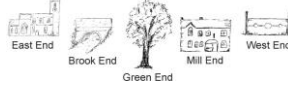


Chadlington Parish Council



MINUTES 20240708

JULY 08, 2024

7.30 PM

CHADLINGTON MEMORIAL HALL

ATTENDEES	Ann Gate, Andrew Hutchings (Chair), Sarah Henly (from item 208), John Ingram, Prakash Kelshiker Two members of the public OCC Cllr Leffman (from item 208) Anne Ogilvie – Clerk
ABSENT	Imogen Duckworth

203. Welcome from the Chair

The Chair welcomed everyone to the meeting.

204. To receive apologies for absence

Cllr Duckworth
WODC Cllr Ridpath

205. To approve and sign the minutes of the meeting on 10 June 2024

It was **resolved** to approve the minutes of the meeting on 10 June 2024. The minutes were signed by the Chair.

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

None.

207. 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 mentioned the Diddy Squat Farm open afternoon for residents.
A member of the public requested an update regarding the allotment management.
A member of the public requested an update regarding the village end planters.

Cllr Henly entered the meeting.

208. To receive reports from the County and District Councillors

OCC Cllr Leffman reported:

- that meetings had been delayed due to the General Election;
 - that Highways are investigating options regarding the parking and verges on the Chipping Norton Road;
 - that the Oxfordshire Councils Charter would be signed at the OALC AGM next Monday;
 - that the council has applied to become a Council of Sanctuary;
 - that the council has agreed a statement regarding modern slavery.
- WODC Cllr Ridpath – no report received.

209. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

Planning and Enforcement

210. Application

24/01284/S73 – Variation of conditions 2, 3 and 4 of permission 22/00514/HHD to allow alterations to approved plans and materials to the proposed extension to dwelling and the gym/studio along with alterations to fenestration – 15 Orchard Cottages, Chipping Norton Road, Chadlington

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

**211. Any planning applications or enforcement notices received before the date of the meeting
OCC consultation – Chadlington proposed 20 mph speed limits**

It was **resolved** to comment on this consultation.

To request that:

- A new 30 mph area is created north on the Chipping Norton Road from the proposed 20 mph area past the farm entrances: to improve road safety for pedestrians, the users of the farm entrances, and general road users.

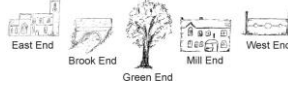
Signed

(Chair)

Date

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- A new 30 mph area is created east on the Spelsbury Road from the proposed 20 mph area, to at the least the houses on the edge of the village, or to beyond the Dean junction: to improve road safety for pedestrians, residents, vehicles using the Dean junction, and general road users.

212. 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

24/01208/HHD – Erection of a two storey side/rear extension. Extending existing garage and incorporating new pitched roof – 5 Ashcroft Close, Chadlington
Under consideration

24/01446/HHD – Erection of 2no single storey rear extensions, two-storey rear extensions and alterations – Kiln House, Old London Road, Chipping Norton
Under consideration

Playground

213. To receive the regular playground inspection reports and agree actions

The regular playground inspection reports were received and noted.

It was noted that a contractor had been contacted to investigate the wall issue and their report was considered.

It was **resolved** to obtain quotations for the wall repair.

214. To consider councillors undertaking some of the weekly playground inspections and agree actions

It was **resolved** that Cllrs Henly and Kelshiker would undertake some of the weekly playground inspections, and that Cllr Hutchings would fill in if necessary.

215. To consider the quotation for the removal of the concrete tunnel and slide chain pull, and landscaping the area, and agree actions

It was **resolved** to obtain a second quotation for the removal of the concrete tunnel and slide chain pull, and landscaping the area.

It was **resolved** to obtain quotations for infilling the concrete tunnel area, removing the slide chain pull, and landscaping the area.

It was **resolved** to delegate authority to the Clerk to organise the works, for health and safety reasons, after consultation with the Council.

It was **resolved** to use funds from the playground maintenance budget and earmarked reserve to cover the cost of the works, any remainder to come from general reserves.

216. To receive an update from the Playground Maintenance Working Group and agree actions

A verbal report was received from Cllr Hutchings, and noted.

Allotments

217. To consider whether to increase the allotment rent from 2025 and agree actions

It was **resolved** to increase the allotment rents from 2025.

Full plot: £29

Half plot: £17

Quarter plot: £9

Parish Maintenance

218. To consider employing a lengthsman to manage public areas of the village and agree actions

The Council considered employing a lengthsman to manage public areas of the village.

Councillors will undertake investigations into options and costings.

It was **resolved** to bring this motion back to the next full council meeting.

