

**Minutes of Chesterton Parish Council Meeting
at Chesterton Community Centre
Tuesday, 1st October 2024 at 7.00 pm.**

Councillors Present: Mel Cantwell, Johnathan Chavda, Jenny Hodges, Andrew Thomas (Chair), Tony Thompson
In Attendance: Brian Inglis (Clerk), Mike White (RFO)
Public Attendance: None

1. Apologies for Absence

There were apologies from Cllrs Paul Andrews, Chris Hawes and Gary Warland, Stephen Webster and District Cllrs Nigel Simpson and Grace Conway-Murray.

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 3rd September 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 -

- 18.1 Defibrillator use and Life-Saving training course on 17th September was attended by 14 residents from 10 households, with feedback from one attendee calling the event worthwhile.
- 22.4 An order has been placed for a pallet containing 36 bags of salt/grit which is to be provided free of charge via OCC and will be delivered during November. The product is multi-use and suitable for driveways, pavements, highways etc.

5. Public Participation –

There were no members of the public present.

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

There were no District or County Councillors present. The Chair gave a concise update on dialogue he had had with Cllr Conway-Murray over recent weeks on various issues.

7. Vacancy on the Parish Council

The Clerk reported that there were no applications for Co-option to the Parish Council.

8. To Receive a Report from the Allotment Committee

- 8.1 Three vacant allotment plots have been taken on by new tenants, with two more to be confirmed in the coming days. The uncultivated plots have been cleared at the parish council's expense before being let to the new tenants, and the appearance of the allotments has been improved considerably.
- 8.2 The winners of the allotment competition have been announced. Photographs of the prize winners to be organised for an article in the next ABC. (Action – Allotment Committee)
- 8.3 Following correspondence from an existing tenant, it was agreed to obtain quotes for a replacement vehicle gate leading into the allotment garden from The Hale, for future budgetary consideration. It was agreed to explore some grant options for this project. (Action – Clerk/Allotment Committee)

9. To Receive a Report from the Highway Committee

- 9.1 Cllr Chavda gave a report on the impact of the works on the Gagle Brook bridge on the A4095, stating that The Clerk had written to the CDC Case Officer to point out some concerns over the adherence to the conditions set out in the planning permission for these works. Despite having sent a follow-up message, there has been no acknowledgement or response from CDC Planning to the issues raised.

Following the last meeting, The Clerk had written to Great Wolf and to the director of highways at OCC with concerns over the ongoing works and reported that GW had responded immediately to say that they (and their contractors) were working to a schedule provided by OCC. For OCC's part, there had been an acknowledgement of the letter, but no further engagement and no attempt to address any of the issues and concerns raised by the parish council on behalf of the residents of Chesterton.

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

Cllrs Thompson and Cantwell gave an update on activity and future plans on the project.

11. To Receive a Report from the Community Committee

- 11.1 Cllr Thomas gave a report from information provided by the Keep Chesterton Tidy working group on their activities during September 2024, noting a considerable increase in littering on the stretch of road from the A41 to the entrance to the Tritax development site.
- 11.2 Cllr Thomas gave a concise report from information provided by the Community Speedwatch team. After discussion, it was agreed that Cllr Chavda would contact OCC to reopen dialogue on traffic calming measures in the village. (Action – Cllr Chavda)
- 11.3 In response to some resident correspondence on issues with parking in Orchard Rise, believed to be caused by staff at the school. it was agreed that The Clerk would write to the headmaster to ask that consideration be given to residents by staff when parking outside the school grounds. (Action – Clerk)
- 11.4 The parish council has been made aware of complaints by residents made to the Environment Officer at CDC regarding noise issues from Chesterton Hotel. The Clerk will contact CDC and also Cllr Conway-Murray to ask for an update on any action being taken by CDC on the issue (Action – Clerk)
- 11.5 With some amendments, the updated "Welcome to Chesterton" handout was approved, with The Clerk to make the changes and supply Cllr Hodges with copies to give to new residents (Action – Clerk)

The Chair suggested that, as in previous years, the parish council would thank the various volunteers who give their time so generously on behalf of the residents of Chesterton. This was unanimously agreed. (Action – Chair)

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

- 12.1 Cllr Chavda reported that the monthly playground inspections are ongoing, with no issues.

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

- 13.1 The RFO Monthly Report (circulated prior to meeting) was discussed, with RFO Mike White answering a series of questions to satisfaction of councillors. The RFO gave an update on current Insurance Provision, Banking Arrangements, Reserves and noted the amount of interest received and expected on Investments, all to the satisfaction of the Councillors.
- 13.2 The RFO Receipts & Payment Report (circulated prior to meeting) was scrutinised and accepted. The Bank Balance to Receipts and Summary schedule was scrutinised, agreed and signed by the Chair.
- 13.3 The RFO gave a concise report on the External Audit Report and produced the Notice of Conclusion of Audit, which will be published on website and village notice boards. (Action – Clerk)
- 13.4 RFO gave a report on internet security measures currently in place, to satisfaction of councillors. RFO indicated that following a change in legislation, the parish council owned defibrillator which is currently located at the school ought to be transferred into the ownership of the school, thereby satisfying the school's obligations. The Clerk will write to the headmaster. (Action – Clerk)

- 13.5 It was RESOLVED to support a Grant Application from the Volunteer Driver Service and provide a grant amount of £150. The Clerk to advise accordingly, RFO to make payment. (Action – Clerk/RFO)
- 13.6 It was RESOLVED to renew the annual subscription to the National Allotment Society. (Action – RFO)
- 13.7 It was RESOLVED to renew the annual subscription to the Countryside Charity (Action – RFO)
- 13.8 It was RESOLVED to renew The Clerk's annual membership to the SLCC (Action – Clerk/RFO)

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

- 14.1 The process is ongoing, with no significant progress to report at this time.

15. Governance

- 15.1 It was RESOLVED to adopt the Oxfordshire Councils' Councillor Code of Conduct as circulated.
- 15.2 It was RESOLVED to adopt the NALC Model Standing Orders, unchanged following Annual Review.
- 15.3 It was RESOLVED to adopt an updated Communications Policy (due for review, and as circulated)

16. Training

- 16.1 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.
- 16.2 The Clerk reported on training courses he has attended, including a worthwhile course on Allotment Management also attended by Cllr Hodges (Chair of Allotment Committee)

17. Review Of Parish Website

- 17.1 This process is ongoing. It was noted that the current website is now fully compliant and easily navigated by residents but is lacking as a source of news for the people of Chesterton.

18. To receive a Report from the Planning Committee

- 18.1 There has been no progress on the Great Wolf site at Chesterton.
- 18.2 Stephen Webster sent a concise report on a meeting he had attended, accompanied by Cllrs Andrews and Hawes, with the project manager at the Siemens/Tritax project at Symmetry Park, noting that they had been impressed by the works and that lines of communication are good.

19. To Receive an Update on the Progress of a Chesterton Village Fair.

There has been no progress on this. This item to remain on the agenda, although it is accepted that the inaugural event will take place in 2026.

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 A letter has been received from OCC Councillor Ian Corkin stating that he will attempt to pull together current s106 cases and asking that the parish council provide him with information on cases pertaining to Chesterton, with The Clerk responding to him accordingly.

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

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

The meeting Finished at: 8:42pm.

Date of Next Meeting (Revised): Tuesday, 12th November 2024 at 7pm

Signed: Date:
(Chair)

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

Tuesday 12th 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