

22/1244



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
Banbury  
OX17 2LR

### PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

21<sup>st</sup> November 2022 19:15

#### Minutes

Present:

Cllr Mark Allen	Cllr Richard Solesbury-Timms
Cllr Ruth Hoose	Cllr Kay Stevens
Cllr Alison Knight	Cllr Nina Truman
	Parish Clerk / RFO

**On the proposal of Cllr Knight, it was RESOLVED that Cllr Allen chair the meeting of the full council.**

#### 22/1201 Apologies for absence

Apologies received from Cllr Youel and Cllr Washer (Medical), Cllr Burgess and Cllr Jerrams Coughtrey (Work).

On the proposal of Cllr Allen, it was **RESOLVED**: to approve apologies for absence.

#### 22/1202 OPEN MEETING

A representation was made on the following items:

22/1206 Scheme of Delegation. Request that the review and adjustment of the scheme of delegation will include a review and adjustments.

22/1210 Grant allocation protocols. Have any changes to protocols been adopted yet.

22/1230 Christmas lights. An organisation had contacted the resident in error.

**Open meeting closed 19:23**

#### 22/1203 Members' declaration of interest in items on the agenda

Cllr Solesbury-Timms: interests in 22/1215 Remembrance items, as Branch Chair of the RBL.

#### 22/1204 Approval of minutes of meeting 17/10/2022

Pending adjustment to include Cllr Truman to the Amenities Committee, on the proposition of Cllr Solesbury-Timms, it was **RESOLVED**: To approve the minutes of the meeting of Council on Monday 17<sup>th</sup> October 2022.

#### Finance and Policy

##### 22/1205 Approval of Task & Finish group terms of reference

On the proposition of Cllr Hoose, it was **RESOLVED**: To approve the provided terms of reference pending the following amendments:

Consistent use of "Working Group" in place of "Working Party"

Confirm review timescales under term of membership

Cllr Knight to join Green Middleton

"Moot recreation ground" to be determined

##### 22/1206 Scheme of delegation

On the proposition of Cllr Allen it was **RESOLVED**: To create a Task & Finish group, Cllr Knight, Cllr Hoose, Cllr Youel to review and adjust suggested scheme of delegation provided by local town council and present to council in January.

##### 22/1207 Debit card policy

On the proposition of Cllr Allen it was **RESOLVED**: To approve and adopt the debit card policy.

**On the proposition of Cllr Allen, it was RESOLVED to discuss agenda items 22/1211 and 22/1213 out of sequence to inform authorisation of payments.**

##### 22/1211 Website contract

On the proposition of Cllr Allen it was **RESOLVED**: To approve the renewal of contract and at next meeting, establish a T&F group to explore website upgrade potential.

# MIDDLETON CHENEY

## Parish Council

### **22/1213 Street lighting**

Referred to next meeting pending detail from contractors.

### **22/1208 Authorisation of payments**

On the proposition of Cllr Stevens it was **RESOLVED**: To approve and provide dual signatory on payments scheduled October-November 2022.

### **22/1209 Approval of banking standing orders**

On the proposition of Cllr Allen it was **RESOLVED**: To approve standing orders BACS for 2 x salaries and 1 x contract. 1 x salary to be referred to HR.

### **22/1210 Grant allocation protocol**

On the proposition of Cllr Allen it was **RESOLVED**: To establish a Task & Finish group to create a protocol to report to Finance & Policy committee for finalisation ahead of January's full council meeting.

### **22/1212 Play area quotes**

Cllr Stevens to source other quotes for scope of works.

### **22/1214 Maintenance works**

Quotes to be sourced for existing jobs list ahead of full council consideration. Councillors to provide other jobs not yet identified to the clerk.

### **22/1215 Remembrance items**

On the proposition of Cllr Stevens it was **RESOLVED**: To approve cost of 20 lamppost poppies at £5 each. To refuse purchase of additional flag due to existing policy conflicts.

### **22/1216 CIL update.**

Members noted funds received from WNC.

## **Planning and Highways**

### **22/1217 Planning – letters, decisions and applications**

145 Main Road – No comment.

Coldharbour Farm - Comment of the council that preference for the building to be for agricultural worker's dwelling only.

Land South of Thenford Road – No comment.

