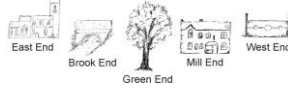


# Chadlington Parish Council



MINUTES 20241111

NOVEMBER 11, 2024

7.30 PM

CHADLINGTON MEMORIAL HALL

<b>ATTENDEES</b>	Ann Gate, Andrew Hutchings (Chair), John Ingram, Prakash Kelshiker Two members of the public CFO representative WODC Cllr Ridpath Anne Ogilvie – Clerk
<b>ABSENT</b>	Sarah Henly

**312. Welcome from the Chair**

The Chair welcomed everyone to the meeting.

**313. To receive apologies for absence**

Cllr Henly and OCC Cllr Leffman

**314. To approve and sign the minutes of the meeting on 09 September 2024**

It was **resolved** to approve the minutes of the meeting on 09 September 2024. The minutes were signed by the Chair.

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

None.

**316. To note the resignation of Cllr Duckworth and receive an update regarding the vacancy process**

The Council noted the resignation of Cllr Duckworth and thanked her for her work as a councillor. It was noted that no election had been requested by electors, and that the co-option process has started. The vacancy will be advertised until 04 December 2024. It was noted that if there are no applicants, the Council will be able to approach someone directly to fill the vacancy.

**317. 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 continuing drainage issues near the Tite Inn, and that a footpath near the Tite Inn has not been reinstated by the landowner.  
A member of the public requested an update regarding the allotments.

**318. To receive reports from the County and District Councillors**

A written report was received from Cllr Leffman:

- North Cotswold Line – an all party group of MPs has been set up to lobby for improvements;
- Buses – the bus fare cap will continue, but it has increased to £3;
- OCC and Community Action Groups – have won a national award in the partnership category at the 2024 Local Authority Recycling Advisory Committee awards;
- there is currently a consultation on restricted parking in Charlbury town centre.

WODC Cllr Ridpath informed the Council that:

- he is now the WODC representative for the Chipping Norton Theatre;
- the first phase of the move of staff from Publica back to WODC is taking place.

**319. To consider moving item 17 on the agenda to precede item 8 on the agenda**

Cllr Hutchings proposed moving item 17 on the agenda to precede item 8 on the agenda.

It was **resolved** to move item 17 on the agenda to precede item 8 on the agenda.

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

The paper from Community First Oxfordshire, “Rural Housing Need in Chadlington – what next?” was considered.

It was **resolved** to proceed with the investigation phase with Cottsway Housing, Hastoe Housing and Soha Housing.

It was **resolved** to contact WODC regarding the Housing Needs project.

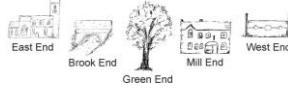
WODC Ridpath and the CFO representative left the meeting.

Signed

(Chair)

Date

# Chadlington Parish Council



**321. To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

**Planning and Enforcement**

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

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

**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 – additional information open to comment

It was **resolved** to delegate authority to the Clerk to comment on the additional information.

**323. 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

Approved – 28 October 2024

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

Approved – 05 September 2024

**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

**24/01883/S73** – Variation of condition 2 of permission 21/03699/HHD to allow amended carport layout and minor alterations to doors and windows – Sycamore Farm, Mill End. Chadlington

Approved – 13 September 2024

**24/02021/HHD** – Proposed single storey side and rear extensions – Shepherds Gaze, West end, Chadlington

Approved – 01 November 2024

**324. To consider commenting on the Cotswold National Landscape (AONB) Management Plan consultation and agree actions**

It was **resolved** not to comment on the Cotswold National Landscape (AONB) Management Plan consultation.

**325. To consider placing a notice on the noticeboard a week or ten days in advance of every Council meeting, listing planning applications received since the previous Council meeting including the WODC reference number and application address, and a link to WODC's planning portal instead of the current practice of placing the notification letter on the noticeboard when received from WODC, and agree actions**

It was **resolved** to stop placing individual notification letters on the noticeboard.

