DRAFT MINUTES OF CHESTERTON PARISH COUNCIL
MEETING NO. 2019/01
Held in the Community Centre on Tuesday, 7th May 2019

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

Residents Present: M Hardcastle, N Hardcastle, S Honey (Football), G Dumbleton (Cricket) R Dumbleton (Cricket), B Walbank, D Jones

Item No.	Item	Action
1.	**To Receive Apologies for Absence:** It was resolved to receive and accept apologies from Chris Muddiman due to vacation and from Cllr Ian Corkin due to post election workload.	
2.	**To Carry Out the Election of Chair and Vice Chair (PJC)** It was resolved to elect Philip Clarke to the position of Chair, proposed by FR and seconded by TT. It was resolved to elect Fiona Rowe to the position of Vice Chair, proposed by HW and seconded by JH.	
3.	**To Receive the Chairman's Address to Committee (Chair)** PJC congratulated and welcomed everyone to the Council, confirming his intention for the Council to work as always on consensus, remaining professional and delegating effectively within committees, using members' own strengths and expertise.	
4.	To Receive Proposals for Committee Structure & Councillor Appointments (Chair) It was resolved to accept the proposed Committees and Committee members as follows:- Finance: PJC (Chair), FR (Vice Chair), LH (FO), AT, TT Planning: JH (Chair), PJC, FR, AT Community: FR (Chair), CM, AT,TT Allotments: CM (Chair), FR, JH Highways: PJC (Chair), FR, HW Playing Fields: FR + HW Staffing Sub-committee: PJC (Chair), FR + Another + Clerk Complaints Sub-Committee: PJC (Chair), FR + Another + Clerk	JW
5a.	**To Receive the Resignation of the Finance Officer (Chair)** It was resolved with great sadness to accept the resignation of the Finance Officer, with effect from 1st May 2019, offering a three-month notice period. The Committee joined the Chair in thanking Linda for her bravery and fortitude in keeping the Committee on track during what had proved to be an extremely difficult year personally, confirming that she would be greatly missed.	PJC

5b.	**To Approve and Sign the Minutes of Meeting 2018/12, held on 2nd April 2019 (Chair)** Approval was unanimous and the minutes were duly signed by PJC.	
6.	**To Record Members' Declarations of Interest regarding Agenda Items** None declared.	
10.	**To Resolve the Situation Regarding Non-Payment of Cricket Club Subs (JW/FR)** (At this point the Chair brought forward Item 10 for the convenience of the members of the Cricket Club in attendance at the meeting.) Following discussion, it was resolved that the cricket club should seriously investigate ways in to raise necessary funds using the expertise/facilities available to them. It was also resolved that from 2020, both cricket and football clubs would receive their subs invoice and a request for copy of insurance certificates at the beginning of their respective seasons, ie. Cricket Club by 1st May and Football by 1st September.	JW
7.	**To receive the County Councillor's Report (IC)** No report had been submitted at the time of the meeting.	
8.	**To receive the District Councillor's Report (IC)** No report had been submitted at the time of the meeting.	
9.	**To Report on Progress since the last Council Meeting (PC)** 9.1 Defibrillator Installation (FR) Installation complete. Article to appear in May ABC. Signage placement agreed. 9.2 Play Area Signage (JW) All signage now in place. 9.3 Play Area Update on Discharge Certificate Process (PJC/JW) Signed off. 9.4 Easter Holidays Activities Club Feedback (TT) It was resolved to thank Jo Martin for organising this successful event.	JW
11.	**To Receive a Report from the Allotment Committee regarding the Revised Allotment Agreement and Current Status (CM/FR/JW)** FR reported on the very positive current status regarding payments and uptake of new allotments, signage and plot numbering. Quotes for the removal of Asbestos shed received, indicating a potential cost of approximately £2,860. It was resolved that, in the interests of health and safety, the matter must be progressed.	FR
12.	**To Review and Accept the previously received Report on Parish Remunerations/ Expenses (Chair)** Following discussion a resolution was passed to accept the Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2019/20 Financial Year, and to continue the current practice of not taking an allowance, but to operate simply on an expense submission basis.	
13.	**To Review the Code of Conduct Policy (PJC)** After discussing the points within the policy it was resolved the policy be readopted. JW to sign and return to CDC.	JW
14.	**To Receive an Updated Report on Tubbs Lane:- (Chair)** - Response to Land Registry re Application by Mrs Frangopoulos - Application to OCC for Variation to the Highways Record Map The Committee received a detailed oral report from PJC and David Jones giving an update on the latest events. It was resolved to report further in due course.	PJC

