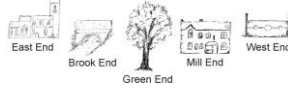


Chadlington Parish Council



MINUTES 20240513

MAY 13, 2024

7.30 PM

CHADLINGTON MEMORIAL HALL

ATTENDEES	Imogen Duckworth, Ann Gate, Andrew Hutchings (Chairman), John Ingram, Prakash Kelshiker WODC Cllr Nigel Ridpath OCC Cllr Liz Leffman (from item 112) Six members of the public Representative from Community First Oxfordshire (CFO) Anne Ogilvie – Clerk
ABSENT	None

102. **To elect the Chair of the Council**
The election was led by Cllr Hutchings, the outgoing Chair.
Cllr Hutchings was proposed by Cllr Ingram and seconded by Cllr Gate. He was voted as Chair by a show of hands.
It was **resolved** to elect Cllr Hutchings as the Chair of the Council until the next Annual Council Meeting.
103. **To receive the Acceptance of Office from the Chair**
The Acceptance of Office of the Chair was signed by Cllr Hutchings in the presence of the Clerk.
104. **Welcome from the Chair**
The Chair welcomed the public to the meeting.
He welcomed the new and returning councillors.
105. **To elect the Vice-Chair of the Council**
Cllr Gate was proposed by Cllr Ingram and seconded by Cllr Kelshiker. She was voted as Vice-Chair by a show of hands.
It was **resolved** to elect Cllr Gate as the Vice-Chair of the Council until the next Annual Council Meeting.
106. **To receive the Acceptance of Office from the Vice-Chair**
The Acceptance of Office of the Vice-Chair was signed by Cllr Gate in the presence of the Clerk.
107. **To approve the signing of the Declaration of Office of councillors unable to attend the meeting by 31 May 2024**
Motion not required.
108. **To note that as the number of persons elected is one seat short of the number of seats on the Council, the newly elected Council is required to co-opt one person to fill the remaining vacancy within 35 working days of the date of the election (24 June 2024). To note that if the Council does not co-opt by that date the District Council has the power to order a further election**
The Council noted that it is required to co-opt one person to fill the remaining vacancy by 24 June 2024, and that the District Council has the power to order a further election if the vacancy is not filled.
The vacancy was discussed, and Councillors agreed to approach people to invite them to become a member of the Council.
109. **To receive apologies for absence**
None.
110. **To approve and sign the minutes of the meeting on 11 March 2024**
It was **resolved** to approve the minutes of the meeting on 11 March 2024. The minutes were signed by the Chair.
111. **To receive declarations of interest from Members regarding items on the agenda**
None.

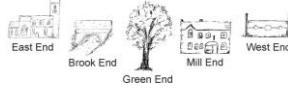
Signed

(Chairman)

Date

2024/11

Chadlington Parish Council



112. **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, and the lack of action by OCC. Cllr Leffman responded.
A member of the public requested an update regarding allotment inspections.
113. **To receive reports from the County and District Councillors**
WODC Cllr Ridpath:
- Introduced himself as the new District Councillor for the Ward;
- Advised that the Liberal Democrats, Labour and Green groups would continue to work in alliance to run the Council.
OCC Cllr Leffman:
- Advised that OCC have just started a £7 million road resurfacing project;
- Will be ratifying the Oxfordshire Councils Charter;
- Have a new series of transport grants in their budget;
- Are creating a package of measures to reduce deaths on the roads.
114. **To approve that from 13 May 2024 until the next relevant Annual Meeting of the Council the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors is greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined by the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2**
The Council confirmed that five members had been elected at the election on 02 May 2024, over two-thirds of the total number of seats on the council, and that the Clerk held the CiLCA qualification.
It was **resolved** to approve that from 13 May 2024 until the next relevant Annual Meeting of the Council the Council is eligible to use and adopt the General Power of Competence.
It was **resolved** to adopt the General Power of Competence until the next relevant Annual Meeting of the Council.
115. **To consider moving items 57 and 58 on the agenda to precede item 14 on the agenda**
Cllr Hutchings proposed moving items 57 and 58 on the agenda to precede item 14 on the agenda.
It was **resolved** to move items 57 and 58 on the agenda to precede item 14 on the agenda.
116. **To receive and consider the Housing Needs Survey Report from Community First Oxfordshire**
The draft Housing Needs Survey Report from Community First Oxfordshire (CFO) was received and noted.
It was **resolved** to approve the draft Housing Needs Survey Report with no change requests.
The CFO representative advised that the Council would be sent the final report which could be published on the council's website.
117. **To agree Council representatives to meet with CFO to consider actions from the Housing Needs Survey Report**
The CFO representative advised that if the Council wished the project to continue the next stage would be to identify potential sites for new housing. A discussion was held regarding options to help ensure that local people would be prioritised for new housing.
It was **resolved** that Cllrs Hutchings and Kelshiker, with the Clerk, would represent the Council to meet with CFO to consider potential sites for new housing.
- All members of the public, the OCC and District councillors, and the CFO representative left the meeting.
118. **To create committees and agree their terms of reference**
It was **resolved** that no committees were required to carry out council business.
119. **To appoint members to serve on committees**
Motion not required as no committees were created.