It was **resolved** to place a notice on the noticeboard explaining where planning application information can be found and how it can be accessed.

**Playground**

**326. To receive regular playground inspection reports and agree actions**

The regular playground inspection reports were received and noted.

It was **resolved** to ratify the order to Pampered Paddocks to replace the damaged fence post, at a cost of £57.

It was **resolved** to ask Andrew Carpenter to repair the springer footrest.

**327. To receive an update from the Playground Management Working Group and agree actions**

A report was received from the Playground Management Working Group. Two local organisations have offered donations from fundraising events to be held this year.

**328. To consider quotations for phase two of the playground refurbishment project and agree actions**

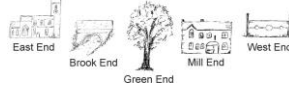
Quotations for phase two of the playground refurbishment project were considered.

Signed

(Chair)

Date

# Chadlington Parish Council



It was **resolved** to award the phase two playground refurbishment project to Proludic Ltd, at a cost of £24,151.52.

It was **resolved** to fund this project from the Playground repairs/replacement EMR (£19,891.97), the Playground future replacements reserve budget (£4,000), and the remainder (£259.45) from general reserves.

## Parish Maintenance

### 329. To consider purchasing a three year warranty extension for the speed indication device and agree actions

It was **resolved** to purchase a three year warranty extension for the speed indication device from Elan City, at a cost of £199 per year, to be funded from the Parish Maintenance – General Maintenance budget.

## Community

### 330. To consider the junior football parking situation and agree actions

The Council is aware that solutions to the parking situation are being investigated by the Football Club.

### 331. To consider a revised mowing proposal for The Stocks for 2025 and agree actions

Suggestions were made regarding the size of the mowing area and mowing contour lines. It was **resolved** to delegate authority to the Clerk to discuss a revised mowing proposal for The Stocks for 2025 with WODC.

## Budget and Precept 2025-2026

### 332. To consider the draft budget for 2025-2026 and agree actions

It was noted that Band D figure from WODC had not been received.

It was **resolved** to defer considering and approving the 2025-2026 budget to the next Council Meeting as the Band D figure had not been received from WODC.

It was **resolved** to write a letter to the MP and the MHCLG regarding the changes to employer's National Insurance.

### 333. To approve the precept for 2025-2026

It was **resolved** to defer approving the precept for 2025-2026 to the next Council Meeting as the Band D figure had not been received from WODC.

## Finance and Administration

### 334. To ratify expenditure since the last meeting

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

HSBC	August bank charges	£9.80	
HSBC	September bank charges	£7.80	
OALC	Financial Regulations training	£66.00	chq 100527
OCC Pension	Pension – August (part)	£51.77	chq 100530
Anne Ogilvie	Salary – P7	personal	chq 100531

### 335. To approve the current payments

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

HMRC	PAYE/NI – P7	personal	chq 100532
OCC Pension	Pension October 2024	personal	chq 100533
Anne Ogilvie	Clerk reimbursement	£52.73	chq 100534
Pampered Paddocks	Playground grass cutting – Sep	£111.00	chq 100535
Pampered Paddocks	Playground grass cutting – Oct	£111.00	chq 100536
Chadlington Memorial Hall	Hall hire – September	£50.00	chq 100537
TP Jones & Co LLP	Payroll – July – Sep	£58.50	chq 100538
WODC	Dog bin emptying	£261.14	chq 100539
Kathleen Hannay Will Trust	Allotment rent	£200.00	chq 100540
Gallagher	Playground wall insurance	£40.64	chq 100541
HSBC	October bank charges	£8.60	

### 336. To authorise the current bank signatories to sign the approved payments

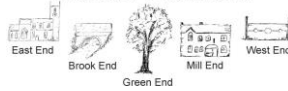
It was **resolved** to authorise the current bank signatories to sign the approved payments.

