inspection had been undertaken by Cllr Moore on 17 May 2023.  
There were no issues reported.  
She noted that one of the planter positions had not been correctly noted on the Asset Register.
- 200 **To review and approve the Disciplinary and Grievance Policy**  
It was **resolved** to approve the Disciplinary and Grievance Policy.
- 201 **To review and approve the Health and Safety Policy**  
It was **resolved** to approve the Health and Safety Policy.
- 202 **To review and approve the Sickness and Absence Policy**  
It was **resolved** to approve the Sickness and Absence Policy.
- 203 **To review and approve the Press and Media Policy**  
It was **resolved** to approve the Press and Media Policy.

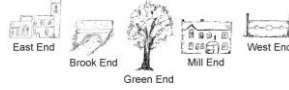
Signed

(Chairman)

Date

2023/23

# Chadlington Parish Council



- 204 **To review and approve the Co-option Policy**  
It was **resolved** to approve the Co-option Policy.
- 205 **To review and approve the Term of Office of Chairman Policy**  
It was **resolved** to approve the Term of Office of Chairman Policy.
- 206 **To receive items for information only**  
- Cllr Gate reported that the Sports Club had held a meeting but that she had not been invited to this.  
- Cllr Hutchings will represent the Council at the Parishes Together meeting on Thursday 13 July.  
- The Clerk will be on annual leave for one week in July and one week in August.  
- The Council will start on the 2024-2025 Action Plan and budget planning at the next full council meeting, 11 September.  
- Elections for all councillor positions will take place in May 2024.
- 207 **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.
- 208 **Next meeting – to note date, time and place of the next council meeting**  
Planning Meeting – Monday 14 August, 7.30 pm, venue to be determined – if required  
Ordinary Meeting – Monday 11 September, 7.30 pm, venue to be determined
- 209 **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 item**  
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 item
- 210 **To receive a report from the Allotment Management Working Group and agree actions**  
The report from the Allotment Management Working Group was received.  
It was **resolved** to approve the agreed decisions.
- 211 The meeting was closed at 9.30 pm.

Signed

(Chairman)

Date

2023/24