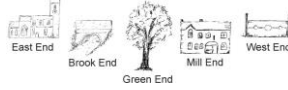
Signed

(Chairman)

Date

2024/12

Chadlington Parish Council



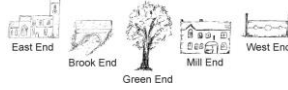
120. **To review the existing working groups and review their terms of reference**
The existing working groups and their terms of reference were reviewed.
It was **resolved** to continue the following working groups to carry out council business:
- Allotment Management Working Group
 - Leases and Trusts Administration Working Group
 - Playground Maintenance Working Group
 - Village Plan Working Group
- It was **resolved** to approve the terms of reference for the above working groups.
121. **To create new working groups and agree their terms of reference**
It was **resolved** that no new working groups were required to carry out council business.
122. **To appoint members to serve on the working groups**
It was **resolved** to appoint the following members to serve on the working groups:
- Village Plan – Cllr Gate, Cllr Hutchings, Cllr Ingram, Cllr Kelshiker, (Clerk)
 - Leases and Trusts Administration – Cllr Gate, Cllr Hutchings, (Clerk)
 - Playground Maintenance – Cllr Gate, Cllr Hutchings, Cllr Keshiker, (Clerk)
 - Allotment Management – Cllr Duckworth, Cllr Ingram, (Clerk)
123. **To appoint lead councillors and agree their terms of reference**
It was **resolved** to appoint the following lead councillors:
- Allotments – Cllr Duckworth
 - Assets – Cllr Duckworth
 - Drains – Cllr Ingram
 - Internal Financial Control – Cllr Kelshiker
 - Memorial Hall – Cllr Gate
 - Sports Club – Cllr Gate
- It was **resolved** to approve the Lead Councillor terms of reference.
124. **To review delegation arrangements with external committees and other local authorities**
It was noted that the Council has delegated authority from OCC to install and use speed indication devices in the parish (LGA 1972 s101).
125. **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**
It was noted that the Council has the following arrangements:
- Village Hall – lease between the Parish Council and the Village Hall trustees
 - Playing Field – lease between Margaret Wallace-Jones & Elfreda Wallace-Jones, and the Parish - Council
 - Sports Club – site lease between the Parish Council and the Sports Club
 - Allotment land – lease between the Kathleen Hannay Will Trust and the Parish Council
126. **To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint council representatives as appropriate**
It was **resolved** that the following councillors would act as representatives for the Council and report back to Council at council meetings:
- Memorial Hall Committee – Cllr Gate
 - Sports Club Committee – Cllr Gate
 - Local climate emergency and biodiversity groups – Cllr Ingram
127. **To review and approve the delegation arrangements to officers**
It was **resolved** to approve the following scheme of delegation to the Clerk:
- As listed in the approved Standing Orders,
 - As listed in the approved Financial Regulations,
 - As listed in the employment contract,
 - As listed in the job description,
 - To arrange the annual independent playground safety inspection,
 - To manage the Civic Protocol Procedure and liaise with local organisations as required,
 - To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety,
 - To purchase administration consumables and supplies as required for council administration,
 - To purchase consumables and supplies as required for the defibrillators.

