

**Minutes of Chesterton Parish Council Meeting
at Chesterton Community Centre
Tuesday, 9th September 2025 at 7.00 pm.**

Councillors Present: Johnathan Chavda (Chair), Paul Andrews, Mel Cantwell, Chris Hawes, Jenny Hodges and Gary Warland (joined at 7:15pm).
In Attendance: Brian Inglis (Clerk), Michael White (RFO) and District Cllr Nigel Simpson.
Public Attendance: There were 7 members of the public present.

1. Apologies for Absence

Apologies were received from Cllr Andrew Thomas and Stephen Webster

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 8th July 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).

Nothing to report.

5. Public Participation –

A resident of the parish raised the matter of England flags being flown in public areas and requested that the Parish Council discussed this at a future meeting.

Representatives of Chesterton Cricket Club raised the matter of the Parish Council's comments on Planning Application 25/00950/REM and requested to be consulted on any future comments to be submitted.

6 members of the public left the meeting at this point, with the meeting continuing with one member of the public in attendance.

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

Cllr Simpson gave a concise report on District Council matters and was thanked for his attendance.

7. Vacancy on the Parish Council

7.1 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 a concise report on recent activity on the allotments.

9. To Receive a Report from the Highways Committee

Cllr Chavda gave a report on Highways matters within the parish.

10. To Receive a Report from the Community Committee

- 10.1 A report from the Keep Chesterton Tidy group has been circulated and posted on Facebook.
- 10.2 Cllr Hodges reported that there is one new resident in the village.

11. To Receive a Report from the Environment and Burnehyll Woodland Committee

There was no report.

12. To Receive a Report from the Pavilion, Playing Field and Play Area Committee

- 12.1 Cllr Chavda reported on the annual RoSPA Report and made a recommendation as to how to proceed. After discussion, it was agreed to carry out repairs and remedial works as detailed as Medium Risk on the most recent monthly inspection report, up to a maximum cost of £5,000 and being met from Ring Fenced Funds.

13. To Receive a Report from the Finance Committee

- 13.1 The Monthly Reports for July and August (circulated prior to meeting) were accepted.
- 13.2 The Receipts & Payment Reports for July and August (circulated prior to meeting) were accepted.
- 13.3 The Bank Balance to Receipts and Summary schedule for August 2025 was scrutinised, accepted and signed.
- 13.4 August 2025 invoices were reviewed and approved for payment
- 13.5 Budget updates as outlined by the RFO were approved. It was agreed that a bank deposit strategy would be decided upon and implemented by the Finance Committee.
- 13.6 The External Auditor Report was considered and accepted.
- 13.7 Receipt of the External Audit Certificate was noted. Publication of the Notice of Conclusion of Audit for 2024-25 has been carried out, the notice being on the village notice board and parish website.
- 13.8 The appointment of Theresa Goss as Internal Auditor for FY 2025-26 was approved.

14. To Receive an Update on Plans for a Chesterton Village Fair in 2026 (Cllr Hawes)

Cllr Hawes reported that consultation between councillors and village stakeholders is ongoing, and he is close to being able to propose a suitable date in 2026 and to convene a planning meeting.

15. To Receive an Update on the progress of a Neighbourhood Plan

Cllr Chavda reported that key information was still being gathered on this project, and that the meeting of residents planned for Tuesday 16th September has been postponed. Work on this is ongoing.

16. Training

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 uptake and offering to make bookings where needed.

17. Governance

- 17.1 It was RESOLVED to adopt the updated Social Media and Electronic Communications Policy.
(Action – Clerk to update the parish website as required)

18. To Receive a Report on Planning Applications Received

Cllr Hodges gave an update on Council's response to applications received, and updated Councillors on progress of applications which had been previously considered by Councillors but are yet to be decided by Cherwell DC.

19. To Receive a Report on Planning Matters

Cllr Chavda gave a brief report on local planning matters.

- 20. Important Correspondence Received Since the Last Meeting
None
- 21. Councillors to Consider Content for the Next Edition of ABC Magazine.
Cllr Chavda reminded Councillors of the deadline for content of 15th September.
- 22. The date of the next meeting was set as Tuesday 14th October 2025 at 7pm
The meeting finished at 8.22 pm

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