

Chadlington Parish Council



MINUTES 20230911

SEPTEMBER 11, 2023 7.30 PM

CHADLINGTON BOWLS CLUB

ATTENDEES	Andrew Carpenter, Imogen Duckworth, Ann Gate, Andrew Hutchings (Chairman), John Ingram, Hilary Moore One member of the public Anne Ogilvie – Clerk OCC Cllr Liz Leffman – from item 242
ABSENT	None

237 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

238 To receive apologies for absence

None.

239 To approve and sign the minutes of the meeting on 14 August 2023

It was **resolved** to approve the minutes of the meeting on 14 August 2023. The minutes were signed by the Chairman.

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

None.

241 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

None.

242 To receive reports from the County and District Councillors

OCC Councillor Liz Leffman reported that:

- OCC is launching a new fund for community transport;
- OCC is working to create EV microhubs;
- Homes are being sought for Ukraine families;
- A new type of road surface is being trialled.

No report was received from the District Councillor.

243 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

244 Planning and enforcement

West Oxfordshire Local Plan 2041 consultation

It was **resolved** to delegate the Council's response to the West Oxfordshire Local Plan 2041 consultation to the Clerk.

245 Planning and enforcement

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

None.

246 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

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 – Diddle 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

Awaiting decision

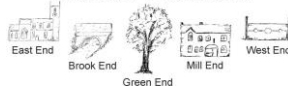
Signed

(Chairman)

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23/01823/HHD – Loft conversion with rear dormer and front velux rooflights – Little Garth, Church Road, Chadlington
Under consideration

23/01910/HHD – Erection of a greenhouse – 1 Horseshoe Lane, Chadlington
Under consideration

APP/D3125/W/23/3320109 (22/0242/FUL) – Conversion of existing barn to dwelling (alterations and extension to previously approved permission 20/00738/FUL) – Land at Green End, Chadlington

23/02181/HHD – Internal and external works including works to roof, alterations to windows, proposed roof lights and installation of solar panels – Sandys House, Bull Hill, Chadlington
Under consideration

23/02182/LBC – Internal and external works including works to roof, alterations to windows, proposed rooflights and installation of solar panels – Sandys House, Bull Hill, Chadlington
Under consideration

- 247 **To receive an update regarding The Old Bakehouse facility and agree actions**
Cllr Hutchings gave an update regarding The Old Bakehouse facility.
- 248 **To consider whether to request winter salt/grit from OCC and agree actions**
It was **resolved** not to request winter salt/grit from OCC.
- 249 **To consider the annual independent playground inspection report and agree actions**
The annual independent playground inspection report was considered and noted.
It was noted that issues were raised about the following: the toddler carousel, the rotaweb, the tunnel, the junior swings, the toddler swings and the trim trail.
Cllr Carpenter will check the equipment following the report, and the Clerk will obtain quotations for works required.
- 250 **To receive the regular playground inspection reports and agree actions**
The regular playground inspection reports and action list were received and noted.
- 251 **To consider requesting WODC remove the bin in the playground and reinstate the Parish Council's bin and agree actions**
It was **resolved** not to request WODC remove the bin in the playground.
It was **resolved** to pay the weekly fee of £8.37 to WODC for the emptying of the bin.
It was **resolved** to delegate authority to the Clerk to contact WODC regarding the charges for the other two bins.
- 252 **To consider the playground wall survey and agree actions**
The playground wall survey was considered. It was noted that no immediate works had been recommended. It was agreed to include a line for wall repairs in the 2024-2025 budget.
- 253 **To consider a donation request from Citizens Advice West Oxon and agree actions**
It was **resolved** not to give a donation to Citizens Advice West Oxon.
- 254 **To consider a donation request from the Sports Club and agree actions**
It was **resolved** not to give a donation to the Sports Club.
It was **resolved** to give a donation to cover the cost of the next set of defibrillator pads when required.
It was **resolved** to contact the Sports Club to create an agreement regarding donations for replacement defibrillator parts.
- 255 **To consider whether to increase the allotment rent from 2024 and agree actions**
It was **resolved** to increase the allotment rent from 2024 to £27 for a full plot and £16 for a half plot.
- 256 **To consider expressing an interest in the OCC EV Microhub scheme and agree actions**
It was **resolved** to express an interest in the OCC EV Microhub scheme.
- 257 **To consider the draft Action Plan for 2024-2025 and agree actions**
The draft Action Plan for 2024-2025 was considered.
It was agreed to change the action for the Climate Emergency and Biodiversity Aim.
It was noted that the Action Plan for 2024-2025 will be presented to Council at the November council meeting for approval.

