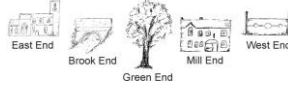


# Chadlington Parish Council



MINUTES 20240311

MARCH 11, 2024

7.30 PM

CHADLINGTON MEMORIAL HALL

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

57 **Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

58 **To receive apologies for absence**

Cllr Duckworth, and OCC Cllr Leffman

59 **To approve and sign the minutes of the meeting on 12 February 2024**

It was **resolved** to approve the minutes of the meeting on 12 February 2024. The minutes were signed by the Chairman.

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

None.

61 **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 concerns about the mowing schedule on The Stocks.

A member of the public raised safety concerns about the road by the Tite during freezing conditions.

A member of the public raised concern about the condition of a footpath near the Tite.

A member of the public requested an update regarding the allotment management.

62 **To receive reports from the County and District Councillors**

No reports were received.

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

The Clerk's report was received and noted.

It was noted that the Clerk would contact OCC regarding their new tree policy.

64 **Planning and enforcement**

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

None.

65 **Planning and enforcement**

**Update of previous planning applications and enforcement actions**

**23/03419/FUL** – Demolition of existing ancillary residential building and erection of new dwelling and associated works – Holybourne House, Chapel Road, Chadlington

Approved – 06/03/24

**24/00186/FUL** – Extension and alterations to an existing stone barn to create a single dwelling together with associated works (part retrospective) – Land at Green End, Chadlington

Under consideration

**24/00196/HHD** – Erection of two storey rear and side extension and single storey extension to garage – 5 Ashcroft Close, Chadlington

Under consideration

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

The regular playground inspection reports were received and noted.

67 **To receive an update regarding the Housing Needs Survey for the parish and agree actions**

A report was received from the Chairman regarding the Housing Needs Survey. The survey has been distributed to residents.

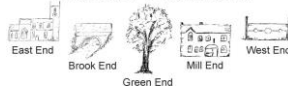
Signed

(Chairman)

Date

2024/7

# Chadlington Parish Council



- 68 **To confirm the date, time and venue for the Annual Parish Meeting and agree actions**  
The Chairman advised that the Annual Parish Meeting will take place on Saturday 23<sup>rd</sup> March, from 2.30 – 5.30 pm, at Chadlington Memorial Hall. He reported that local organisations, clubs and businesses have been invited to attend.
- 69 **To consider parish defibrillator maintenance and agree actions**  
The meeting paper was noted.  
It was noted that there are two defibrillators in the village.  
It was **resolved** to register the defibrillator at the Old Bakehouse, owned by the Parish Council, on The Circuit.  
It was **resolved** to propose to the Sports and Social Club that the Parish Council manage the maintenance of the defibrillator at the Memorial Hall, owned by the Sports and Social Club, and purchase consumables as required.
- 70 **To receive an update regarding the ownership of the Stocks and agree actions**  
The report from the Clerk was noted. It was noted that WODC are obtaining legal advice regarding the Parish Council taking over ownership of the land. It was noted that WODC are responsible for the maintenance of the area.
- 71 **To consider salt bins in the parish and agree actions**  
The meeting paper was noted.  
It was **resolved** to publicise that the grit bins in the village are for the public to use on the roads and footpaths.  
It was **resolved** to establish the ownership of the salt bins at the Memorial Hall.  
It was **resolved** to include a motion about salt bins on the September 2024 agenda.
- 72 **To consider requesting a grant from Oxfordshire Smokefree Community Fund to create smokefree signage for the playground and agree actions**  
It was **resolved** to delegate authority to the Clerk to investigate the grant scheme.
- 73 **To consider sending a representative to WODC's Nature Recovery Guide Launch Event on 21 March and agree actions**  
It was **resolved** that Cllr Ingram would represent the Council at the Nature Recovery Guide Launch Event.
- 74 **To receive an update regarding the May 2024 council election**  
The update regarding the May 2024 council election was received.  
It was noted that the election will be held on 02 May 2024.
- 75 **To consider the issues of parking at Brook End and agree actions**  
The issues of parking at Brook End, reported to the Council by residents, was considered. It was noted that the land being parked on is not under the Parish Council's control, it is owned by OCC. The Council acknowledged residents' concerns about the area, but is not in a position to resolve the issues, as the land is not under the Council's control.
- 76 **To ratify expenditure since the last meeting**  
It was **resolved** to ratify the following payments:
- |              |                           |          |            |
|--------------|---------------------------|----------|------------|
| HSBC         | Bank charges January 2024 | £7.80    |            |
| OCC Pension  | Pension – February 2024   | personal | chq 100470 |
| Anne Ogilvie | Salary - February 2024    | personal | chq 100471 |
| HMRC         | PAYE/NI – February 2024   | personal | chq 100472 |
- 77 **To approve the current payments**  
It was **resolved** to approve the following payments:
- |                           |                           |         |            |
|---------------------------|---------------------------|---------|------------|
| CFO                       | Annual membership         | £55.00  | chq 100473 |
| OALC                      | Annual membership         | £195.41 | chq 100474 |
| WODC                      | Bin emptying              | £261.14 | chq 100475 |
| Chadlington Memorial Hall | Hall hire – February 2024 | £25.00  | chq 100476 |
| Leafield Parish Council   | Training contribution     | £25.00  | chq 100477 |
| Anne Ogilvie              | Clerk reimbursement       | £12.95  | chq 100478 |
- 78 **To instruct the bank signatories to sign the approved payments**  
It was **resolved** to instruct the bank signatories to sign the approved payments.

