

**Minutes of Chesterton Parish Council Meeting
at Chesterton Community Centre
Tuesday, 1st April 2025 at 7.00 pm.**

Councillors Present: Paul Andrews, Mel Cantwell, Johnathan Chavda, Chris Hawes, Jenny Hodges, Andrew Thomas (Chair) and Gary Warland
In Attendance: Brian Inglis (Clerk), Mike White (RFO) and Stephen Webster
Public Attendance: There were no members of the public present

1. Apologies for Absence

There were no apologies.

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. None recorded.

3. To Approve and Sign the Minutes of the Parish Council Meeting of 4th March 2025

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 requiring no further decision).

There were no updates

5. Public Participation –

No members of the public contributed at this point

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

No reports

7. Vacancy on the Parish Council

The Clerk reported that the statutory notice period allowing residents to call a by-election to fill the vacancy which arose from the death of Cllr Tony Thompson had expired on 20th March 2025.

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

8. To Receive a Report from the Allotment Committee

Cllr Hodges gave an update on annual rent renewals and reported on current tenants who intend to give up their plots. Plots being handed back will be cleared and offered to those on a short waiting list.

Following a bank reconciliation, The Clerk would write to tenants who have not made their renewal payments, with a polite reminder that their annual rent is overdue. (Action – Clerk)

Work to install a new gate post will be carried out soon, and a bolt and sleeve will be added to allow the gate to be held open when required. The gate on the path along the south side of the allotments has been damaged and has been reported on Fix My Street.

Thames Water have visited to analyse the water in the troughs, with no issues. It was agreed to look at alternative materials for new lids on the troughs.

A resident has complained about fires on the allotment sending smells and ash deposits into the Penrose Gardens area on the Easterly winds currently being experienced. The Clerk to mention this in his next communication with tenants. (Action – Clerk)

9. To Receive a Report from the Highway Committee

Cllr Chavda gave a concise report on Highways matters, including the ongoing project to bring water to the Great Wolf site by Thames Water. It was agreed to approach Thames Water to ask for some clarity on this project and the local water supply situation in general.

Cllr Chavda will draft the wording of an email to be sent to OCC Highways, requesting guidance and assistance in planning more speed reduction measures in the village. (Action – Cllr Chavda / Clerk)

Cllr Chavda will attempt to find a volunteer to head up the Speed Watch programme, which has been inactive over the winter (Action – Cllr Chavda)

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

There was no report

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 March, paying tribute to the efforts of those volunteers involved.

RFO Mike White will liaise with the leader of the working group to ensure that adequate insurance cover is in place for the correct number of active volunteers. (Action – RFO)

11.3 Cllr Hodges has made contact with recent new arrivals in the village, welcoming them to Chesterton.

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

Cllr Hawes had attended the recent AGM of the group, noting that the Chairman has submitted a report to the Annual Parish Meeting to inform residents of activities over the past year.

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

13.1 The RFO Monthly Report for March (circulated prior to meeting) was expanded upon by RFO Mike White. The RFO answered questions to the satisfaction of councillors as they arose.

13.2 The RFO Receipts & Payment Report for March and the end of the Financial Year (circulated prior to meeting) was scrutinised and accepted.

14. Training

14.1 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.

Cllr Thomas reported on an online session run by OALC on Local Panning which he had attended and found useful. The Clerk will attend the Oxfordshire County Council Day at County House, Oxford on 3rd April.

15. Governance

15.1 The Clerk reported on progress of receiving reports from village groups ahead of the Annual Parish Meeting on Tuesday 22nd April, noting that a few are yet to respond. A finalised agenda would be published on Facebook and the parish website.

16. To Receive An Update On The Progress Of A Chesterton Neighbourhood Plan

It was agreed to hold an initial meeting to start this process on Wednesday 14th May at 7pm
This date will be announced at the Annual Parish Meeting when interested residents will be encouraged to become involved.

17. To receive a Report on Planning Matters

Stephen Webster gave a concise report on local planning issues, noting that Cherwell DC have issued an enforcement notice to Tritax Ltd, instructing them to take down the huge sign which has been installed without planning permission on the open area to the north of the A41.
Stephen Webster reported that he had a constructive meeting with the headmaster of Chesterton School, to discuss details of any future representation to Bellway Homes in connection with their s106 obligations surrounding education, with further dialogue to follow.

18. To Receive A Report On Planning Applications Received

Cllr Hodges gave a report on one new planning application, as detailed on the agenda, outlining any comments submitted by the parish council. Comments can be viewed on the Cherwell DC planning portal.

19. Important Correspondence Received Since The Last Meeting

There had been none. The Clerk noted that he had continued to be copied into an email string between a resident and officers of Cherwell DC and Oxfordshire CC regarding abandoned vehicles in the village.

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

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

21. The date of the next meeting was set as Tuesday 6th May 2025 at 7pm

The meeting finished at: 8:27pm.

Signed: Date:
(Chair)

**Chesterton Parish Council Meeting Dates 2025 – 2026 are to be confirmed.
The Parish Council normally meets on the 1st Tuesday of the month.
All meetings commence at 7pm at Chesterton Community Centre.**