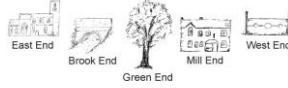


Chadlington Parish Council



MINUTES 20250310

MARCH 10, 2025

7.30 PM

CHADLINGTON MEMORIAL HALL

ATTENDEES	Gavin Carver, Ann Gate, Andrew Hutchings (Chair), Sarah Henly, John Ingram, Prakash Kelshiker WODC Cllr Ridpath Four members of the public Anne Ogilvie – Clerk
ABSENT	None

65. Welcome from the Chair

The Chair welcomed everyone to the meeting.

He noted the sad passing of Gill Hill, a former Clerk to the Council, and a District Councillor for many years, and acknowledged the contribution she had made to this community and local life.

66. To receive apologies for absence

OCC Cllr Leffman

67. To approve and sign the minutes of the meeting on 10 February 2025

It was **resolved** to approve the minutes of the meeting on 10 February 2025. The minutes were signed by the Chair.

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

None.

69. 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 speed of traffic within and entering the village.
- A member of the public reported that the roundel on Horseshoe Lane is still showing 30.
- A member of the public queried why there were no public EV charging points in the village.
- A member of the public raised concern that there were areas of the village without pavements outside the properties.
- A member of the public raised a query about the allotment waiting list.

70. To receive reports from the County and District Councillors

OCC Cllr Leffman:

- A written report from OCC Cllr Leffman was received and noted. This included an update regarding the budget and devolution, and noted that County Council elections will be going ahead in May.

WODC Cllr Ridpath:

- Advised that there are three unitary options for Oxfordshire being discussed.

- Advised that WODC had approved a balanced budget for 2025-2026, with increased expenditure in some areas, including leisure.

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

The Clerk's report was received and noted.

Planning and Enforcement

72. Planning application – 25/00311/S73

Variation of condition 2 of planning permission 23/00751/FUL to allow changes to external appearance and internal layout of approved dwellings – The Old Barn, East End, Chadlington

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

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

None.

74. 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,

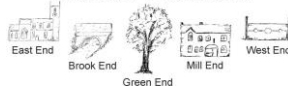
Signed

(Chair)

Date

2025/8

Chadlington Parish Council



Chadlington

Not yet decided

24/03257/HHD – Installation of external heat sourcing pump – The Dovecot, Chadlington Barns, Chapel Road, Chadlington

Approved - 13 February 2025

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

Under consideration

24/03254/FUL – Conversion and extension of barn to form a single dwelling with associated works – Kiln House, Old London Road, Chipping Norton

Under consideration

24/02881/HHD – Replacement of existing driveway gate with double gates – Old Forge, West End, Chadlington

Approved – 21 February 2025

24/03274/HHD- Demolition of existing conservatory and erection of a single storey extension and associated landscaping – 4 Daisy Bank, Green End, Chadlington

Under consideration

25/00097/HHD – Construction of a swimming pool, erection of pump house and associated landscaping within garden of dwelling – Barley Hill Farm, Chipping Norton Road, Chadlington

Under consideration

Playground

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

The regular playground inspection reports were received and noted.

It was noted that councillors will organise the cleaning of the toddler multiplay unit, and repair of the basketball hoop.

It was **resolved** to obtain a quotation for playbark to top up the swing areas and the toddler multiplay area.

It was noted that a quotation for replacing a rotten plank on the timber climber is being sought.

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

A report was received from the Playground Management Working Group.

It was noted that an event will be planned for April to publicise the completion of the phase two playground refurbishment.

Cllr Hutchings advised that he will be organising a Playground Management Working Group meeting to discuss phase three of the playground refurbishment.

77. **To receive an update regarding the phase two refurbishment project and agree actions**

It was noted that the new equipment and surface has been installed, and the entrance surface has been made good. The contractor has added extra footposts to improve the agility trail at no extra cost. The playground has been reopened.

The Council thanked Proludic and their contractors for their work.

It was **resolved** to ratify the increase in insurance premium, £63.09, to cover the new playground equipment and surface.

78. **To ratify the playground mowing contract for 2025**

It was **resolved** to ratify the playground mowing contract for 2025 which has been awarded to Pampered Paddocks for fortnightly mowing at a cost of £97 per session.

