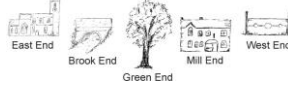


Chadlington Parish Council



MINUTES 20250113

JANUARY 13, 2025

7.30 PM

CHADLINGTON MEMORIAL HALL

ATTENDEES	Gavin Carver (from item 9), Ann Gate, Andrew Hutchings (Chair), John Ingram, Prakash Kelshiker Seven members of the public WODC Cllr Ridpath OCC Cllr Leffman Anne Ogilvie – Clerk
ABSENT	Sarah Henly

1. **Welcome from the Chair**
The Chair welcomed everyone to the meeting.
2. **To receive apologies for absence**
Cllr Henly. It was **resolved** to approve Cllr Henly's absence for personal reasons.
3. **To approve and sign the minutes of the meeting on 11 November 2024**
It was **resolved** to approve the minutes of the meeting on 11 November 2024. The minutes were signed by the Chair.
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 concerns about width of the footpath available on Watery Lane, the duration of the works, and the reinstatement process.
A member of the public asked if the Council was interested in being involved with the Nature Recovery Network.
A member of the public gave their views on the mowing scheme on The Stocks.
A member of the public raised concerns about blocked drains and silt traps at Brook End.
6. **To consider moving item 7 on the agenda to precede item 6 on the agenda**
Cllr Hutchings proposed moving item 7 on the agenda to precede item 6 on the agenda.
It was **resolved** to move item 7 on the agenda to precede item 6 on the agenda.
7. **To receive reports from the County and District Councillors**
Cllr Leffman informed the Council that:
 - Highways works on Chipping Norton Road – the works have been postponed due to weather, are now planned to commence on 20th or 27th January. The works include the reinstatement and protection of verges, tree planting, road resurfacing at the A361 junction, changes to the bus stops and path creation;
 - OCC is committed to being part of the “fast track” system to move to a unitary authority, and to progressing towards a mayoral strategic authority for the Thames Valley;
 - the budget will be discussed at the end of January, and go to Cabinet in February.

WODC Cllr Ridpath informed the Council that:

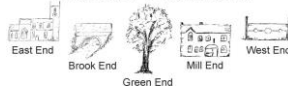
 - following a move to a unitary authority, that WODC will cease to exist;
 - that new housing targets have been set by central government, increasing the district target to 905 houses per year for the remainder of this parliament.
8. **To co-opt a new member to the council**
One application to become a member of the council had been received.
The application was considered by the Council. It was **resolved** to co-opt Gavin Carver to fill the vacant councillor position.
Cllr Carver signed the Acceptance of Office, and joined the Council for the remainder of the meeting.
9. **To receive and comment on the Clerk's report**
The Clerk's report was received and noted.

Signed

(Chair)

Date

2025/1



Planning and Enforcement

10. **Any planning applications or enforcement notices received before the date of the meeting 24/03257/HHD** – Installation of external heat source pumping – The Dovecote, Chadlington Barns, Chapel Road, Chadlington
It was **resolved** not to comment on this application.
24/03252/FUL – Demolition of existing holiday lets building and kennels and erection of a single dwelling with associated works – Kiln House, Old London Road, Chipping Norton
It was **resolved** not to comment on this application.
24/03254/FUL – Conversion and extension of barn to form a single dwelling with associated works – Kiln House, Old London Road, Chipping Norton
It was **resolved** not to comment on this application.
11. **Update of previous planning applications and enforcement actions**
APP/D3125/W/24/3344303 - 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
Not yet decided
24/02738/S73 – Variation of condition 2 of planning permission 21/01632/HHD to allow various design changes and alterations – Hillside House, Bull Hill, Chadlington
Approved – 17 December 2024
24/02849/LBC – Reinstate historic openings in the barn. Erection of lightweight extension to replace current. Demolition of existing modern timber car port and breeze block stable building, replacing with landscaping and a semi-sunken parking structure and pergola – Hillside House, Bull Hill, Chadlington
Approved – 23 December 2024
24/20672/FUL – Creation of a natural swimming pool – Sycamore Farm, Mill End, Chadlington
Under consideration