Signed

(Chairman)

Date

Chadlington Parish Council



128. **To review and approve the inventory of land owned or maintained by the Council**
It was **resolved** to approve the following inventory of land owned or maintained by the Council:
Land owned by the Council
- Playground (corner of Mill Lane and the Chipping Norton Road)
- Triangle of land (Chapel Road)
Land maintained by the Council
- Allotments (Church Road) – allotments rented to plot holders
- Playing field (Chapel Road) – land managed by the Sports Club
129. **To review and approve the asset register**
It was **resolved** to approve the asset register.
130. **To review and adopt the Standing Orders**
It was **resolved** to adopt the Standing Orders.
131. **To review and adopt the Financial Regulations**
It was **resolved** to adopt the Financial Regulations.
132. **To review and approve the Council's complaints procedures**
It was **resolved** to approve the Complaints Procedure.
It was **resolved** to approve the Habitual or Vexatious Complaints Policy.
133. **To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures**
It was **resolved** to approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures.
134. **To approve the Councillor Code of Conduct**
It was **resolved** to approve the Councillor Code of Conduct.
135. **To review and approve the Council's insurance policy and renewal agreement**
It was noted that the current insurer is Gallagher, the last renewal premium was £447.63, and the next renewal is 22 January 2025. The council is in an LTA until 21 January 2027.
It was **resolved** to approve the current insurance arrangement.
136. **To review and approve the Council and staff subscriptions and memberships to other bodies**
It was **resolved** to approve the following Council and staff subscriptions and memberships to other bodies:
OALC (Oxfordshire Association of Local Councils)
SLCC (part) (Society of Local Council Clerks)
ICO (Information Commissioner's Office)
Parish Online
CFO (Community First Oxfordshire)
CPRE (Campaign for the Protection of Rural England)

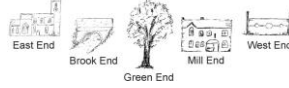
Signed

(Chairman)

Date

2024/14

Chadlington Parish Council



137. To review and approve the maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements for the year to May 2025:

Bitdefender	Anti-virus software
Microsoft	Office 365 – Council computer
Playsafety Ltd	Annual independent playground inspection
Moore	External auditor
Aubergine 262 Ltd	Website
Pampered Paddocks	Grass cutting – playground
Defibrillator parts supplier	Defibrillator consumables
Elan City Ltd	SID parts and maintenance
Gallaghers	Insurance
Chadlington Memorial Hall	Hall hire
TP Jones & Co LLP	Payroll services
ICO	GDPR/Data protection registration
HSBC	Bank charges
Kathleen Hannay Will Trust	Allotment land rent
Parish Online	Parish mapping software
Jane Olds	Internal auditor
Shelter Maintenance Ltd	Bus shelter repairs/maintenance
APM Internet Ltd	Email mailboxes
Hugopickering.com	Domain renewals

138. To review and approve the Scheduled Payments List and suppliers for the year to May 2025

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2025:

Bitdefender	Antivirus software	Annually
Microsoft	Office 365 – council computer	Annually
Playsafety Ltd	Annual independent playground inspection	Annually
Moore	External auditor	Annually
Aubergine 262 Ltd	Website	Annually
Clerk	Salary	Monthly
HMRC	PAYE tax and NI	Monthly
Gallagher	Insurance	Annually
OALC	Annual membership	Annually
SLCC	Clerk membership (part)	Annually
CFO	Membership	Annually
CPRE	Membership	Annually
ICO	Annual registration	Annually
Parish Online	Membership	Annually
Chadlington Memorial Hall	Hall hire	Monthly
TP Jones & Co LLP	Payroll	Quarterly
Kathleen Hannay Will Trust	Allotment land rent	Annually
APM Internet Ltd	Email mailboxes	Annually
Hugopickering.com	Domain renewals	Annually
Pampered Paddocks	Grass cutting – playground	Monthly in season

139. To approve the direct debits and standing orders for the year to May 2025

It was **resolved** to approve the following direct debits and standing orders for the year to May 2025:

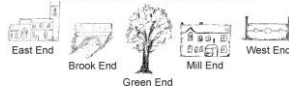
Clerk	Net salary	Monthly – SO
HMRC	PAYE/NI	Monthly – DD
ICO	Annual registration	Annually – DD

Signed

(Chairman)

Date

Chadlington Parish Council



140. To determine the time and place of the ordinary meetings of the Council and committees up to and including the next Annual Council Meeting

It was **resolved** to hold the ordinary meetings of the Council at 7.30 pm.

