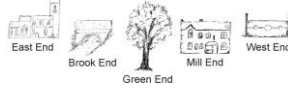


Chadlington Parish Council



MINUTES 20231113

NOVEMBER 13, 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
ABSENT	None

281 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

282 To receive apologies for absence

None.

283 To approve and sign the minutes of the meeting on 11 September 2023

It was **resolved** to approve the minutes of the meeting on 11 September 2023. The minutes were signed by the Chairman.

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

None.

285 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.

286 To receive reports from the County and District Councillors

OCC Councillor Liz Leffman reported that:

- There has been a change of administration at OCC, there is now a minority administration;
- All political parties are involved in creating the new budget;
- They have a SEND improvement portfolio holder, and are creating Priority Action Plan;
- The 20 mph consultation for Chadlington parish is due to start shortly;
- There is a new freight strategy, with studies in two areas being carried out before the strategy is adopted;
- Trials are taking place for new ways of filling potholes;
- There is a new air quality website for the county;
- There is a plan to charge utility companies for digging up roads;
- There are new initiatives for community bus services in the county;
- Oxfordshire has won awards for combatting climate change;
- There is a £1 cap on bus fares in December.

A query was raised about the verges on Curdle Hill. Cllr Leffman advised that an OCC officer was in contact with Diddly Squat Farm regarding these.

No report was received from the District Councillor.

Cllr Leffman left the meeting.

287 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

288 Planning and enforcement

23/02541/FUL – Alterations to main dwelling to include construction of a replacement porch and lean to extension to east elevation, works to roof to include replacement and additional dormer windows. Re roofing of existing gardeners room. Erection of a greenhouse, a summer house and an agricultural barn along with the refurbishment of the existing stables and garage.

Refurbishment of existing lake with the installation of a water source heat pump and the addition of an array of solar panels to the south side of the lake and associated works – Chadlington Manor House, East End Chadlington

It was **resolved** not to comment on this application.

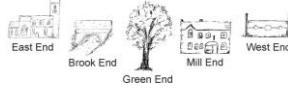
Signed

(Chairman)

Date

2023/32

Chadlington Parish Council



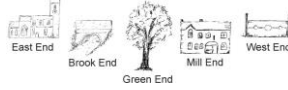
- 289 **23/02542/LBC** – Internal and external works to main dwelling to include construction of a replacement porch and lean to extension to east elevation, works to windows and roof to include replacement of existing dormers and construction of three additional dormer windows. Refurbishment of existing stables and garage. Internal alterations to include changes to floor layouts with reinstatement of staircase from ground floor to basement and installation of a new energy system with associated works – Chadlington Manor House, East End, Chadlington
It was **resolved** not to comment on this application.
- 290 **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 (Amended Plans) – Land north of Green End, Chadlington
It was **resolved** to object to the amended application.
It was **resolved** to restate the previous objection letter, and add the Council’s concerns about light pollution due to the fenestration.
- 291 **Planning and enforcement**
Any planning applications or enforcement notices received before the date of the meeting 23/02842/LBC – Internal and external alterations to carry out repairs to garden room roof and installation of new rooflight – Chadlington Manor House, East End, Chadlington
It was **resolved** not to comment on this application.
- 292 **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 – Diddly Squat Farm Shop, Chipping Norton Road, Chadlington
Decided – finally disposed of – 01/11/23
23/00751/FUL – Erection of two detached dwellings with associated new landscaping and drainage infrastructure – The Old Barn, East End, Chadlington
Approved – 02/11/23
23/01823/HHD – Loft conversion with rear dormer and front velux rooflights – Little Garth, Church Road, Chadlington
Approved – 11/09/23
23/01910/HHD – Erection of a greenhouse – 1 Horseshoe Lane, Chadlington
Approved – 05/09/23
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
Dismissed – 27/09/23
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
- 293 **To receive the regular playground inspection reports and agree actions**
The regular playground inspection reports and action list were received and noted.
It was noted that the grass seed is growing.
- 294 **To consider the quotation to repair the junior swing and agree actions**
It was noted that only one quote had been received.
It was **resolved** to repair the junior swing.
It was **resolved** to try to obtain at least one more quote for the repairs.
It was **resolved** to suspend Financial Regulation 11.1.h if it was not possible to obtain three quotes for the repair works, as the works are required for safety reasons.