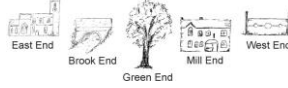
Signed

(Chairman)

Date

2024/8

# Chadlington Parish Council



- 79 **To note monies received**  
HMRC VAT refund £6,669.86
- 80 **To receive an update of the current status of the bank account**  
HSBC current account as of 29 February 2024 - £31,698.03
- 81 **To approve the bank reconciliation**  
It was **resolved** to approve the bank reconciliations to 31 January 2024 and 29 February 2024.
- 82 **To approve the finance update**  
The finance update to 29 February 2024 was reviewed.  
As of 29 February 2024:  
Receipts - £26,466.86  
Payments - £53,267.89  
Balance - £30,541.85  
It was **resolved** to approve the finance update.
- 83 **To approve the budget update**  
The budget update to 29 February 2024 was reviewed.  
It was noted that 79% of the budget had been used.  
It was noted that a virement report has been created.  
It was **resolved** to approve the budget update.
- 84 **To approve the reserves update**  
It was noted that as of 29 February 2024:  
Earmarked reserves: £29,234.13 had been used, £19,664.21 remained  
General reserves: £3,676.35 had been used, £5,403.75 remained  
It was **resolved** to approve the general and earmarked reserves.
- 85 **To consider the virement report and agree actions**  
The virement report was considered.  
It was **resolved** to approve the virement report.
- 86 **To review and approve the Staff Recruitment and Retention Policy**  
It was **resolved** to approve the Staff Recruitment and Retention Policy.
- 87 **To review and approve the Reserves Policy**  
It was **resolved** to approve the Reserves Policy.
- 88 **To review and approve the Expenses Policy**  
It was **resolved** to approve the Expenses Policy.
- 89 **To review and approve the Allotment Waiting List Policy**  
It was **resolved** to approve the Allotment Waiting List Policy.
- 90 **To review and approve the Allotment Tenancy Enforcement and Termination Policy**  
It was **resolved** to approve the Allotment Tenancy Enforcement and Termination Policy with the agreed changes.
- 91 **To review and approve the Allotment Inspection and Eviction Appeals Procedure**  
It was **resolved** to approve the Allotment Inspection and Eviction Appeals Procedure.
- 92 **To review and approve the Allotment Inspection and Eviction Appeals Form**  
It was **resolved** to approve the Allotment Inspection and Eviction Appeals Form.
- 93 **To consider renewing the CFO annual membership**  
It was **resolved** to renew the CFO annual membership.
- 94 **To consider Clerk and Councillor training and agree actions**  
Clerk and Councillor training was considered.  
It was **resolved** to give a training donation of £35 to Leaffield Parish Council to cover half of the Talking Tables – Asset training day on 16 May 2024.
- 95 **To receive the asset inspection report from Cllr Moore following the inspection on 30 January 2024 and agree actions**  
The asset inspection report from Cllr Moore following the inspection on 30 January 2024 was received and noted.

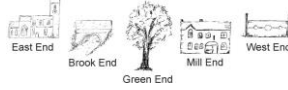
Signed

(Chairman)

Date

2024/9

# Chadlington Parish Council



It was noted that the asset register needs to be updated to remove the toddler carousel.  
It was noted that the allotment noticeboard needs to be added to the asset register.

96 **To receive items for information only**

Cllr Gates will be attending a meeting with the Victoria County History of Oxfordshire Trust.

97 **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**  
- None.

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.

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

Planning Meeting (if required) – Monday 08 April 2024, 7.30 pm, Chadlington Memorial Hall  
Annual Council Meeting – Monday 13 May 2024, 7.30 pm, Chadlington Memorial Hall

99 **To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 whether to exclude the press and public to protect the confidential nature of the business to be transacted during the 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 the consideration of the following item.

100 **To complete and approve the Pension Discretionary Policy**

It was **resolved** to approve the minimum requirements of the Pension Discretionary Policy, with the exception of page 5 item 2.

It was **resolved** to review the Pension Discretionary Policy in the next financial year.

101 The meeting was closed at 9.15 pm.

Signed

(Chairman)

Date

2024/10