

DRAFT MINUTES OF CHESTERTON PARISH COUNCIL
MEETING NO. 2018/12
Held in the Community Centre on Tuesday, 2nd April 2019

Present: Philip Clarke (PJC), Chair Andrew Thomas (AT)
Jenny Hodges (JH), Tony Thompson (TT), Vice Chair
Linda Honey (LH), Finance Officer Hugh Williams (HW)
Chris Muddiman (CM) Jackie Williams (JW), Clerk
Fiona Rowe (FR), Vice Chair

Residents Present: Mrs Jane Ellison, Mr Ben Walbank

Item No.	Item	Action
1.	To Receive Apologies for Absence: No apologies had been received from Cllr Ian Corkin at the time of the meeting.	
2.	To Approve and Sign the Minutes of Meeting 2019/11 Acceptance of the minutes were unanimously agreed and duly signed by PJC.	
3.	To Record Members' Declarations of Interest regarding Agenda Items None declared.	
4.	To receive the County Councillor's Report (IC) No report had been submitted at the time of the meeting.	
5.	To receive the District Councillor's Report (IC) No report had been submitted at the time of the meeting.	
6.	To Report on Progress since the last Council Meeting (PC) 6.1 <u>Trees of Remembrance</u> (TT) Trees purchased and planted. Plaques on order. 6.3 <u>Defibrillator Purchase and Installation</u> (FR) Defibrillator and ancillaries received. Installation imminent. 6.3 <u>Play Area Signage</u> (JW) Delivery and installation organised for 11/12 th April. 6.4 <u>Play Area Update on Discharge Certificate Process</u> (PJC) James Kirkham inspecting Mon 8 th April, with a view to signing off the discharge certificate. 6.5 <u>Cricket Insurance and Subs</u> (JW) Insurance Certificate received. Despite subscriptions invoice being sent for the third time, sadly no response received to date. It was resolved to send a fourth and final demand by email, stating if no payment received by 1 st May, permission to play any future games at Chesterton would sadly have to be withdrawn.	FR FR JW JW/PJC JW
7.	To receive Reports on the Following Meetings:- 7.1 The Committee received a report on the Friends of the Burnehyll Woodland meeting on 21 st March from TT. 7.2 The Committee received a report by PJC on the Bicester Gateway Meeting on 25 th March, involving PJC, TT, JW, Richard Cutler, Grant Usher	

	(Bloombridge) and Ian Corkin who attended in a listening capacity only. 7.3 The Committee received a report from Fiona Rowe on the Pavilion Meeting regarding cricket and football club plans.	
8.	To Receive an Update on the Revised Allotment Agreement and Timetable (CM/FR) It was confirmed that the revised agreement had been issued to all allotment holders and several payments had already been received. It was resolved that consistency with regard to adherence to the agreement was very important going forward.	
9.	To Receive an Update on the Highways Survey (PJC) It was resolved that a folder detailing actions <u>still</u> outstanding by Highways was to be given to Ian Corkin for further action. The Committee viewed a diagram produced by PJC + FR illustrating all highway works needed throughout the village.	PJC/FR
10.	To Confirm Arrangements for Easter Holiday Activities (PJC/JW) It was resolved that TT would be present between 10-11am on the 9 th April and Jo Martin would cover the 16 th .	TT
11.	To Receive and Approve a Report on Parish Remunerations/Expenses (PJC) Following an explanation of the report by PJC it was resolved to raise this matter with the new council at the next parish council meeting following the election.	PJC/ JW
12.	To Approve the Financial Regulations Policy 2019-2020 Following clarification it was unanimously resolved to accept and adopt the Financial Regulations Policy.	JW
13.	Finance Report (LH) 13.1 2019 Finance Report received by LH. 13.2 Clerk's March Salary - approved 13.3 Finance Officer's March Salary - approved 13.4 HMRC - approved 13.5 P J Clarke Expenses: Ink, Paper, Mileage £35.95 – approved 13.6 F Rowe Expenses: Laptop Security, Fridge/Freezer Thermometers £36.96 – approved 13.7 CDC: Geminus Play Area Discharge of Condition Fee £116 – approved 13.8 H Williams Expenses: Office Comms, Play Area Repairs, Bark, Guttering, £82.12 – approved 13.9 J Williams Expenses: Post, mileage, Ink, Microsoft User Licence £173.21 – approved 13.10 P J Clarke: Expenses – 2 x Trees of Remembrance £65.05 – approved 13.10a) Monthly DDR payment to O2, Clerk's Mobile phone - approved <u>Payments:</u> 13.11 J Williams Salary Chq No. 984 13.12 L Honey Salary Chq No. 985 13.13 HMRC Chq No. 986 13.14 Arrow Accounting – Internal Audit £239.00 Chq No. 987 13.15 Playdale – Play Equipment Geminus Road £10,582.10 Chq No. 988 13.16 OPFA – Playground Inspection Training (HW) £45.00 Chq No. 989 13.17 Mr Treehouse & Mr Zipwire Balance for Play Eqpt Repair/R£588 Chq No.990 13.18 OALC - Annual Subscription £82.84 Chq No. 991 13.19 J Williams Expenses (flipcharts, stationery) £49.12 Chq No. 992	