Signed

(Chairman)

Date

Chadlington Parish Council



It was **resolved** to delegate authority to the Clerk to approve the cheaper of any quotes received, or if no further quotes were obtained to approve the quotation from RPM Ltd which had been received.

It was **resolved** to use earmarked reserves and general reserves to cover the cost of the repair work in excess of the remainder of funds in the playground budgets.

295 To note the removal of damaged play equipment and agree actions

The Council thanked Cllr Carpenter for removing the damaged carousel and making good the safety surface.

It was **resolved** to replace the carousel when sufficient funds are available to undertake phase two of the playground refurbishment programme.

It was **resolved** to renew the fundraising requests. Cllr Gate will produce and distribute some notices.

296 To consider planting a new tree in the playground and agree actions

It was **resolved** not to plant a new tree in the playground.

297 To receive an update from the Playground Working Group and agree actions

Cllr Carpenter gave a verbal update from the Playground Working Group.

298 To consider the requirement from the Kathleen Hannay Will Trust for a wayleave to cover the installation of a mains water pipe on the allotment and agree actions

It was noted that the Council would have to pay its own and the Kathleen Hannay Will Trust's costs for the wayleave agreement.

It was **resolved** to obtain a quotation for a wayleave agreement.

It was **resolved** that the Council would be advised of the price for a wayleave agreement when received, and their views considered by the Clerk. It was **resolved** to delegate authority to the Clerk to progress the wayleave agreement if it was considered that the cost of these works was acceptable, as the next meeting of the Kathleen Hannay Will Trust is in December. It was **resolved** to use general reserves for the wayleave agreement, if the decision was made to progress the works.

299 To consider the allotment waiting list and agree actions

It was **resolved** not to undertake changes in the operation of the allotment waiting list at this time. It was noted that the waiting list system would be reviewed and amended as required as part of the allotment management project.

300 To consider the Council's biodiversity duties as per the Environment Act 2021 and agree actions

It was **resolved** to approve the first consideration of the Council's biodiversity duties.

301 To receive an update regarding the Sports Club lease

It was noted that the landlord lease has been signed by the Council and returned to the landlord's solicitor. When the lease has been signed by the landlord, the Council will receive a copy. When the Council has a signed copy of the lease, the Council's solicitor will draft a lease for the agreement with the Sports Club. It was noted that the solicitor has already been instructed to carry out this work.

It was **resolved** to ask the Sports Club for their solicitor's details.

302 To consider the draft Action Plan for 2024-2025 and agree actions

The draft Action Plan for 2024-2025 was considered.

It was **resolved** to approve the Action Plan for 2024-2025.

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

The draft budget for 2024-2025 was considered.

Options and changes were discussed and agreed.

It was **resolved** to approve a budget of £36,518 for 2024-2025.

It was **resolved** to request a precept of £36,518 for 2024-2025.

304 To ratify expenditure since the last meeting

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

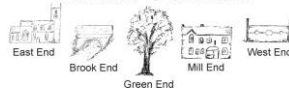
HSBC	Bank charges September 2023	£7.40	
Anne Ogilvie	October salary		chq 100430
HMRC	PAYE/NI – P7		chq 100431

Signed

(Chairman)