It was **resolved** to hold the ordinary meetings of the Council at Chadlington Memorial Hall.

It was **resolved** to approve the following meeting schedule for the year to the next Annual Council Meeting:

Ordinary meetings

Monday 08 July 2024

Monday 09 September 2024

Monday 11 November 2024

Monday 13 January 2025

Monday 10 March 2025

Monday 12 May 2025 (Annual Council Meeting)

Planning meetings (if required)

Monday 10 June 2024

Monday 12 August 2024

Monday 14 October 2024

Monday 09 December 2024

Monday 10 February 2025

Monday 14 April 2025

141. To review and approve the Action Plan for 2024-2025

It was **resolved** to remove the allotment water supply project.

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

142. To agree the Council project list and priorities for 2024-2025

The Council considered its project list and priorities for 2024-2025, and agreed a list of priorities.

It was **resolved** to approve the Council project list and priorities for 2024-2025.

143. To receive and comment on the RFO's review of the annual accounts to 31 March 2024

The RFO gave a report regarding the annual accounts to 31 March 2024.

The opening balance was £57,342.88.

Total receipts were £26,466.86.

Total payments were £54,902.76.

The ending balance as of 31 March 2024 was £28,906.98, which formed the opening balance for 2024-2025.

The Council spent 83% of the 2023-2024 budget.

The Council spent £29,699.25 of earmarked reserves.

The Council spent £4,087.70 of general reserves.

At 31 March 2024 the Council had earmarked reserves of £19,199.09 and general reserves of £9,709.89.

The internal auditor for 2023-2024 was Jane Olds.

The Council had no comments.

144. To approve the Statement of Accounts to 31 March 2024

It was **resolved** to approve the Statement of Accounts to 31 March 2024.

145. To approve the bank reconciliation to 31 March 2024

It was **resolved** to approve the bank reconciliation to 31 March 2024.

146. To receive and comment on the internal audit report for the year ending 31 March 2024

The internal audit report for the year ending 31 March 2024 was received and noted.

The recommendations from the internal auditor were noted, and responded to:

- To undertake a review of effectiveness of the internal audit – scheduled for November;

- To encourage councillors to undertake training – councillors will review training options and opportunities.

147. To complete and sign the Annual Governance Statement for the year ending 31 March 2024

The Annual Governance Statement for the year ending 31 March 2024 was completed by the Council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2024.

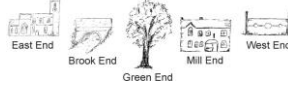
The Statement was signed by the Chair and the Clerk.

Signed

(Chairman)

Date

Chadlington Parish Council



148. **To approve and sign the Accounting Statements for the year ending 31 March 2024**
It was noted that the RFO had signed the Accounting Statements.
It was **resolved** to approve the Accounting Statements for the year ending 31 March 2024.
The Accounting Statements were signed by the Chair.
149. **To set the date for the commencement of the Exercise of Public Rights**
The Clerk advised that this period needs to be 30 working days and include the first ten working days in July. The Clerk proposed 03 June 2024 as the commencement date, with the end date being 12 July 2024. These dates were checked for compliance.
It was **resolved** to approve 03 June 2024 as the commencement date of the Exercise of Public Rights, with the end date being 12 July 2024.
150. **To consider the internal auditor arrangement for the current financial year and agree actions**
It was **resolved** to seek the services of a new internal auditor for this financial year.
151. **To approve grants and donations for the year ending 31 March 2025**
It was **resolved** to follow the Grants and Donations Policy.
It was **resolved** to consider grant and donation requests at ordinary council meetings.
152. **To receive and comment on the Clerk's report**
The Clerk's report was received and noted.
It was **resolved** to ratify the grass cutting contract for the playground with Pampered Paddocks for the 2024 season, for fortnightly mowing as required, for £92.50 per cut.
It was noted that the annual independent playground inspection will take place in July.
It was **resolved** that Cllr Kelshiker will hold the spare noticeboard key.
It was **resolved** to delegate authority to the Clerk to organise confidential shredding to securely dispose of council paperwork.