	13.20 OPFA Annual Subscription £42.00 Chq No. 993 13.21 J Williams Expenses (Bucks Skip Hire, Allotments) £390.00 Chq No. 994 13.22 J Williams Expenses (Office Shredder & LCC Guide Book) - £48.98 Chq No. 996 13.23 Community First Oxfordshire – Annual Membership £55.00 Chq No. 997 13.24 OALC Councillor Guidance Books (x8) £57.20 Chq No. 998 13.25 L Honey – Office Expenses £41.09 – Chq No. 999 13.25a) Monthly DDR payment to O2, Clerk’s Mobile phone NB. Missing cheque no. 995 to Blake Morgan for £116 was voided and re-written to CDC Planning (item 13.7 of these minutes refers) <u>Receipts:</u> 13.26 £26,980 CDC – Income It was resolved to adopt a co-ordinated approach towards the application of grant funding once the new committee is formed in May 2019.	PJC
14.	Planning (PJC) <u>New Applications:</u> 14.1 Albion Land Two Ltd, Kelvin Pearce – Minor Amendments to App.14/01675/OUT 14.2 Albion Land Two Ltd, Kelvin Pearce – Reserved Matters to 14/01675/OUT 14.3 Albion Land Two Ltd, Kelvin Pearce – Reserved Matters to 14/01675/OUT It was resolved to pursue with CDC Planning Department the extremely frustrating and extremely time-consuming task faced by our Planning Committee as consultees, of having to examine a multitude of unidentified documents delivered on several unnamed CDs, within the timescales given. <u>Decisions Pending:</u> 14.4 Greves House – Fell Leylandii & Pines – No Objection 14.5 Bicester Gateway – Discharge Cond. (CMP)15 – Obs. 14.6 Smith & Butcher Gypsy Site – Appeal (29/01) against Refusal - Objection <u>Decisions:</u> 14.7 K Grover, Oxford Lodge, Middleton Stoney – Single Storey Ext – No objection – Refused (development + listed consent) 14.8 Chesterton Village School – Additional Classrooms – Objection - Approved 14.9 Chesterton Village School – Extensions – No Objections/Obs. - Approved (A separate consultation still awaited by residents regarding parking issues.) The Committee was informed of a letter from Mr & Mrs Ashdown of Appleyard outlining a planning application submitted by them. The Committee was informed of Land Registry correspondence regarding Tubbs Lane access issues to the Burnehyll Woodland area.	PJC

	It was resolved that the Chair of the Planning Committee will in future closely monitor adherence to the 'Conditions' stipulated within planning consents.	
15.	To Receive Correspondence Received since last Meeting (PJC) - Complaints from Residents – It was resolved to raise this issue and necessary future action at the next CIO meeting on 25th April. - Rural Services Network call on Govt for a Rural Strategy. It was resolved that councillors should respond individually or via the Clerk if they so wished.	ALL
16.	To Receive a Report on New Residents (JH) The arrival of two new residents in Audley Gardens were reported. It was resolved that the Allotments Committee should discuss and agree the allotment footpath requirements as soon as possible and make a case to Taylor Wimpey prior to completion of the 30 th property.	CM/JH/FR
	Date of Next Meeting: The meeting closed at 8.50pm. The next meeting will be held on Tuesday, 7 th May 2019, 7.30pm <u>Future Meeting Dates:</u> Tuesday 4th June 2019 Tuesday 2nd July 2019 Tuesday 3rd September 2019 Tuesday 1st October 2019 Tuesday 5th November 2019 Tuesday, 7th January 2020 Tuesday, 4th February 2020 Tuesday, 3rd March 2020 Tuesday, 7th April 2020 Tuesday 21st April 2020 - Annual Parish Mtg	