

**Minutes of Chesterton Parish Council Meeting
at Chesterton Community Centre
Tuesday, 3rd September 2024 at 7.00 pm.**

Councillors Present: Paul Andrews, Johnathan Chavda, Chris Hawes, Jenny Hodges, Andrew Thomas (Chair), Tony Thompson, Gary Warland.
In Attendance: Brian Inglis (Clerk), Mike White (RFO), Stephen Webster (Planning), Cherwell District Cllrs Grace Conway-Murray and Nigel Simpson.
Public Attendance: 1 Member of the Public.

1. Apologies for Absence

There were apologies from Cllr Mel Cantwell.

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 2nd July 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 (items which require no further decision). The Clerk gave updates as follows, noting the minute references -

- 11.1 The play grade bark in the children's playground at Geminus Road has been replenished.
- 16.1 CDC have informed the PC that they have no plans to challenge or appeal the decision to permit Appn No 23/00173/OUT on appeal against refusal.
- 18.1 A Defibrillator Use and Life Saving seminar will take place in Chesterton Community Centre on Tuesday 17th September, provided free of charge to residents on behalf of the East/West Rail Alliance.

5. Public Participation –

A member of the public spoke on a matter not on the agenda and handed a letter from their neighbour to The Clerk in support of her statement. Councillors discussed the resident's comments in some detail and encouraged them to write to The Clerk so that a chain of correspondence could be opened.

The member of the public left the meeting at this point, after which there was no public presence.

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

Cllrs Conway-Murray and Simpson were thanked for attending and gave brief reports on Cherwell District Council affairs, both noting that there had been very little activity of particular interest to the meeting. Both District Councillors were in attendance for the duration of the meeting, with regular input.

7. Vacancy on the Parish Council

The Clerk reported that there were no applications for Co-option to the Parish Council. It was agreed that The Clerk would place a notice on the village notice boards advertising the vacancy.

8. To Receive a Report from the Allotment Committee

- 8.1 The Allotment Committee are considering options on the management of trees and hedges on and around the allotments, with a site survey to be arranged with a contractor and a quotation for work to be carried out at the appropriate time.
- 8.2 Three allotment tenants have been issued with Termination Notices, following warnings on non-cultivation. When these allotments are cleared, they are to be offered to those on the waiting list.
- 8.3 It has been decided that there is no need for an additional member of the Allotment Committee at this time.

9. To Receive a Report from the Highway Committee

- 9.1 Cllrs Andrews and Hawes gave a report on the impact of the bollards at Little Chesterton, noting that the level of traffic through the hamlet has reduced significantly.
- 9.2 Cllr Warland and Stephen Webster gave a report on the negative impact and associated disruption in connection with the works relating to the Great Wolf project being carried out at Gagle Brook. After some discussion, The Clerk was instructed to write to the Director of Highways at OCC, and representatives of both Great Wolf and their contractor to outline the various concerns of the PC and to insist that adequate resources are given to the completion of these works as soon as possible.
- 9.3 The Clerk reported on a meeting he had with an officer from OCC Highways engagement team on 13th August 2024 at which he reinforced some outstanding issues, but that there has yet been no further progress on any of them.

10. To Receive a Report from the Community Committee

- 10.1 Cllr Thomas gave a report from information provided by the Keep Chesterton Tidy working group on their activities during July 2024.
- 10.2 Cllr Thomas gave a concise report from information provided by the Community Speedwatch team

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

Cllr Thompson gave an update on activity on the Burnehyll Woodland project.

12. To Receive A Report From The Pavilion, Playing Field and Play Equipment Working Group

- 12.1 The annual RoSPA inspection was carried out on 9th July 2024 by PlaySafety Ltd, with a satisfactory report. Some minor remediations have been carried out on specified items of the play equipment
- 12.2 Cllr Chavda reported that Playgrounds Unlimited have commenced their programme of monthly inspections of the play equipment, and he would arrange for reports to be sent directly to The Clerk.