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

It was noted in item 75 that the toddler multiplay unit will be cleaned, the basketball hoop repaired and the replacement plank on the timber climber is being actioned.

It was noted that the fence posts have been replaced.

Parish Maintenance

80. **To delegate authority to the Clerk to report missing or damaged street signs to WODC**

It was **resolved** to delegate authority to the Clerk to report missing or damaged street signs. This will be added to the delegation list.

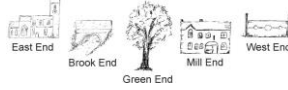
Signed

(Chair)

Date

2025/9

Chadlington Parish Council



Community

81. **To receive an update regarding the Housing Needs project and agree actions**
An update regarding the Housing Needs project was received.
It was **resolved** to progress the Housing Needs project with Hastoe Housing Association Ltd.
82. **To receive an update regarding the Annual Parish Meeting and agree actions**
Cllr Hutchings reported that he had sent invitations to the APM on Saturday 5th April.
83. **To consider the request from TVP to advise them of the top priority in the parish in respect of police services and agree actions**
It was **resolved** to defer this item to a future agenda, to allow the Council to find out opinions from the community at the APM.

Allotments

84. **To consider the allotment waiting list and agree actions**
A report was received regarding the allotment waiting list. Two half plots have been rented, and there are no other vacant plots. There are now three people on the waiting list.

Finance and Administration

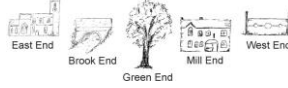
85. **To note the increase in data protection fee from the ICO**
The increase in Data Protection Fee from £40 to £52 was noted.
It was **resolved** to vire the budget to cover this increase.
86. **To consider renewing the OALC membership and agree actions**
The increase in membership fee from £162.84 to £200.00 was noted.
It was **resolved** to renew the OALC membership.
It was **resolved** to vire the budget to cover this increase.
87. **To ratify expenditure since the last meeting**
It was **resolved** to ratify the following payments:
- | | | | |
|------|-------------|-------|----------|
| HSBC | Bank charge | £9.00 | transfer |
|------|-------------|-------|----------|
88. **To approve the current payments**
It was **resolved** to approve the following payments:
- | | | | |
|---------------------|--------------------------------|------------|------------|
| ICO | Data protection fee | £52.00 | chq 100564 |
| Geosphere Ltd | Parish Online mapping software | £76.80 | chq 100665 |
| Defib Store Ltd | Paediatric defibrillator pads | £102.00 | chq 100566 |
| OCC Pension | P11 – February 2025 | personal | chq 100567 |
| OALC | Community led plan training | £120.00 | chq 100568 |
| Anne Ogilvie | Salary P11 | personal | chq 100569 |
| HMRC | PAYE/NI – P11 | personal | chq 100570 |
| WTG Consultants Ltd | Interim internal audit | £150.00 | chq 100572 |
| Anne Ogilvie | Clerk reimbursement | £19.00 | chq 100573 |
| Gallagher | Additional insurance | £63.09 | chq 100574 |
| OALC | Membership renewal | £240.00 | chq 100575 |
| Proludic Ltd | Phase 2 playground refurb | £28,981.47 | chq 100576 |
89. **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.
90. **To note monies received**
- | | |
|-----------------|-----------|
| Allotment rents | £70.00 |
| HMRC VAT refund | £1,060.52 |
91. **To receive an update of the current status of the bank account**
HSBC current account as of 28 February 2025 - £55,857.10
92. **To approve the bank reconciliation**
It was **resolved** to approve the bank reconciliation to 28 February 2025.
93. **To approve the finance update**
The finance update to 28 February 2025 was reviewed.
As of 28 February 2025:

Signed

(Chair)

Date

Chadlington Parish Council



Receipts - £44,895.77

Payments - £20,557.72

Balance - £53,245.03

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

94. **To approve the budget update**

The budget update to 28 February 2025 was reviewed.

It was noted that 52% of the budget had been used.

It was noted it was predicted that over 75% of the budget would be used by the end of the financial year.

It was noted that the Council would consider the budget virement report as some lines are overbudget.

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

95. **To consider the budget virement report and agree actions**

The budget virement report was considered.

It was **resolved** to approve the budget virement report.

96. **To consider the earmarked reserves report and agree actions**

The earmarked reserves report was considered.

It was **resolved** to approve the earmarked reserves report, transferring unused monies in this year's budget to earmarked reserves.