Date

Chadlington Parish Council



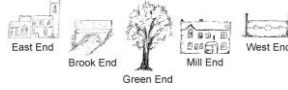
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|------------|--|-------------------------------|-----------|------------|
| | OCC Pension | October pension | | |
| | Kathleen Hannay Will Trust | Allotment rent | £200.00 | chq 100433 |
| | TP Jones & Co LP | Payroll July – September | £58.50 | chq 100434 |
| | Ubico Ltd | Mowing – playground August | £75.60 | chq 100435 |
| | Chadlington Memorial Hall | Hall hire – September | £25.00 | chq 100436 |
| | Ubico Ltd | Mowing – playground September | £75.60 | chq 100437 |
| | WODC | Bin emptying – playground | £261.14 | chq 100438 |
| 305 | To approve the current payments | | | |
| | It was resolved to approve the following payments: | | | |
| | HSBC | Bank charges October 2023 | £6.20 | |
| | OALC | Training – Action plans | £60.00 | chq 100439 |
| | Anne Ogilvie | Clerk reimbursement | £106.02 | chq 100440 |
| | OCC Pension | November pension | £293.70 | chq 100441 |
| | CPRE | Annual membership | £45.00 | chq 100442 |
| 306 | To instruct the bank signatories to sign the approved payments | | | |
| | It was resolved to instruct the bank signatories to sign the approved payments. | | | |
| 307 | To note monies received | | | |
| | WODC | 2 nd half precept | £9,429.50 | |
| | Plot holders | Allotment rents | £365.00 | |
| | To note an allotment holder has overpaid £23.00 – Clerk to arrange return. | | | |
| 308 | To receive the update of the current status of the bank account | | | |
| | HSBC current account as of 31 October 2023 - £33,623.29. | | | |
| 309 | To approve the bank reconciliation | | | |
| | It was resolved to approve the bank reconciliations to 30 September 2023 and 31 October 2023. | | | |
| 310 | To approve the finance update | | | |
| | The finance update to 31 October 2023 was reviewed. | | | |
| | As of 31 October 2023: | | | |
| | Receipts - £19,707.00 | | | |
| | Payments - £45,234.11 | | | |
| | Balance - £31,815.77 | | | |
| | It was resolved to approve the finance update. | | | |
| 311 | To approve the budget update | | | |
| | The budget update to 31 October 2023 was reviewed. | | | |
| | It was noted that 56% of the budget had been used. | | | |
| | It was noted that the playground maintenance line will be overbudget by the end of the year, and that general reserves will be needed for essential maintenance. | | | |
| | It was resolved to approve the budget update. | | | |
| 312 | To approve the reserves update | | | |
| | It was noted that as of 31 October 2023: | | | |
| | Earmarked reserves: £27,049.00 had been used, £21,349.34 remained | | | |
| | General reserves: £2,150.00 had been used, £6,844.54 remained | | | |
| | It was resolved to approve the general and earmarked reserves. | | | |
| 313 | To consider how the Council manages its correspondence and agree actions | | | |
| | It was resolved to include a parish correspondence section in the Clerk's report. | | | |
| | It was resolved to create a Communications Policy. | | | |
| 314 | To review and approve the Data Protection Policy | | | |
| | It was resolved to approve the Data Protection Policy. | | | |
| 315 | To review and approve the Privacy Policy | | | |
| | It was resolved to approve the Privacy Policy. | | | |
| 316 | To review and approve the General Privacy Notice | | | |
| | It was resolved to approve the General Privacy Notice. | | | |

Signed

(Chairman)

Date

Chadlington Parish Council



- 317 **To review and approve the Privacy Notice for staff, councillors and role holders**
It was **resolved** to approve the Privacy Notice for staff, councillors and role holders.
- 318 **To review and approve the Freedom of Information Scheme**
It was **resolved** to approve the Freedom of Information Scheme.
- 319 **To review and approve the Dignity at Work Policy**
It was **resolved** to approve the Dignity at Work Policy.
- 320 **To consider suspending Standing Order 3x to allow the meeting to continue**
It was **resolved** to suspend Standing Order 3x to allow the meeting to continue.
- 321 **To consider the insurance pre-renewal questionnaire from Gallagher and agree actions**
It was **resolved** to delegate authority to the Clerk to complete the pre-renewal questionnaire from Gallagher including the new assets to be insured.
Councillors' attention was drawn to the declaration on page 8.
It was **resolved** that the Clerk would seek insurance quotations from other brokers.
- 322 **To consider Clerk and councillor training options and agree actions**
Clerk and councillor training options were noted.
- 323 **To note the NJC pay agreement for 2023-2024, to be backdated to April 2023**
The NJC pay agreement for 2023-2024, to be backdated to April 2023, was noted. It was noted that the November payroll will include the backdated pay from April.
- 324 **To receive items for information only**
- The Clerk will be on annual leave in November, and between Christmas and New Year.
- Cllr Imgram has logged blocked drains on FixMyStreet.
- 325 **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.
- 326 **Next meeting – to note date, time and place of the next council meeting**
Planning Meeting (if required) – Monday 11 December 2023, 7.30 pm at the Bowls Club
Ordinary Meeting – Monday 08 January 2024, 7.30 pm, place to be confirmed.
- 327 The meeting was closed at 10.43 pm.

Signed

(Chairman)

Date