13. To Receive an Update on the Progress of a Chesterton Neighbourhood Plan

- 13.1 After discussion, it was RESOLVED to form a Working Group to progress the production of a Chesterton Neighbourhood Plan. Cllr Thomas was elected as Chair of the Working Group and will co-ordinate the next steps, following an initial strategy meeting with Stephen Webster. (Action AT/SW)

14. Governance

- 14.1 It was RESOLVED to adopt an updated Dispensations Procedure Guide and Form, as previously circulated for scrutiny. The Clerk will implement accordingly (Action – Clerk)
- 14.2 It was RESOLVED to adopt an updated Gifts and Hospitality Policy, as previously circulated for scrutiny. The Clerk will implement accordingly (Action – Clerk)
- 14.3 It was RESOLVED to sign up to the Oxfordshire Councils Charter (Action – Clerk)

15. Training

- 15.1 The Clerk expanded on a previously circulated link to current and future training opportunities which are available to councillors via OALC, SLCC and Breakthrough Communications, encouraging councillor participation and offering to make bookings where needed.
- 15.2 The Council approved some low-cost training courses for The Clerk covering Duties and Powers (SLCC), Committees and Working Groups (SLCC), Allotment Management (Cllr Hodges also attending as Chair of Allotment Committee) (SLCC) and Governance and Transparency (OALC). It was RESOLVED that The Clerk would enrol for the ILCA to CiLCA course and commence studies immediately.

16. Review Of Parish Website

- 16.1 This item was carried over to the agenda for the next meeting – the Councillor Review of the current website and possible alternatives will continue. (Action – All)

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

- 17.1 The RFO Monthly Report (circulated prior to meeting) was discussed, to satisfaction of councillors.
- 17.2 The RFO Receipts & Payment Report (circulated prior to meeting) was scrutinised and accepted.
- 17.3 The Bank Balance to Receipts and Summary schedule for June 2024 was scrutinised, agreed and signed by Cllr Thomas.
- 17.4 It was RESOLVED to agree the Asset Register for 2023-24 as previously circulated for scrutiny.
- 17.5 The RFO gave an update on current Insurance Provision, Banking Arrangements, General and Ring-Fenced Reserves and noted the amount of interest received and expected on Investments, all to the satisfaction of the Council.
- 17.6 It was RESOLVED to support the proposed 7% increase in subscription rate charged by the Oxfordshire Association of Local Councils (OALC), of which the Parish Council is a member.

18. To receive a Report from the Planning Committee (Stephen Webster)

- 18.1 There has been no progress on the Great Wolf site at Chesterton.
- 18.2 Communication lines with Siemens (Tritax) on the Symmetry Park development remain open and positive, with the project going ahead without disruption.
- 18.3 There has been no progress on the Wates Development project.

19. To Consider the Formation of a Chesterton Village Fair Working Group.

After discussion, it was RESOLVED to form a Working Group to consider holding a Village Fair or similar event in Chesterton in 2026 and beyond. Cllr Hawes was elected as Chair of the Working Group and will co-ordinate the next steps, including bringing together the members of the Working Group. (Action – Cllr Hawes)

20. To Consider the Future Use of the Annexe and the Maintenance / Upkeep of the Car Park and Surrounding Area of the Community Centre.

This item was carried over to the agenda for the next meeting

21. To Receive A Report On Planning Applications Received

Cllr Hodges gave a concise report on new and undecided planning applications, as detailed on the agenda.

22. Important Correspondence Received Since The Last Meeting

- 22.1 The contents of an Email from the Chair of Bucknell Parish Council, received 9th July and previously circulated, were noted.
- 22.2 The Parish Council has replied in support to the consultation exercise being undertaken by Cherwell DC on a proposed Community Infrastructure Levy (CIL) charging structure.

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- 22.3 The Parish Council has responded in the negative to a request from Real Estate Communications to meet with regard to a proposed development outside the parish.
- 22.4 The Parish Council agreed in principle to ordering a small stock of grit free of charge through a scheme being run by OCC as part of a Winter Preparedness programme, subject to the product on offer, and delivery logistics being suitable. (Action – The Clerk)

23. Councillors to Consider Content for the Next Edition of ABC Magazine.

The Chair reminded Councillors of the deadline for content of 15th September.

The meeting Finished at: 8:44pm.

Date of Next Meeting: Tuesday, 1st October 2024 at 7pm

Signed: Date:
(Chair)

Chesterton Parish Council Meeting Dates 2024 - 2025
All meetings commence at 7pm at Chesterton Community Centre

Tuesday 1st October 2024
Tuesday 5th November 2024
Tuesday 3rd December 2024
Tuesday 7th January 2025
Tuesday 4th February 2025
Tuesday 4th March 2025
Tuesday 1st April 2025

Members of the Public welcome to attend.

The Annual Parish Meeting will be held on Tuesday 22nd April 2025