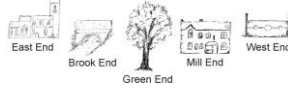


# Chadlington Parish Council



MINUTES 20240108

JANUARY 08, 2024

7.30 PM

CHADLINGTON BOWLS CLUB

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

- 1 **Welcome from the Chairman**  
The Chairman welcomed everyone to the meeting.
- 2 **To receive apologies for absence**  
Cllr Duckworth
- 3 **To approve and sign the minutes of the meeting on 11 December 2023**  
It was **resolved** to approve the minutes of the meeting on 11 December 2023. The minutes were signed by the Chairman.
- 4 **To receive declarations of interest from Members regarding items on the agenda**  
None.
- 5 **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 raised concern about the verges on the Chipping Norton Road.  
A member of the public raised a query about the allotment waiting list.
- 6 **To receive reports from the County and District Councillors**  
OCC Councillor Liz Leffman reported that:  
- There are currently flooding issues in the county, mainly in South and Vale.  
  
No report was received from the District Councillor.  
  
Cllr Leffman left the meeting.
- 7 **To receive and comment on the Clerk’s report**  
The Clerk’s report was received and noted.
- 8 **Planning and enforcement**  
**23/03159/HHD** – Proposed enclosure of existing open veranda – 4 Manor Court, Chadlington  
It was **resolved** not to comment on this application.
- 9 **Planning and enforcement**  
**Any planning applications or enforcement notices received before the date of the meeting**  
None.
- 10 **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  
Refused – 19/12/23  
**23/02204/LBC** – External alterations to carry out repairs to the North and Sout roof slopes and the flat roof of the bay window on northwest elevation – Chadlington Manor House, East End, Chadlington  
Approved – 18/12/23  
**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

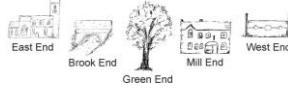
Signed

(Chairman)

Date

2024/1

# Chadlington Parish Council



an array of solar panels to the south side of the lake and associated works – Chadlington Manor House, East End, Chadlington

Approved – 21/12/23

**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

Approved – 21/12/23

**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

Approved – 13/12/23

**23/02912/FUL** – Construction of a detached Victorian style greenhouse – Chadlington Church of England Primary School, Church Road, Chadlington

Under consideration

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

The regular playground inspection reports were received and noted.

**12 To consider a Housing Needs Survey for the parish and agree actions**

It was **resolved** to request that CFO undertake a Housing Needs Survey for the parish.

**13 To consider the date, time and venue for the Annual Parish Meeting and agree actions**

It was proposed to hold the Annual Parish Meeting in the afternoon of the 16<sup>th</sup> or 23<sup>rd</sup> March, depending on venue availability. It was proposed to enquire whether the Church would be available for the meeting.

**14 To consider the Oxfordshire Councils Charter and agree actions**

It was **resolved** to support the Charter.

It was **resolved** to delegate authority to the Clerk to send a support comment to the consultation survey.

**15 To consider whether to send a representative to WODC's Oxfordshire County Charter meeting on 06 February and agree actions**

It was **resolved** that Cllr Hutchings and the Clerk would attend the WODC Oxfordshire County Charter meeting on 06 February.

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

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

HSBC	Bank charges November 2023	£8.60
------	----------------------------	-------

**17 To approve the current payments**

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

Wel Medical	Defibrillator pads	£71.94	chq 100451
Hugopickering.com	Domain renewals	£60.00	chq 100452
WODC	Election costs 2022	£1,526.35	chq 100453
SLCC Enterprises	Practitioners' Conference	£102.75	chq 100454
TP Jones & Co LLP	Payroll October – Decembre	£58.50	chq 100455
Anne Ogilvie	Clerk reimbursement	£21.00	chq 100456

**18 To instruct the bank signatories to sign the approved payments**

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

**19 To note monies received**

Plot holders	Allotment rents	£90.00
--------------	-----------------	--------

**20 To receive the update of the current status of the bank account**

HSBC current account as of 31 December 2023 - £29,482.12.

**21 To approve the bank reconciliation**

It was **resolved** to approve the bank reconciliations to 30 November 2023 and 31 December 2023.

Signed

(Chairman)

Date

2024/2

# Chadlington Parish Council



- 22 **To approve the finance update**  
The finance update to 31 December 2023 was reviewed.  
As of 31 December 2023:  
Receipts - £19,797.00  
Payments - ££47,733.36  
Balance - £29,406.52  
It was **resolved** to approve the finance update.
- 23 **To approve the budget update**  
The budget update to 31 December 2023 was reviewed.  
It was noted that 70% of the budget has been used.  
It was noted that the stationery, consumables, printing line is overbudget due the volume of printing required this year.  
It was **resolved** to approve the budget update.
- 24 **To approve the reserves update**  
It was noted that as of 31 December 2023:  
Earmarked reserves: £27,049.00 had been used; £21,249.34 remained.  
General reserves: £4,055.00 had been used; £6844.54 remained.  
It was **resolved** to approve the general and earmarked reserves.
- 25 **To review and approve the Grants and Donations Policy**  
It was **resolved** to approve the Grants and Donations Policy.
- 26 **To review and approve the Business Continuity Policy**  
It was **resolved** to approve the Business Continuity Policy.
- 27 **To review and approve the Virtual Meeting Procedure**  
It was **resolved** to approve the Virtual Meeting Procedure.
- 28 **To review and approve the Community Engagement Policy**  
It was **resolved** to approve the Community Engagement Policy.
- 29 **To review and approve the Internal Financial Control Policy**  
It was **resolved** to approve the Internal Financial Control Policy.
- 30 **To review and approve the Communications Policy**  
The draft Communications Policy was reviewed and amendments made.  
It was **resolved** to approve the Communications Policy with the agreed amendments.
- 31 **To consider the insurance quotations and agree actions**  
The insurance quotations were considered.  
It was **resolved** to renew the Council insurance with Gallagher on a three year LTA, for £447.23.
- 32 **To consider Clerk and councillor training options and agree actions**  
Training options for the Clerk and councillors were considered.
- 33 **To consider the Internal Auditor Engagement Letter and Terms of Agreement for 2023-2024 and agree actions**  
The Internal Auditor Engagement Letter and Terms of Agreement for 2023-2024 from Jane Olds was considered.  
It was **resolved** to agree the Terms of Agreement for 2023-2024 from Jane Olds for the 2023-2024 internal audit. It was noted that the audit fee would be £300. The Terms of Agreement was signed by the Clerk and the Chairman
- 34 **To receive items for information only**  
It was noted that the Clerk would be attending the SLCC Practitioners' Conference on 31 January to 01 February.  
Cllr Ingram advised that he had moved the SID. He asked to be informed if anyone noticed that the battery needs replacing.  
It was noted that the Council election will be held on Thursday 02 May 2024.

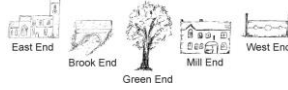
Signed

(Chairman)

Date

2024/3

# Chadlington Parish Council



- 35 **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**  
- Defibrillator management – ordinary meeting  
- Update regarding the ownership of the Stocks – ordinary meeting  
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.
- 36 **Next meeting – to note the date, time and place of the next council meeting**  
Planning Meeting (if required) – Monday 12 February 2024, 7.30 pm, place to be confirmed  
Ordinary Meeting – Monday 11 March 2024, 7.30 pm, place to be confirmed
- 37 The meeting was closed at 9.05 pm.

Signed

(Chairman)

Date

2024/4