

Chadlington Parish Council



MINUTES 20250512

MAY 12, 2025

7.30 PM

CHADLINGTON MEMORIAL HALL

ATTENDEES	Gavin Carver, Andrew Hutchings (Chair), Sarah Henly, John Ingram, Prakash Kelshiker No members of the public WODC Cllr Ridpath OCC Cllr Leffman (from item 149) Anne Ogilvie – Clerk
ABSENT	Ann Gate

140. To elect the Chair of the Council

The outgoing Chair, Cllr Hutchings, led the election of the Chair of the Council.

Cllr Hutchings was proposed by Cllr Ingram and seconded by Cllr Carver. 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

141. To receive the Acceptance of Office from the Chair of the Council

The Acceptance of Office of the Chair was signed by Cllr Hutchings in the presence of the Clerk.

142. Welcome from the Chair

The Chair welcomed everyone to the meeting.

143. To elect the Vice-Chair of the Council

Cllr Carver was proposed by Cllr Ingram and seconded by Cllr Kelshiker. He was voted as Vice-Chair by a show of hands.

It was **resolved** to elect Cllr Carver as the Vice-Chair of the Council until the next Annual Council Meeting.

144. To receive the Acceptance of Office from the Vice-Chair of the Council

The Acceptance of Office of the Vice-Chair was signed by Cllr Carver in the presence of the Clerk.

145. To receive apologies for absence

Cllr Gate

146. To approve and sign the minutes of the meeting on 14 April 2025

It was **resolved** to approve the minutes of the meeting on 14 April 2025. The minutes were signed by the Chair.

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

Cllr Prakash regarding item 212.

148. 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.

None.

149. To receive reports from the County and District Councillors

WODC Cllr Ridpath:

- Advised that the Liberal Democrats remain in charge of the District Council following a by-election.

- Noted that WODC Exec had not met since the last PC meeting.

- Brought to the Council's attention a proposed housing development on the northern edge of Enstone Airfield

OCC Cllr Leffman:

- Advised that the Liberal Democrats now control Oxfordshire County Council, and that she will remain as Leader of the Council.

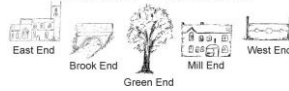
- Advised that OCC projects will include rural transport and climate action.

Signed

(Chair)

Date

2025/13



150. **To consider moving items 52 and 54 on the agenda to precede item 11 on the agenda**
Cllr Hutchings proposed moving items 52 and 54 on the agenda to precede item 11 on the agenda.
It was **resolved** to move items 52 and 54 on the agenda to precede item 11 on the agenda.
151. **To consider requesting OCC install extra signage to warn motorists about the playground and the school, and agree actions**
It was considered requesting OCC install extra signage to warn motorists about the playground and the school.
It was **resolved** to ask OCC if extra signage to warn motorists about the playground and the school could be installed, and to advise them of signage obscured by vegetation.
152. **To consider residents' concerns regarding traffic speed in the village and agree actions**
Residents' concerns regarding traffic speed in the village were considered.
It was **resolved** to include the corner by the Bowls Club on Church Road on the speed indication device rota.
It was noted that OCC are able to organise a speed check, and Cllr Leffman advised that she would contact OCC officers regarding this.
It was noted that a Working Group could be established, and a public meeting held so the Council could hear residents' concerns.

Cllrs Leffman and Ridpath left the meeting.

153. **To receive and comment on the Clerk's report**
The Clerk's report was received and noted.
The Clerk advised that a quotation for the playground wall repairs had been received and would be on a future agenda for Council consideration.