Community

219. To receive an update regarding the management of the Memorial Hall triangle and agree actions

A verbal report was received from the Clerk, and noted.

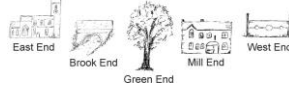
Signed

(Chair)

Date

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

A verbal report was received from the Clerk, and noted.

221. To receive an update regarding the Housing Needs project and agree actions

Cllr Hutchings reported that the CFO had undertaken work to identify potential housing sites in the village, and was undertaking research on these sites.

It was **resolved** to inform the community that the CFO would welcome expressions of interest from landowners willing to have land used for housing, as Rural Exception Sites.

Finance and Administration

222. To ratify expenditure since the last meeting

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

OCC Pension	Pension – June 2024	personal	chq 100500
HMRC	PAYE/NI – June 2024	personal	chq 100501
Anne Ogilvie	Salary - June 2024	personal	chq 100502
HSBC	Bank charges – May		£7.40

223. To approve the current payments

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

RPM Ltd	Playground equipment repair	£732.00	chq 100503
Town & Country Trees Ltd	Memorial Hall tree work	£720.00	chq 100504
TP Jones & Co LLP	Payroll – Apr-Jun	£58.50	chq 100505
OALC	Training – contractor management	£18.00	chq 100506
Chadlington Memorial Hall	June hall hire	£25.00	chq 100507
Pampered Paddocks	Playground grass – June	£222.00	chq 100508

224. To instruct the current bank signatories to sign the approved payments

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

225. To note monies received

None.

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

HSBC current account as of 31 May 2024 - £51,826.28.

227. To approve the bank reconciliation

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

228. To approve the finance update

The finance update to 30 June 2024 was reviewed.

As of 30 June 2024:

Receipts - £23,259.00

Payments - £4,667.42

Balance - £47,498.56

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

229. To approve the budget update

The budget update to 30 June 2024 was reviewed.

It was noted that 17% of the budget had been used.

It was noted that general reserves would be needed to cover the cost of expected playground mowing costs.

It was **resolved** to vire the budget to transfer funds from The Stocks grass cutting line to cover the extra playground grass cutting costs.

It was noted that the SLCC membership line is overbudget.

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

It was noted that the internal audit line will have funds remaining at the end of the year.

It was noted that the playground maintenance line has £390 left.

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

230. To approve the reserves update

It was noted that as of 30 June 2024:

No reserves had been used.

It was noted that reserves would need to be used to cover the cost of the Memorial Hall tree work.

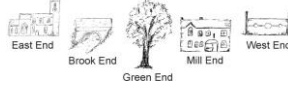
Signed

(Chair)

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It was **resolved** to transfer funds from The Stocks tree survey and maintenance line to create a Tree maintenance EMR, and use these funds to cover the cost of the Memorial Hall tree work. It was **resolved** to approve the reserves update.

231. **To review the memberships of the working groups and agree actions**

The memberships of the working groups were reviewed.

It was **resolved** to add Cllr Henly to the Playground Maintenance Working Group.

232. **To consider Clerk and Councillor training and agree actions**

It was **resolved** that Cllr Kelshiker would arrange the date, time and place for the internal councillor fundamentals training, to be led by the Clerk.

233. **To review and approve the Disciplinary and Grievance Policy**

It was **resolved** to approve the Disciplinary and Grievance Policy.

234. **To review and approve the Health and Safety Policy**

It was **resolved** to approve the Health and Safety Policy.

235. **To review and approve the Sickness and Absence Policy**

It was **resolved** to approve the Sickness and Absence Policy.

Correspondence and Information

236. **To receive items for information only**

a. It was noted that the mowing contractor has agreed to soften the mowing lines on The Stocks.

b. It was noted that the Clerk will be having a meeting with WODC to discuss the bins being charged to the Council.

b. It was noted that the Clerk will be taking some annual leave in July and August.

Cllr Ingram left the meeting.

Next Meeting

237. **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**

- Action plan for 2025-2026 – full council meeting

- Budget preparation for 2025-2026 – full council 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.

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

Planning Meeting (if required) – Monday 12 August 2024, 7.30 pm, Chadlington Memorial Hall

Full Council Meeting – Monday 09 September 2024, 7.30 pm, Chadlington Memorial Hall

239. **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 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 consideration of the following item.

240. **To receive a report following the Clerk's annual appraisal and agree actions**

Cllr Hutchings gave a report following the Clerk's annual appraisal on 08 June. The report was received and noted.

It was **resolved** to increase the Clerk's salary to SCP 26, to be backdated to 01 May 2024.

241. The meeting was closed at 9.30 pm.

Signed

(Chair)

Date

2024/26