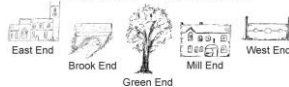
Signed

(Chairman)

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258 To consider the draft budget for 2024-2025 and agree actions

The draft budget for 2024-2025 was considered.

Options and changes were discussed.

It was **resolved** that the Clerk would amend the draft budget and send to councillors for consideration.

It was noted that the budget for 2024-2025 will be presented to Council at the November council meeting for approval.

259 To ratify expenditure since the last meeting

None.

260 To approve the current payments

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

R Arthur	Thames Water quote	£72.00	chq 100421
Playsafety Ltd	Playground inspection	£127.80	chq 100422
SLCC Enterprises Ltd	National conference	£113.00	chq 100423
Ubico Ltd	Mowing – playground	£75.60	chq 100424
Chadlington Memorial Hall	Hall hire – August	£25.00	chq 100425
OCC Pension	September pension		chq 100426
Anne Ogilvie	Clerk reimbursement	£38.20	chq 100427
Anne Ogilvie	September salary		chq 100428
HMRC	PAYE/NI – P6		chq 100429
HSBC	Bank charges August 2023	£10.20	

261 To instruct the bank signatories to sign the approved payments

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

262 To note monies received

None.

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

HSBC current account as of 31 August 2023 - £25,074.06

264 To approve the bank reconciliation

It was **resolved** to approve the bank reconciliations to 31 July 2023 and 31 August 2023.

265 To approve the finance update

The finance update to 31 August 2023 was reviewed.

As of 31 August 2023:

Receipts - £9,979.50

Payments - £42,248.32

Balance - £25,074.06

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

266 To approve the budget update

The budget update to 31 August 2023 was reviewed.

It was noted that 40% of the budget had been used.

It was noted that the following lines were overbudget: staff costs, stationery/consumables, SLCC membership.

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

267 To approve the reserves update

It was noted that as of 31 August 2023:

Earmarked reserves: £27,047 had been used, £19,444.34 remained

General reserves: £2,150 had been used, £8,749.54 remained

It was **resolved** to set up a staff costs EMR and move the necessary funds from the general reserves to cover the additional staff costs agreed at the August meeting.

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

268 To note the External Auditor Report 2022-2023

It was noted that the External Auditor Report for 2022-2023 had been received. There were no comments.

It was noted that the External Auditor Report had been uploaded to the website.

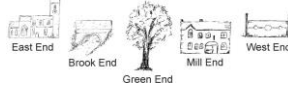
Signed

(Chairman)

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It was noted that the Notice of Conclusion of Audit had been uploaded to the website and published on the noticeboard.

- 269 **To review the effectiveness of the 2022-2023 internal audit and agree actions**
The effectiveness of the 2022-2023 internal audit report was reviewed.
It was **resolved** to approve the effectiveness of the 2022-2023 internal audit report.
The report was signed by the Chairman.
- 270 **To review and approve the Equal Opportunities Policy**
It was **resolved** to approve the Equal Opportunities Policy.
- 271 **To review and approve the Training and Development Policy**
It was **resolved** to approve the Training and Development Policy.
- 272 **To review and approve the Security Incident Response Policy**
It was **resolved** to approve the Security Incident Response Policy.
- 273 **To review and approve the Requests for Information Policy**
It was **resolved** to approve the Requests for Information Policy.
- 274 **To review and approve the Document Storage, Retention and Destruction Policy**
It was **resolved** to approve the Document Storage, Retention and Destruction Policy.
- 275 **To review and approve the risk assessment**
It was **resolved** to approve the risk assessment.
- 276 **To consider Clerk and councillor training options and agree actions**
It was **resolved** to approve the Clerk to attend the Developing Effective Action Plans training.
- 277 **To receive items for information only**
- The Clerk will be on annual leave next week.
- 278 **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.
- 279 **Next meeting – to note date, time and place of the next council meeting**
Planning Meeting (if required) – Monday 09 October, 7.30 pm at the Bowls Club
Ordinary Meeting – Monday 13 November, 7.30 pm at the Bowls Club
- 280 The meeting was closed at 9.30 pm.

Signed

(Chairman)

Date

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