Annual Matters

154. **To create committees and agree their terms of reference**
It was noted that there were currently no committees.
Committees were considered.
It was **resolved** to set up a Staffing Committee.
It was **resolved** that draft Terms of Reference for the Staffing Committee would be presented to Council for review and approval at the next Council meeting.
155. **To appoint members to serve on committees**
It was **resolved** to appoint the following members to serve on the Staffing Committee:
- Cllr Hutchings, Cllr Ingram, Cllr Kelshiker
156. **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.
157. **To create new working groups and agree their terms of reference**
It was **resolved** to create the following working groups to carry out council business:
- The Stocks Management Working Group
- Traffic Management Working Group
It was **resolved** that draft Terms of Reference for the above working groups would be present to Council for review and approval at the next Council meeting.
158. **To appoint members to serve on the working groups**
It was **resolved** to appoint the following members to serve on the working groups:
- Allotment Management – Cllr Ingram, (Clerk)
- Leases and Trusts Administration – Cllr Gate, Cllr Hutchings, (Clerk)
- Playground Maintenance – Cllr Gate, Cllr Hutchings, Cllr Kelshiker, (Clerk)
- The Stocks Management – Cllr Carver, Cllr Hutchings, (Clerk)

Signed

(Chair)

Date

Chadlington Parish Council



- Traffic Management – Cllr Henly, Cllr Ingram, (Clerk)
- Village Plan – Cllr Carver, Cllr Gate, Cllr Ingram, Cllr Kelshiker, (Clerk)

159. To appoint lead councillors and agree their terms of reference

It was **resolved** to appoint the following lead councillors:

- Allotments – Cllr Ingram
- Assets – Cllr Carver
- 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.

160. 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).

161. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

It was noted that Council has the following arrangements:

- Village Hall – lease between the Parish Council and the Village Hall trustees
- Playing Field – lease between Margaret Wallace-Jones and Elfreda Wallace-Jones, and the Parish Council
- Playing Field – lease between the Parish Council and the Sports Club currently being agreed
- Sports and Social Club – site lease between the Parish Council (as custodian trustee) and the Sports Club
- Allotment land – lease between the Kathleen Hannay Will Trust and the Parish Council

162. 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

163. To review and approve the delegation arrangements to the Clerk

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
- As listed in approved policies and procedures
- 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
- To report missing or damaged street signs to WODC.

164. To review and approve the inventory or 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

Signed

(Chair)

Date



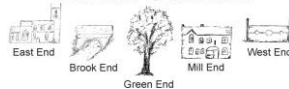
165. **To review and approve the asset register**
It was **resolved** to approve the asset register.
166. **To review and adopt the Standing Orders**
The changes were reviewed.
It was **resolved** to adopt the Standing Orders.
167. **To review and adopt the Financial Regulations**
The changes were reviewed.
It was **resolved** to adopt the Financial Regulations.
168. **To review and approve the Council's complaints procedures**
It was **resolved** to approve the Complaints Procedure.
It was **resolved** to approve the Compliments and Complaints Form.
It was **resolved** to approve the Habitual or Vexatious Complaints Policy.
169. **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.
170. **To approve the Councillor Code of Conduct**
It was **resolved** to approve the Councillor Code of Conduct
171. **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 £601.33, and the next renewal is 22 January 2026. The council is in an LTA until 21 January 2027.
It was **resolved** to approve the current insurance arrangement.
172. **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)
173. **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 2026:
- | | |
|------------------------------|--|
| 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 services |
| HSBC | Bank charges |
| Kathleen Hannay Will Trust | Allotment land rent |
| Parish Online | Parish mapping software |

Signed

(Chair)

Date

Chadlington Parish Council



Shelter Maintenance Ltd
APM Internet
Hugopickering.com

Bus shelter repairs/maintenance
Email mailboxes
Domain renewals

174. To review and approve the Scheduled Payments List and suppliers for the year to May 2026

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2026:

Bitdefender	Anti-virus software	Annually
Microsoft	Office 365 – council computer	Annually
Playsafety Ltd	Annual independent playground inspection	Annually
Moore	External auditor	Annually
Aubergine 262 Ltd	Website	Annually
Pampered Paddocks	Grass cutting	Monthly
Clerk	Salary	Monthly
HMRC	PAYE 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	Mapping software	Annually
Chadlington Memorial Hall	Hall hire	Monthly
TP Jones & Co LLP	Payroll	Quarterly
Kathleen Hannay Will Trust	Allotment rent	Annually
APM Internet Ltd	Email mailboxes	Annually
Hugopickering.com	Domain renewal	Annually