15.	**To Receive a Report on a Meeting with Phil Robbins re Footpath Across Allotments (PJC)** During a verbal report from FR, the Committee learned of Phil Robbins' intention to contact the appropriate planning officer regarding the incorrect route being taken for the proposed footpath from the Taylor Wimpey development across the allotments. It was resolved to wait for the result of his endeavours.	FR
16.	**To Receive a Report on a Meeting on 25th April 2019 with Graham Payne, re Development on Bicester Hotel, Golf and Spa (PJC)** The Committee received a verbal report from PJC regarding plans to sell the back 9 holes to a foreign entity for conversion into a 'leisure resort', the need for a footpath along The Hale/Akeman Street, and the current building of a gym and freshwater outdoor pool. Access and increased traffic resulting from the new project, in conjunction with that of the amended BSA project were of major concern. It was resolved to request a joint meeting with relevant personnel from OCC and CDC to discuss the combined effect on traffic in the village of both projects and to keep the committee updated of progress.	PJC/JW
17.	**To Receive Councillor Nominations to the OALC Executive Club (Chair)** The Committee were reminded of the details of the previously circulated email. FR resolved to look in to the matter further.	FR
	At this point G Dumbleton, R Dumbleton and S Honey left the meeting at 8.55pm.	
18.	**To Receive and Accept the Revised 2019-20 Budget following Finance Meeting held 29/4/19 (Chair/FO)** The Committee received an update on the various revisions to the19/20 budget and the Committee resolved to accept the amended version.	LH
19.	**To Receive the Monthly Finance Officer's Report, to agree the Minutes of the Finance Meeting of 29th April, to approve section 1&2 of the AGAR, to approve the Accounts for Year Ended March 2019 and Approve Expenditure/Payments/Income. (FO)** 19.1 Committee members were taken through the Monthly Finance Officer's 19.2 report, the Finance Meeting Minutes and Section 1&2 of the Agar. Resolution was passed to adopt all of the above for necessary relevant inclusion into the External Audit. Payments for Approval: 19.3 Clerk's April Salary - approved 19.4 Finance Officer's April Salary - approved 19.5 HMRC Payment - £122.85 - approved 19.6 Monthly DDR payment to 02, Clerk's mobile phone - approved 19.7 OALC Allotment Management Course for JH – £102 - approved 19.8 OCC – Comet Bus Contributions Nov 18-Mar 19 - £230.77 - approved 19.9 Green Scythe - grounds maintenance - £106.80 -approved 19.10 Marchetti Gardening Services - £528.00 - approved 19.11 GMD Plumbing & Heating (boiler service) - £60.00 - approved 19.12 Waterman Graphics (play area/pavilion signage) - £1,202.40 - approved 19.13 Green Scythe (football pitch maintenance) - £93.60 - approved 19.14 Chesterton Pavilion Sinking Fund - £180.00 - approved	LH

	19.15 Bicester Engraving Services (2 x war memorial plaques) - £200 - approved 19.16 F Rowe Expenses (high chair, hazard tape) - £66.47- approved 19.17 Goddard Electrical Services (Defib installation) - £84.30 - approved 19.18 J Williams Expenses (stationery, postage, ink, catering) - £135.24 - approved 19.19 H Williams Expenses (play area materials, office phone, CD Player) - £539.72 – approved <u>Payments Made</u>: 19.20 Clerk's March Salary Chq No 2000 19.21 Finance Officer's March Salary Chq No.2001 19.22 HMRC Payment £174.43 Chq No 2002 19.23 P J Clarke Expenses: Ink, Paper, Mileage £35.95 Chq No 2003 19.24 F Rowe Expenses: Laptop Security, Fridge/Freezer Thermometers £36.96 Chq No 2004 19.25 CDC: Geminus Play Area Discharge of Condition Fee £116 Chq No 2005 19.26 H Williams Expenses: Office Comms, Play Area Repairs, Bark, Guttering, £82.12 Chq No 2006 19.27 J Williams Expenses: Post, mileage, Ink, Microsoft User Licence £173.21 Chq No 2007 19.28 P J Clarke: Expenses – 2 x Trees of Remembrance £65.05 Chq No 2008 19.29 Monthly DDR payment to 02, Clerk's mobile phone <u>Receipts</u>: 19.30 12,250 Precept (half) 19.31 £89 (Grass work Autumn 2018) 19.32 £725 Allotments 19.33 £950 Spark Grant CDC 19.34 £591.57 CTRS Grant CDC	
20.	**Planning (PJC)** <u>New Applications</u>: 20.1 R3.0032/19 OCC – Minor works to vehicle/footpath/cycle/ped access to new Secondary school, SW of Whitelands Way – No objections 20.2 19/00490/F – Vicarage Farm, Kirtlington Rd, Chesterton – Timber Garden Gazebo -No objections (concerns) 20.3 19/00566/F – TMUK Telecoms Mast OX0021 adjacent to Wyvale Garden Centre – No Objections 20.4 19/00597/F – Appleyard – Erection of 1 x 4 bed detached dwelling – material considerations only submitted to Planning. <u>Decisions Pending</u>: 20.5 Greves House – Fell Leylandii & Pines – No Objection 20.6 Bicester Gateway – Discharge Cond. (CMP)15 – Obs. 20.7 Smith & Butcher Gypsy Site – Appeal (29/01) against Refusal - Objection 20.8 Albion Land Two Ltd, Kelvin Pearce – Minor Amendments to App. 14/01675/OUT - Objections 20.9 Albion Land Two Ltd, Kelvin Pearce – Reserved Matters to 14/01675/OUT - Objections	

	20.10 Albion Land Two Ltd, Kelvin Pearce – Reserved Matters to 14/01675/OUT - Objections <u>Decisions</u>: 20.11 19/00269/F – Grange Ford, Little Chesterton – Change of use of detached annexe to create new detached dwelling with garden and planning – No Objections (+ Comments) - **Refused**	
21.	**To Receive a Report on New Residents (JH)** The committee learned of 16 new residents imminent.	JH
22.	**To Receive Correspondence Received since the Last Meeting (PJC/JW)** The previously circulated email from Kevin Larner regarding the new Lottery was discussed and details of the Good Cause Launch and Information Event at Banbury Town Hall, 15th May 5-7pm was circulated. It was resolved to pass on this information to all known viable groups, and the posters to be placed on the noticeboards.	ALL/JW
	Date of Next Meeting: The meeting closed at 9.30pm. The next meeting will be held on Tuesday, 4th June 2019, 7.30pm <u>Future Meeting Dates</u>: Tuesday 2nd July 2019 Tuesday 3rd September 2019 Tuesday 1st October 2019 Tuesday 5th November 2019 Tuesday, 3rd December 2019 Tuesday, 7th January 2020 Tuesday, 4th February 2020 Tuesday, 3rd March 2020 Tuesday 7th April 2020 Tuesday, 21st April 2020 – Annual Parish Meeting	