Planning and Enforcement

153. **Any planning applications or enforcement notices received before the date of the meeting**
None.
154. **Update of previous planning applications and enforcement actions**
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
Refused – 28/03/24
24/00771/HHD – Formation of habitable room in roofspace – Wychwood View, Church Road, Chadlington
Under consideration
24/00778/HHD – Erection of a single storey side extension – Avalon, West End, Chadlington
Under consideration

Playground

155. **To receive the regular playground inspection reports and agree actions**
The regular playground inspection reports were received and noted.
It was noted that the following issues need to be addressed:
- Bark level has dropped;
 - There are rotten sections in the climbing pyramid;
 - The chain pull beside the slide is starting to rot;
 - The wooden entrance sections by the tunnel have been removed for safety reasons, there is a rotten section of wood at the far entrance to the tunnel;
 - Static vehicles need to be cleaned;
 - Some posts in the back fence are not stable;
 - Some sections of the side fence need to be refixed to the uprights;
 - The web climber needs to be refurbished and the surface replaced.

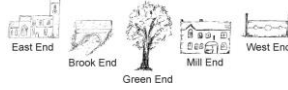
Signed

(Chairman)

Date

2024/17

Chadlington Parish Council



156. To consider undertaking an agreement with a contractor to carry out minor playground repairs and maintenance, and agree actions

Contractor options for carrying out minor playground repairs and maintenance were discussed. Council noted that a contractor would be required to have the appropriate insurance to undertake playground works.

It was **resolved** to use RPM Ltd to undertake playground equipment repairs.

It was **resolved** to investigate local contractors to undertake general maintenance work in the playground.

157. To consider the storage or disposal of the old toddler slide and agree actions

It was **resolved** to delegate authority to the Clerk to arrange for the disposal of the old toddler slide.

158. To consider playground maintenance works required and agree actions

It was **resolved** to put an allowance for playbark in the budget for next year.

It was **resolved** to approve the quotation from RPM Ltd for £610 to repair the rotten sections of the climbing pyramid and replace the footrest.

It was **resolved** to request a quotation from Sam Peet Groundworks to remove the concrete tunnel and chain pull beside the slide and landscape the area as required.

Parish Maintenance

159. To consider options for weed control in the village and agree actions

It was **resolved** to obtain a quotation to use weedkiller in the spring to control the weeds on the edges of Chapel Road, Chadlington.

160. To consider contracting Ubico Ltd to undertake verge strimming in the village and agree actions

It was **resolved** to delegate authority to the Clerk to obtain a quotation from Ubico Ltd to trim the verges on the Bull Hill path and the path between Green End and Brook End, and to arrange the works.

Community

161. To receive an update regarding the playing field leases and agree actions

An update from the Clerk regarding the playing field leases was received by the Council.

162. To receive an update regarding the Memorial Hall triangle and agree actions

An update from the Clerk regarding the Memorial Hall triangle was received by the Council. The Clerk confirmed that the car park and grass areas were covered by the Council's insurance, and the insurer requires further paperwork regarding this area from the Council. It was noted that the trees are the responsibility of the Council.

It was **resolved** to approve the quotation for tree works required for safety reasons from Town and Country Trees Ltd for £600.