97. **To approve the reserves update**

The reserves update to 28 February 2025 was reviewed.

Earmarked reserves: used - £570, remaining - £23,979.09

General reserves: used - £1,085.31, remaining - £10,971.35

It was **resolved** to transfer the playground donations, £1,232, from general reserves to the Playground repairs/replacement EMR.

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

98. **To receive the report following the Internal Financial Check and agree actions**

The Internal Financial Check report of the check on 03 March 2025, carried out by Cllr Kelshiker was received and noted.

99. **To receive the interim internal audit report and agree actions**

The interim internal audit report was received and noted.

The internal auditor's recommendations were considered:

- To consider an accounts package: it was **resolved** to defer this to consider in the next financial year;

- To consider online banking: the Council will be setting up an online banking account with Unity Trust Bank;

- To consider providing the Clerk with a debit card: a debit card will be arranged for the Clerk when the Unity Trust bank account is set up;

- To state anticipated receipts and payments figures when minuting the budget – it was noted that these had not been listed for the 24/25 budget, but had been listed in the January 2025 minutes for the 25/26 budget;

- To consider providing the Clerk with the £26/month Working from Home Allowance: it was **resolved** to provide the Clerk with the £26/month Working from Home Allowance from April 2025, to be funded from general reserves;

- To consider adding photographs of assets to the Asset Register: the Council will be using Parish Online to map and record the assets, and will add photographs to the system;

- To consider providing a mobile phone for the Clerk: the Council considered this recommendation. The Clerk is happy with the current arrangement, using one mobile phone to support four parish councils. It was **resolved** not to provide a Council phone to the Clerk.

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

Clerk and councillor training options were considered and noted.

It was **resolved** to ratify Cllr Hutchings and the Clerk attending OALC's Community Led Plan training at £50 per person.

101. **To review and approve the Staff Recruitment and Retention Policy**

It was **resolved** to approve the Staff Recruitment and Retention Policy.

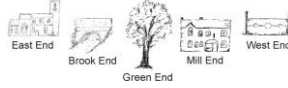
Signed

(Chair)

Date

2025/11

Chadlington Parish Council



102. **To review and approve the Reserves Policy**
It was **resolved** to approve the Reserves Policy.
103. **To review and approve the Expenses Policy**
It was **resolved** to approve the Expenses Policy.
104. **To review and approve the Requests for Information Policy**
It was **resolved** to approve the Requests for Information Policy.
105. **To review and approve the Assets Register**
It was noted that the old playground equipment had been removed from the register, and the new equipment and surface added.
The exchange of filing cabinets with the Memorial Hall was approved, the asset register will be adjusted to remove the four drawer filing cabinet and add a two drawer filing cabinet. It was noted that the Memorial Hall Committee has given the Council use of a lockable cupboard in the Hall.
It was **resolved** to approve the asset register.

Correspondence and Information

106. **To note correspondence received and agree actions**
Cllr Hutchings noted correspondence from a member of the public which he had received, raising concerns regarding speeding in the village, requesting a Community Speedwatch Scheme be started, requesting litter picking activities take place in the village, and that the unsafe parking around the school be addressed.
107. **To receive items for information only**
a. The Climate Change and Biodiversity Action Group has applied for a grant from WODC to plant some fruit trees at the top of The Stocks.
b. The Stocks has been mown and the Clerk is in communication with WODC regarding a revised mowing scheme for The Stocks.

Next Meeting

108. **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.
109. **Next meeting – to note the date, time and place of the next council meeting**
Planning Meeting (if required) – Monday 14 April 2025, 7.30 pm. Chadlington Memorial Hall
Annual Council Meeting – Monday 12 May 2025, 7.30 pm, Chadlington Memorial Hall

Confidential

110. **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 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.
111. **To receive an update regarding the Sports Field Lease and agree actions**
An update regarding the Sports Field lease was received.
It was **resolved** that the Council would approve the landlord's legal and solicitor fees for the Sports Field lease, at a cost of £2,509, when the invoices have been made out to the Council.
It was **resolved** to approve the invoice from Wellers Law Group for £1,950 for the Council's legal fees.
It was **resolved** to approve the first year's rent, at a cost of £400.
112. The meeting was closed at 9.26 pm.

Signed

(Chair)

Date

2025/12