

DRAFT

Minutes of Chesterton Parish Council Meeting
at Chesterton Community Centre
Tuesday, 4th June 2024 at 7.00 pm.

Councillors Present: Paul Andrews, Mel Cantwell, Johnathan Chavda, Chris Hawes, Jenny Hodges, Jo Rogers, Tony Thompson, Gary Warland.
In Attendance: Brian Inglis (Clerk), Mike White (RFO), Cherwell District Cllr Grace Conway-Murray.
Public Attendance: 4.

1. **Apologies for Absence**

There were apologies from Cllr Andrew Thomas, Stephen Webster and Cherwell District Cllr Nigel Simpson. Vice-Chair Johnathan Chavda took the Chair.

2. **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**

To receive any requests for dispensations or declarations of interest from Councillors relating to items on the agenda, in accordance with the council's Code of Conduct and to note any gifts or hospitality.
There were none.

3. **To Approve and Sign the Minutes of the Parish Council Meeting of 14th May 2024**

The minutes were unanimously accepted as a true and accurate record of the meeting and were duly signed by the Chair.

4. **Update on Progress from Previous Minutes – Reports of progress of outstanding items which do not require further decision.** There was nothing to report.

5. **Public Participation –**

5.1 A member of the public raised concerns over various issues in the village, responsibility for which they accept lies with Cherwell DC and/or Oxfordshire CC, and presented photographs, asking for support from the parish council. Councillors will take the matters up with the appropriate officers, as will Cllr Conway-Murray.

5.2 Two members of the public, both allotment tenants, spoke in protest at an improvement notice with which they had been issued. It was agreed that a meeting at the plot between the tenants and members of the Allotment Committee would be arranged to address these concerns. Both left the meeting at this point.

6. **To Receive a Report from the District / County Councillor**

Cllr Grace Conway-Murray was thanked for attending and gave a report on Cherwell District Council affairs.

7. **To Receive a Report from the Allotment Committee**

The Allotment Committee have carried out early season inspections, with advisory notices having been sent to tenants who have not yet begun cultivation for the season, or whose plots need some attention.

There are some routine maintenance and upkeep tasks to be carried out on and around the allotment garden, including tree work, all of which will be met from budgeted funds.

8. **To Receive a Report from the Highway Committee**

8.1 Cllr Andrews reported on the installation of the bollards at the entrance to Grange Farm, making the road to Little Chesterton a “no-through road”. Emergency services will carry a key which will allow the bollards to be removed and give access from the A41 if required at any time.

- 8.2 Community Speedwatch – Cllr Rogers gave an update on recent activity, paying tribute to the ongoing efforts of the volunteers involved in the programme.

9. To Receive a Report from the Community Committee

- 9.1 Cllr Rogers gave an update on the Keep Chesterton Tidy Working Group.
- 9.2 It was RESOLVED to adopt a Priority List of minor maintenance projects around the Community Centre and Play Areas, as circulated prior to the meeting by the Community Committee. Quotes will be sought for any materials required and submitted to the next meeting of the Finance Committee.
- 9.3 There is one new resident in the village, Cllr Hawes will make contact.
- 9.4 A letter from a resident (received after the agenda was published) was discussed at some length, in which the resident gave their opinion on the grass cutting programme adopted by the parish council.

The two remaining members of the public left the meeting at this point.

10. To Receive a Report From Environmental & Burnehyll Woodland Committee

Cllrs Thompson and Cantwell gave an update on activity on the Burnehyll Woodland project and details of planned events including an opening ceremony later this year.

11. To Receive a Report from Meeting of CIO Trustees on 30th May 2024

Cllr Thompson gave a concise report from the most recent meeting of trustees, for information only.

12. To Receive A Report From The Pavilion And Playing Field Committee

Cllr Chavda reported that the new play equipment inspection contract has commenced, to his satisfaction. The contract agreement and insurance policies have been received, with the first monthly inspection due to take place in mid-to-late June. Scheduled repairs will be carried out at this time. The annual RoSPA inspection will be carried out on a date to be confirmed but will be in July.

13. Governance

- 13.1 It was RESOLVED to adopt a revised Data Protection Policy (previously circulated) which had been drawn up by Cllr Andrews. The Clerk has taken steps to ensure that this document complies with all of the Council's responsibilities and will add to the list of published policies in due course.

14. To Receive The Finance Officer's Monthly Report, Discuss Other Finance Matters And Approve Expenditure / Income

- 14.1 The minutes of the meeting of Finance Committee on 28th May 2024 (circulated prior to the meeting) were accepted by Council.
- 14.2 The RFO Monthly Report (circulated prior to meeting) was discussed, to satisfaction of councillors.
- 14.3 The RFO Receipts & Payment Report (circulated prior to meeting) was scrutinised and accepted. The Finance Committee asked for acceptance of the following -
- 14.4 It was RESOLVED to adopt the updated NALC Model Financial Regulations (circulated prior to meeting), as adapted per the requirements of Chesterton Parish Council, as follows -
- 14.4.1 It was RESOLVED to accept the Council's banking arrangements as being with Barclays Bank, Redwood Bank and Nationwide Building Society, with signatories being RFO Michael White and Councillors Thomas, Thompson and Chavda.
- 14.4.2 It was RESOLVED to continue to make payments on behalf of the parish council via the Faster Payments System (FPS)
- 14.5 It was RESOLVED to adopt the updated Risk Assessment (circulated prior to meeting)
- 14.6 It was RESOLVED to accept the 2023/24 Annual Governance and Accountability Report for submission to the External Auditor, together with the Annual Accounting Statement and Statement of Variances. Documents were signed by RFO, Clerk and Chair as appropriate.
- 14.7 It was RESOLVED to publish the Statement of Electors' Rights, showing a period of Monday 10th June 2024 to Friday 19th July 2024.

15. To receive a Report from the Planning Committee

- 15.1 Cllr Rogers gave a concise report on a meeting with representatives of Great Wolf, with focus on the planned closure of the bridge over Gagle Brook in August.
- 15.2 Steven Webster had circulated a report on the result of the Wates Development appeal, which had reversed the original decision to refuse the application 23/00173/OUT.

16. To Receive A Report On Planning Applications Received

Cllr Hodges gave an update on one new planning application as shown on the agenda, noting no objection from the parish council. Cllr Hodges then gave an update on the progress of undecided planning applications as detailed on the agenda.

17. Important Correspondence Received Since The Last Meeting

- 17.1 East West Rail – Business Update (circulated prior to meeting)
- 17.2 Oxford Aviation Services (Oxford Airport) – Stakeholder Engagement (circulated prior to meeting)

The Chair reminded councillors to consider content for the next edition of ABC magazine. (Action - All)

The meeting Finished at: 8:38pm.

Date of Next Meeting: Tuesday, 2nd July 2024 at 7pm

Signed: Date:
(Chair)

Chesterton Parish Council Meeting Dates 2024
All meetings commence at 7pm at Chesterton Community Centre

Tuesday 2nd July 2024
August – No Meeting
Tuesday 3rd September 2024
Tuesday 1st October 2024
Tuesday 5th November 2024
Tuesday 3rd December 2024

Members of the Public welcome to attend.