Playground

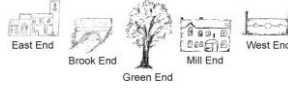
12. **To receive regular playground inspection reports and agree actions**
The regular playground inspection reports were received and noted.
It was noted that works are required to the wooden train and basketball hoop.
It was noted that the toddler swings and multiplay unit need to be cleaned.
It was noted that the timber climber needs to be investigated for rot.
13. **To receive an update from the Playground Management Working Group and agree actions**
A report was received from the Playground Management Working Group.
The phase two works have been arranged.
Two recent community events have offered donations towards the playground refurbishment. £300 has been received from The Monday Blues.
More fundraising will be required for the phase three works.
The Council will be hosting an event to reopen the playground when the phase two works have been completed.
14. **To consider quotations for the playground mowing for 2025 and agree actions**
The agreed mowing specification for 2025 and quotation request has been sent to contractors. No quotations have been received.
It was **resolved** to delegate authority to the Clerk to organise a contractor for the 2025 mowing contract for the playground, to ensure that mowing can commence at the beginning of March.
15. **To ratify agreement of the removal of the fallen tree in the playground, receive an update and agree actions**
It was noted that a neighbouring tree had fallen into the playground in November, and the playground was closed for safety reasons.
It was **resolved** to ratify agreement of the removal of the fallen tree by Pampered Paddocks at a cost of £176, funded from the Playground Maintenance budget. The tree has been removed and the playground has been reopened.
16. **To consider a quotation to replace damaged fence posts and agree actions**
Council had previously agreed the replacement of one damaged fence post in the playground.

Signed

(Chair)

Date

Chadlington Parish Council



Further investigation has found that there are seven fence posts which need to be replaced. It was **resolved** to contract Pampered Paddocks to replace seven fence posts, fitting them on the playground side of the fence, at a cost of £276, to be funded from the Playground Maintenance budget.

17. To consider a quotation for playground equipment repairs and agree actions

A quotation for playground equipment repairs was considered. It was **resolved** to contract RPM Ltd to undertake maintenance to the Rotaweb climber at a cost of £185, and replace rotten wood sections at the top of the slide at a cost of £650, to be funded from the Playground Maintenance budget and the Playground Maintenance EMR.

18. To receive an update regarding playground maintenance matters and agree actions

The Council thanked Andrew Carpenter for repairing the springer handle.

The Council considered cleaning some of the playground equipment while the playground is closed for the phase two refurbishment.

19. To receive an update regarding phase two of the playground refurbishment project and agree actions

It was noted that the purchase order for the works has been sent, and that the Clerk has had a site meeting with Proludic.

It was noted that the installation has been scheduled for February. The playground will be closed during that time, and Heras fencing will be used to secure the site.

Parish Maintenance

20. To consider a weed control quotation and agree actions

A weed control quotation was considered. It was **resolved** to contract Complete Weed Control to carry out two treatments in 2025, one in the spring and one in late summer, on Chapel Road, at a cost of £180 per treatment, to be funded from the Weed Control budget.

Community

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

Cllr Hutchings reported that a meeting had been held with one housing provider, and a meeting has been booked with another one.

Budget and Precept 2025-2026

22. To consider the draft budget for 2025-2026

The draft budget was considered and modifications agreed.

It was noted that the general reserve level is low, and £1000 for General Reserves was included in the budget. It was **resolved** that the general reserve level needs to be increased over a number of years, with the Council taking a cautious approach to adding to the budget this year, as the precept was increased dramatically last year to cover necessary council spending, with a similar level of expenditure now anticipated for the foreseeable future, and the Council is aware that some unspent budget may be available to be transferred to general reserves at the end of this financial year. The Council has undertaken to review the reserves regularly and add an allowance into the budget over a number of years if required.

It was **resolved** to approve the following budget: receipts £400, expenditure £40,616.

23. To consider and approve the precept for 2025-2026

It was **resolved** to approve a precept of £40,616 for 2025-2026.

Finance and Administration

24. To ratify expenditure since the last meeting

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

HSBC	November bank charges	£5.80	
HSBC	December bank charges	£9.80	
Anne Ogilvie	Salary – P8	personal	chq 100542
HMRC	PAYE/NI – P8	personal	chq 100543
OCC Pension	Pension – November 2024	personal	chq 100544
SLCC Enterprises Ltd	Practitioners' Conference	£113.50	chq 100545

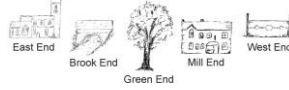
Signed

(Chair)

Date

2025/3

Chadlington Parish Council



25. To approve the current payments

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

OALC	Experienced Clerk training	£72.00	chq 100546
OCC Pension	Pension - December 2024	personal	chq 100547
Pampered Paddocks	Tree removal	£211.20	chq 100548
Elan City Ltd	Warranty extension	£12.43	chq 100549
Chadlington Memorial Hall	Hall hire – November	£25.00	chq 100550
Anne Ogilvie	Salary – P9	personal	chq 100551
HMRC	PAYE/NI – P9	personal	chq 100552
Anne Ogilvie	Clerk reimbursement	£29.05	chq 100553
Gallagher	Insurance renewal	£601.33	chq 100554
TP Jones & Co LLP	Payroll – Oct – Dec	£58.50	chq 100555

26. To authorise the current bank signatories to sign the approved payments

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

27. To note monies received

Spelsbury PC	Training contribution	£13.75	
The Monday Blues	Donation for playground	£300.00	– to be transferred to EMR

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

HSBC current account as of 31 December 2024 - £56,510.61.