Finance and Administration

163. To ratify expenditure since the last meeting

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

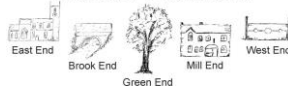
164. HSBC	Bank charges February 2024	£9.40		
HSBC	Bank charges March 2024	£9.40		
HSBC	Bank charges April 2024	£5.80		
OCC Pension	Pension – March 2024		personal	chq 100480
Anne Ogilvie	Salary - March 2024		personal	chq 100481
HMRC	PAYE/NI – March 2024		personal	chq 100482
TP Jones & Co LLP	Payroll – Jan-Mar	£58.50		chq 100483
Pampered Paddocks	Playground grass – Marh	£111.00		chq 100484
Chadlington Memorial Hall	Hall hire – March 2024	£75.00		chq 100485
OCC Pension	Pension – April 2024		personal	chq 100486
Anne Ogilvie	Salary – April 2024		personal	chq 100487
HMRC	PAYE/NI – April 2024		personal	chq 100488

Signed

(Chairman)

Date

Chadlington Parish Council



165. To approve the current payments

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

166. Pampered Paddocks	Playground grass – April	£222.00	chq 100489
Jane Olds	Internal audit 23/24	£200.00	chq 100490
Anne Ogilvie	Clerk reimbursement	£77.20	chq 100491

167. To instruct the bank signatories to sign the approved payments

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

168. To note monies received

WODC	1 st half of precept	£18,259.00
Donation	Playground refurbishment	£5,000.00

169. To receive an update of the current status of the bank account

HSBC current account as of 30 April 2024 - £52,666.59.

170. To approve the bank reconciliations

It was **resolved** to approve the bank reconciliations to 31 March 2024 and 30 April 2024.

171. To approve the finance update

The finance update to 30 April 2024 was reviewed.

As of 30 April 2024:

Receipts - £23,259.00

Payments - £1,605.30

Balance - £50,560.68

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

172. To approve the budget update

The budget update to 30 April 2024 was reviewed.

It was noted that 4% of the budget had been used.

It was noted that the playground grass cutting line will be overbudget by the end of the year due to an increase in grass cutting costs. The Council changed contractor to reduce the impact on the budget, but the new contractor's price will still lead to the line being overbudget.

It was noted that the Employer NI may be overbudget by the end of the year.

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

173. To approve the reserves update

It was noted that as of 30 April 2024:

No reserves had been used.

It was noted that the playground refurbishment EMR had increased due to a £5,000 donation.

Earmarked reserves level: £24,199.09

General reserves level: £9,707.89

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

174. To agree new signatories for the HSBC current account

It was **resolved** that the following councillors would become signatories for the HSBC current account:

- Cllr Gate, Cllr Hutchings, Cllr Ingram

175. To agree to remove the current signatories from the HSBC current account

It was **resolved** to remove ex Cllr Carpenter and ex Cllr Moore as signatories from the HSBC current account when the new signatories had been set up.

176. To agree new signatories for the Unity Trust current account

It was **resolved** that the following councillors would become signatories for the Unity Trust current account:

- Cllr Hutchings, Cllr Ingram, Cllr Kelshiker

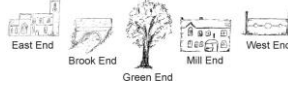
Signed

(Chairman)

Date

2024/19

Chadlington Parish Council



177. To consider Clerk and Councillor training and agree actions

It was **resolved** to hold an internal “Roles, responsibilities and council activities” training event for new and existing councillors.

It was **resolved** to open this to councillors from other local councils.

It was **resolved** to approve the Clerk to attend the 2024 SLCC National Conference and the 2025 SLCC Practitioners’ Conference.

It was **resolved** to investigate Chairmanship training for the Chair.

178. To receive the report of the internal financial check carried out on 05 April 2024 and agree actions

The report of the internal financial check carried out on 05 April 2024 was received and noted.

It was noted that there were no issues raised and no recommendations.

179. To agree the date and time for the Clerk’s annual appraisal and agree actions

It was **resolved** that the appraisal would be led by Cllrs Hutchings and Ingram.

It was **resolved** that Cllrs Hutchings and Ingram would agree a suitable time and date for the appraisal with the Clerk.

Correspondence and Information

180. To receive items for information only

None.

Next Meeting

181. 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.

182. Next meeting – to note the date, time and place of the next council meeting

Planning Meeting (if required) – Monday 10 June 2024, 7.30 pm, Chadlington Memorial Hall

Full Council Meeting – Monday 08 July 2024, 7.30 pm, Chadlington Memorial Hall

183. The meeting was closed at 10.05 pm.

Signed

(Chairman)

Date

2024/20