

**Minutes of Chesterton Parish Council Meeting
at Chesterton Community Centre
Tuesday, 6th May 2025 at 7.00 pm.**

Councillors Present: Andrew Thomas (Chair), Paul Andrews, Mel Cantwell, Johnathan Chavda, Chris Hawes and Jenny Hodges.

In Attendance: Brian Inglis (Clerk), Mike White (RFO), Stephen Webster (joined at 7:18pm)
District Cllr Nigel Simpson

Public Attendance: There were no members of the public present

1. To Carry Out Election of Chair of Parish Council For 2025-26

Cllr Andrew Thomas was elected to the position of Chair of the Parish Council for 2025-26 and signed the Declaration of Acceptance of Office.

2. Apologies for Absence

Apologies were received from Cllr Gary Warland.

3. 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.

4. To Carry Out Election of Vice-Chair of Parish Council For 2025-26

Cllr Johnathan Chavda was elected to the position of Vice-Chair of the Parish Council for 2025-26 and signed the Declaration of Acceptance of Office.

5. To Approve and Sign the Minutes of the Parish Council Meeting of 1st April 2025

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

6. Update on Progress from Previous Minutes (items requiring no further decision).

There were no updates

7. Public Participation –

No members of the public contributed at this point

8. Vacancy on the Parish Council

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

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

District Cllr Nigel Simpson was thanked for taking the time to attend, and gave an interesting report to Councillors, answering questions as they arose.

10. To Appoint Chair and Members of the Allotment Committee

Cllr Jenny Hodges was appointed Chair of the Allotment Committee for 2025-26.
Cllrs Mel Cantwell and Chris Hawes were appointed as members of the Allotment Committee.

10.1 Cllr Hodges gave a report as follows –

Some work is needed to be done on the Allotments to bring some recently vacated plots up to the standard to be offered to those on the waiting list.

A solution has been found to the problem with the new vehicle gate on to The Hale dragging on the ground. One plot holder and one neighbouring resident had complained about a nuisance arising from the use of motorised pumps being used to draw water from the troughs on the Allotments, noting that noise and fumes were causing a disturbance. It was agreed that The Clerk would send a message to all tenants stating that this method of drawing water should not continue due to the nuisance being felt by others. **(Action – Clerk)**

In response to correspondence from a neighbour, The Allotment Committee will carry out an inspection of the perimeter of the Allotments which is shared with the Taylor Wimpey land along Audley Gardens.

11. To Appoint Chair and Members of the Highways Committee

Cllr Johnathan Chavda was appointed Chair of the Highways Committee for 2025-26

Cllrs Paul Andrews and Gary Warland were appointed as members of the Highways Committee.

11.1 Cllr Chavda gave a report as follows –

CDC are still considering options for the gated road at Little Chesterton, with an actual gate being the preferred option to replace the bollard system currently in place.

12. To Appoint a Parish Council Representative on The Environment and Burnehyll Woodland Committee

Cllr Mel Cantwell was appointed as Parish Council Representative on the Burnehyll Woodland Committee for 2025-26, with Cllr Johnathan Chavda being the Environmental Contact on the Parish Council

12.1 There was no report

13. To Appoint Chair and Members of the Community Committee

Cllr Andrew Thomas was appointed Chair of the Community Committee for 2025-26

Cllrs Johnathan Chavda and Chris Hawes were appointed as members of the Community Committee

13.1 Cllr Thomas gave a report from the Keep Chesterton Tidy group, which would be posted on Facebook

14. To Appoint Chair and Members of the Pavilion, Playing Field and Play Area Committee

Cllr Johnathan Chavda was appointed Chair of Pavilion, Playing Field and Play Area Committee for 2025-26.

Cllr Chris Hawes was appointed as Parish Council representative on the Pavilion and Playing Field Committee.

14.1 Cllr Chavda gave a report as follows –

Play area inspections are being carried out, with repairs to be scheduled in due course.

15. To Appoint Chair and Members of the Finance Committee

Cllr Johnathan Chavda was appointed Chair of the Finance Committee for 2025-26. Cllrs Andrew Thomas and Gary Warland were appointed as members of the Finance Committee.

15.1 The RFO Monthly Report for April (circulated prior to meeting) was expanded upon by RFO Mike White. On the suggestion of the Finance Committee, it was RESOLVED to authorise the RFO to transfer an appropriate sum of money to a high interest account with Nationwide.

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

15.3 It was RESOLVED to approve the report from the Internal Auditor (circulated prior to meeting). The RFO expanded on the detail of the report, answering questions as they arose.

15.4 It was RESOLVED to approve the 2024/25 AGAR for submission to the External Auditor

15.5 It was RESOLVED to agree Section 1: Annual Governance Statement, with the document being duly signed by The Clerk and The Chair

15.6 It was RESOLVED to agree Section 2: Accounting Statements, with the document being duly signed by The RFO and The Chair

15.7 Electors' Rights – to note the dates for the Notice of Public Rights – 10th June to 21st July 2025

15.8 It was RESOLVED to agree the Statement of Variances

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.

17. Governance

17.1 After discussion, it was RESOLVED to change the normal meeting date for Parish Council meetings to the 2nd Tuesday of the month. Accordingly, the dates for Parish Council meetings in 2025-26 were set and will be on display at the Community Centre notice board and on the Parish Website

18. To Appoint Chair and Members of the Planning Committee

Cllr Jenny Hodges was appointed Chair of the Planning Committee for 2025-26. Cllrs Paul Andrews and Johnathan Chavda were appointed to the Planning Committee, along with Stephen Webster (co-opted)

18.1 Stephen Webster gave a report on local planning matters

19. 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.

20. Important Correspondence Received Since the Last Meeting

20.1 Request from a resident of Little Chesterton for the following statement to be considered by Councillors – *“Little Chesterton residents share a postcode with the [Grange] farm units, and yet we [the Residents] have closed the connecting road, it is believed that there needs to be an official request from the parish council to change the villages postcode.”*

The Parish Council agreed to take no action on this matter, due to the anticipated time involved in consultation and ongoing plans for a gate being installed to replace the bollards.

20.2 To discuss two pieces of correspondence from a resident of Little Chesterton relating to the bollards at Little Chesterton Road (previously circulated)

It was agreed that Cllr Chavda would continue to liaise directly with officers at CDC on this matter.

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

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

22. The date of the next meeting was set as Tuesday 10th June 2025 at 7pm

The meeting finished at 8:22pm

Signed: Date:
(Chair)

The Parish Council normally meets on the 2nd Tuesday of the month.
Meetings commence at 7pm at Chesterton Community Centre and residents are welcome to attend.
Chesterton Parish Council Meeting Dates 2025 – 2026 are set as follows -

Tuesday 6 th May	Tuesday 10 th June	Tuesday 8 th July	August – No Meeting
Tuesday 9 th September	Tuesday 14 th October	Tuesday 11 th November	Tuesday 9 th December
Tuesday 13 th January	Tuesday 10 th February	Tuesday 10 th March	Tuesday 14 th April

The Annual Parish Meeting (Village Assembly) will be held on Tuesday 28th April 2026