29. To approve the bank reconciliation

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

30. To approve the finance update

The finance update to 31 December 2024 was reviewed.

As of 31 December 2024:

Receipts - £42,218.25

Payments - £16,761.10

Balance - £54,364.13

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

31. To approve the budget update

The budget update to 31 December 2024 was reviewed.

It was noted that 42% of the budget had been used.

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

32. To approve the reserves update

The reserves update to 31 December 2024 was reviewed.

Earmarked reserves: used - £350, remaining - £24,119.09 (of which £20,414.02 has been allocated to current orders)

General reserves: used - £997.47, remaining - £8,751.67

The low amount of general reserves was noted by the Council, and a plan has been agreed to increase it over the next few years, including a general reserves line in the budget.

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

33. To consider Clerk and Councillor training and agree actions

Clerk and councillor training options were considered and noted.

34. To consider a donation request from Chadlington Climate Change and Biodiversity Action Group to cover the annual cost of a website and agree actions

Cllr Ingram declared an interest in this item.

Cllr Hutchings declared an interest in this item.

Cllr Gate declared an interest in this item.

The donation request from Chadlington Climate Change and Biodiversity Action Group for £220 to fund a new website and domain was considered.

It was noted that the amount requested is larger than that allowed by the Grants and Donations Policy except for exceptional circumstances.

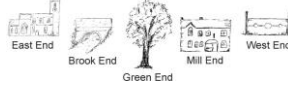
It was noted that the Grants and Donations Policy does not allow for agreement of ongoing grants or donations.

Signed

(Chair)

Date

Chadlington Parish Council



It was **resolved** to offer a grant for a new website and domain.

It was **resolved** to offer £220, as the creation of this website is an essential tool for the Climate Change and Biodiversity Action Group to build an online presence, provide information and advice, and engage with the community.

It was **resolved** to fund the grant from the Climate Action/Biodiversity EMR, as this website will support the Council's biodiversity duties and responsibilities.

35. **To consider the insurance renewal and agree actions**

The insurance renewal from Gallagher was considered. It was noted that the Council has an LTA which ends in January 2027.

It was **resolved** to ratify the addition of the playground wall to the insurance cover, cost to January 2025 renewal £40.64.

It was **resolved** to renew the insurance with Gallagher at a cost of £601.33.

It was **resolved** to add the new playground equipment to the insurance when it has been installed.

36. **To review and approve the Grants and Donations Policy**

It was **resolved** to approve the Grants and Donations Policy.

37. **To review and approve the Financial Control Policy**

It was **resolved** to approve the Financial Control Policy.

Correspondence and Information

38. **To note correspondence received and agree actions**

a. Email regarding barbed wire fencing alongside the footpath opposite the Tite.

b. Email regarding mowing options for The Stocks – it was noted councillors are creating a revised mowing proposal and that the Clerk has delegated authority to discuss the proposal with WODC.

c. Email from Chipping Norton Theatre – Cllr Hutchings has invited the Theatre to the APM.

d. Email from OALC about the MHCLG consultation – Councillors were encouraged to submit a response

e. Letter from the Memorial Hall regarding an increase in the hire charge for the Hall.

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

a. Cllr Gate gave a report from the recent Memorial Hall trustees meeting.

b. Cllr Gate advised that she has received a request for the bin outside the playground to be marked as permitting dog waste.

c. It was noted that an Internal Financial Check needs to be carried out by a councillor. Cllr Prakash agreed to undertake the Internal Financial Check.

Next Meeting

40. **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**

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.

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

Planning Meeting – Monday 10 February 2025, 7.30 pm, Chadlington Memorial Hall (if required)

Full Council Meeting – Monday 10 March 2025, 7.30 pm, Chadlington Memorial Hall

Confidential

42. **To consider whether to resolve 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**

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.

43. **To receive an update regarding the Sports Field lease and agree actions**

An update regarding the Sports Field lease was received.

44. The meeting was closed at 9.42 pm.

Signed

(Chair)

Date

2025/5