175. To approve the direct debits and standing orders for the year to May 2026

It was **resolved** to approve the following direct debits and standing orders for the year to May 2026:

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

176. To determine the date, 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 14 July 2025
Monday 08 September 2025
Monday 10 November 2025
Monday 12 January 2026
Monday 09 March 2026
Monday 11 May 2026 – Annual Council Meeting

Planning meetings (if required)

Monday 09 June 2025
Monday 11 August 2025
Monday 13 October 2025
Monday 08 December 2025
Monday 09 February 2026
Monday 13 April 2026

177. To review and approve the Action Plan for 2025-2026

It was **resolved** to approve the Action Plan for 2025-2026.

Signed

(Chair)

Date

Chadlington Parish Council



178. **To agree the Council project list and priorities for 2025-2026**
The project list and priorities for 2025-2026 was considered.
It was **resolved** to approve the Council project list and priorities for 2025-2026.
179. **To receive and comment on the RFO's review of the annual accounts to 31 March 2025**
The RFO gave a report regarding the annual accounts to 31 March 2025.
The opening balance was £28,906.98.
Total receipts were £44,934.77.
Total payments were £58,661.82.
The ending balance as of 31 March 2025 was £15,179.93, which formed the opening balance for 2025-2026.
The Council spent, or transferred to reserves, 95% of the 2024-2025 budget.
The Council spent £27,329.93 of earmarked reserves.
The Council spent £9,966.30 of general reserves.
At 31 March 2025 the Council had earmarked reserves of £13,317.16, and general reserves of £1,862.17.
The internal auditor for 2024-2025 was Theresa Goss.

The review was noted.
The low level of general reserves was noted and acknowledged by Council.
It was noted that the general reserves will be increased when the VAT 126 refund of £5,589.68 has been received, and that the Council is expecting to receive a contribution from the Sports Club for the playing field legal fees and the annual rent for the playing field in the near future.
It was noted that the 2025-2026 budget has a General Reserves line of £1000, and it was **resolved** to transfer this £1000 from the budget to general reserves.
It was **resolved** to make the following transfers from earmarked reserves to general reserves:
- Allotments EMR - £500
- Parish Maintenance EMR - £1,450
180. **To approve the Statement of Accounts to 31 March 2025**
It was **resolved** to approve the Statement of Accounts to 31 March 2025.
181. **To approve the bank reconciliation to 31 March 2025**
It was **resolved** to approve the bank reconciliation to 31 March 2025.
182. **To receive and comment on the internal audit report for the year ending 31 March 2025**
The annual internal audit report for the year ending 31 March 2025 was received and noted.
The recommendation report from the internal auditor was received and noted. It was noted that there were no further recommendations than those received and responded to in the interim internal audit report.
183. **To complete and sign the Annual Governance Statement for the year ending 31 March 2025**
The Annual Governance Statement for the year ending 31 March 2025 was completed by the Council.
It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2025.
The Statement was signed by the Chair and the Clerk.
184. **To approve and sign the Accounting Statements for the year ending 31 March 2025**
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 2025.
The Accounting Statements were signed by the Chair.
185. **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 2025 as the commencement date, with the end date being 14 July 2025. These dates were checked for compliance.
It was **resolved** to approve 03 June 2025 as the commencement date for the Exercise of Public Rights, with the end date being 14 July 2025.
186. **To consider the internal auditor arrangement for the current financial year and agree actions**
It was **resolved** to contract Theresa Goss to continue as the Council's internal auditor for the current financial year.

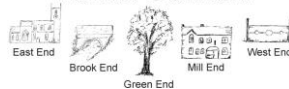
Signed

(Chair)

Date

2025/18

Chadlington Parish Council



187. To approve grants and donations for the year ending 31 March 2026

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

It was **resolved** to consider grant and donation requests at ordinary council meetings.

188. To review and approve the bank mandate

It was **resolved** to approve the bank mandate – HSBC Charitable Bank Account

Planning and Enforcement

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

None.