Signed

(Chair)

Date

# Chadlington Parish Council



337. **To note monies received**
- |                       |                                |            |
|-----------------------|--------------------------------|------------|
| WODC                  | Precept (2 <sup>nd</sup> half) | £18,259.00 |
| Leafield PC           | Training contribution          | £13.75     |
| Sandford St Martin PC | Training contribution          | £13.75     |
| Allotment rents       |                                | £336.00    |
338. **To receive an update of the current status of the bank account**  
HSBC current account as of 31 October 2024 - £59,650.57.
339. **To approve the bank reconciliation**  
It was **resolved** to approve the bank reconciliation to 31 October 2024.
340. **To approve the finance update**  
The finance update to 31 October 2024 was reviewed.  
As of 31 October 2024:  
Receipts - £42,204.50  
Payments - £12,601.01  
Balance - £58,510.47  
It was **resolved** to approve the finance update.
341. **To approve the budget update**  
The budget update to 31 October 2024 was reviewed.  
It was noted that 31% of the budget had been used.  
It was noted that the Employer NI budget line will be overbudget by the end of the year.  
It was **resolved** to approve the budget update.
342. **To approve the reserves update**  
The reserves update to 31 October 2024 was reviewed.  
Earmarked reserves: used - £600, remaining - £24,349.09  
General reserves: used - £594.43, remaining - £9,113.46  
It was **resolved** to approve the reserves update.
343. **To consider Clerk and Councillor training and agree actions**  
Clerk and councillor training options were considered and noted.  
It was **resolved** to approve the Clerk to attend OALC's Experienced Clerk training (£60.00), the cost to be split with Leafield, Spelsbury and Sandford St Martin Parish Councils.
344. **To consider the insurance pre-renewal questionnaire from Gallagher and agree actions**  
It was **resolved** to delegate authority to the Clerk to complete and return the insurance pre-renewal questionnaire from Gallagher.
345. **To review and approve the Financial Regulations**  
The Financial Regulations were reviewed and amendments agreed.  
It was **resolved** to approve the Financial Regulations.
346. **To review and approve the Data Protection Policy**  
It was **resolved** to approve the Data Protection Policy.
347. **To review and approve the Privacy Policy**  
It was **resolved** to approve the Privacy Policy.
348. **To review and approve the General Privacy Notice**  
It was **resolved** to approve the General Privacy Notice.
349. **To review and approve the Privacy Notice for staff, councillors and role holders**  
It was **resolved** to approve the Privacy Notice for staff, councillors and role holders.
350. **To review and approve the Freedom of Information Scheme**  
It was **resolved** to approve the Freedom of Information Scheme.
351. **To review and approve the Dignity at Work Policy**  
It was **resolved** to approve the Dignity at Work Policy.
352. **To review and approve the Sexual and General Harassment Policy**  
It was **resolved** to approve the Sexual and General Harassment Policy.

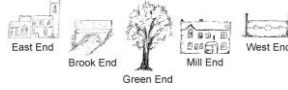
Signed

(Chair)

Date

2024/37

# Chadlington Parish Council



**353. To note the Local Government Pay Agreement 2024/25 payscales, to be backdated to 01 April 2024**

The Local Government Pay Agreement 2024/25 payscales, to be backdated to 01 April 2024, was noted.

**Correspondence and Information**

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

- a. The Rural Crime Partnership information was noted, and will be promoted.
- b. A query had been received regarding the style of the minutes.
- c. The Chair has started organising the Annual Parish Meeting.

**Next Meeting**

**355. 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**

- A donation request from the Climate Action and Biodiversity Group

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.

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

Planning Meeting – Monday 09 December 2024, 7.30 pm, Chadlington Memorial Hall (if required)  
Full Council Meeting – Monday 13 January 2025, 7.30 pm, Chadlington Memorial Hall

**Confidential**

**357. 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.

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

An update regarding the Sports Field lease was received.

It was **resolved** to organise a meeting with the Sports Club to discuss the lease.

359. The meeting was closed at 9.50 pm.

Signed

(Chair)

Date

2024/38