190. Update of previous planning applications and enforcement actions

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

25/00464/HHD - Installation of 15 solar panels on roof – 4 Manor Court, Chadlington

Approved – 02 May 2025

25/00478/HHD – Loft conversion including roof lights to front and rear – 9 Eversley Close, Chadlington

Approved – 22 April 2025

Playground

191. To receive regular playground inspection reports and agree actions

The regular playground inspection reports were received and noted.

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

It was reported that an event to celebrate the completion of phase two of the playground refurbishment had been held in April.

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

It was noted that the damaged fence posts had been replaced.

It was noted that the rotten plank on the timber climber had been replaced.

It was noted that the play bark had been ordered.

It was noted that a quotation had been requested to repair the damaged picnic bench.

Community

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

The Council was advised that there is a meeting with a housing provider planned for this month.

Allotments

195. To receive an update regarding the allotments and agree actions

It was reported that allotment inspections have taken place.

It was **resolved** to delegate authority to the Clerk to manage the allotment rent finances.

Finance and Administration

196. To ratify expenditure since the last meeting

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

WTG Consultants Ltd	Final internal audit	£150.00	chq 100590
Hickman Bros Landscapes	Play bark	£638.02	chq 100591
OCC Pension	P1 – April 2025	personal	chq 100592
Anne Ogilvie	Salary P1	personal	chq 100593
HMRC	PAYE/NI – P1	personal	chq 100594

197. To approve the current payments

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

Logs Unlimited	Playground mowing	£349.20	chq 100595
Chadlington Village Hall	Hall hire	£91.25	chq 100596
RPM Ltd	Playground equipment repair	£456.00	chq 100597
Anne Ogilvie	Clerk reimbursement	£75.94	chq 100598

198. 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



199. **To note monies received**

Precept – April £20,308.00

200. **To receive an update of the current status of the bank account**

HSBC current account as of 31 March 2025 - £24,048.67

201. **To approve the bank reconciliation**

It was **resolved** to approve the bank reconciliation to 31 March 2025.

202. **To approve the finance update**

The finance update to 30 April 2025 was reviewed. As of 30 April 2025:

Receipts - £20,308.00

Payments - £2,230.65

Balance - £33,257.28

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

203. **To approve the budget update**

The budget update to 30 April 2025 was reviewed.

It was noted that 5% of the budget had been used.

It was noted that the playground bark line was overbudget.

It was noted that £200 of general reserves was used to cover the 2024 election cost.

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

204. **To approve the reserves update**

The reserves update to 30 April 2025 was reviewed.

Earmarked reserves: used £0, remaining - £13,317.16

General reserves; used £306.34, remaining - £1,556.42

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

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

Clerk and Councillor training options were considered.

It was noted that the Clerk will hold internal training for new councillors.

It was **resolved** that Cllr Carver would use the free space offered by OALC (via Spelsbury Parish Council) for the Talking Tables training in July.

It was **resolved** to approve the Clerk to attend the SLCC National Conference 2025 and the SLCC Practitioners' Conference 2026.

Correspondence and Information

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

None.

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

It was reported that the Chadlington Climate Change and Biodiversity Action Group website is now live.

Next Meeting

208. **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.

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

Planning Meeting (if required)– Monday 09 June 2025, 7.30 pm, Chadlington Memorial Hall

Full Council Meeting – Monday 14 July 2025, 7.30 pm, Chadlington Memorial Hall

Confidential

210. **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 items.

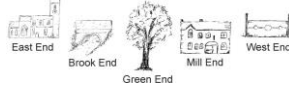
Signed

(Chair)

Date

2025/20

Chadlington Parish Council



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

An update was received.

It was noted that the lease with the landlord had been completed.

It was noted that the sub-lease with the Sports Club is being drawn up.

212. To receive an update regarding the transfer of The Stocks and agree actions

An update was received.

It was noted that the Council has instructed a solicitor to work on its behalf, who is in contact with WODC.

213. 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 May. The report was received and noted.

It was **resolved** to increase the Clerk's salary to SCP 27, to be backdated to 01 April 2025.

214. The meeting was closed at 9.21 pm.

DRAFT

Signed

(Chair)

Date

2025/21