### **22/1218 S106 Agreement Thenford Road To consider a commuted sum to assume responsibility for maintenance.**

On the proposition of Cllr. Allen, this item was deferred to next meeting when Cllr. Burgess is present.

### **22/1219 Millers Way open space To consider a commuted sum to assume responsibility for maintenance.**

On the proposition of Cllr. Allen, this item was deferred to next meeting when Cllr. Burgess is present.

### **22/1220 Speed restrictions**

On the proposition of Cllr. Stevens, it was **RESOLVED**: That the council offer its support for the amended restrictions be proposed to Cabinet.

20MPH through Overthorpe

30MPH from Upper Astrop to bend (NE to NW, extended)

50MPH Overthorpe to Upper Astrop (SE)

30MPH between Overthorpe (N) and Warkworth (S)

30MPH Overthorpe Road from Bridge/ Roundabout to Warkworth Road (SE) connection.

# MIDDLETON CHENEY

## Parish Council

### **22/1221 VAS update**

VAS to be taken down to retrieve data within the next week. Data to be used to propose new location at next meeting.

**With 1 hour remaining, Cllr Allen proposed priority items be identified and moved to earlier in the meeting. It was RESOLVED to discuss the following items out of sequence: 22/1230 Christmas Lights, 22/1231 King's Coronation and Sealed Knot 360, 22/1232 Cheney Chatter, 22/11235 Holly tree felling.**

### **22/1230 Christmas light switch on**

The council agreed to release a statement clerk regarding decision from WNC about installation of Christmas lights on their posts and to look into obtaining quotes for necessary testing for future displays.

### **22/1231 King's Coronation / Sealed Knot 360 anniversary event**

The council were updated that these now fall on separate weekends.

On the proposition of Cllr Allen, it was **RESOLVED**:

King's Coronation: A task and finish group, Cllr Knight and Cllr Stevens, to investigate plans of village groups to inform the council's discussion at January meeting to consider what is the most appropriate role of the council in realising the event.

Sealed Knot 360 anniversary: Task and Finish, Cllr. Stevens, Cllr. Solesbury-Timms and Cllr. Burgess group to source sites for camping, learning village, Sealed Knot member camping, battle. Sealed knot costings to be provided via Cllr. Solesbury-Timms by January meeting.

### **22/1232 Cheney Chatter distribution**

On the proposition of Cllr. Hoose, it was **RESOLVED**: To approve the quote provided for printing and distribution of quarterly editions of the Cheney Chatter.

### **22/1235 Holly tree felling**

Council to request quote from local company to fell and shred tree, possible extraordinary meeting to approve quote if needed.

### **22/1222 Emergency Plan**

On the proposition of Cllr. Allen, it was **RESOLVED**: To establish a task and finish group, Cllr. Stevens, Cllr. Hoose and Cllr. Truman, to consider the status and scope of the current Emergency Plan for Middleton Cheney. An estimated timeframe for amended report to be presented at next meeting.

### **22/1223 Grass-cutting provision**

On the proposition of Cllr. Allen, it was **RESOLVED**: To approve a final cut to the village's green spaces for end of season.

### **22/1224 Allotments update**

Members noted update of allotments tenancies and potential lease of land. Cllr Hoose and the clerk to revise tenancy contracts and rules for next meeting.

### **22/1225 Warm Spaces**

Members noted an update from the assigned Task & Finish group, to be published in Cheney Chatter and revisited in January if needed.

### **22/1226 PMR regeneration**

Members noted the cemetery shed audit to consider storage needs.

On the proposition of Cllr. Truman it was **RESOLVED**: Wooden shed to be reassessed in the Spring and painted. Grey shed to be dismantled and offered free for collection.

### **22/1227 Cemetery – memorials, rules and regulations**

Clerk to seek contact for appropriate H&S assessment from Brackley town council.

# MIDDLETON CHENEY

## Parish Council

Cllr. Allen to support in verifying potential missing payments for reservations. Clerk to draft dimensions for memorial tablets (cremation plots) by next meeting.

### **22/1228 WNC Bus services review**

Cllr Allen to source the information requested to feed back to WNC by Friday 2<sup>nd</sup> December.

### **22/1229 Commemorative trees**

Task & Finish group to be supported with any information the clerk can verify for potential planting sites.

### **22/1233 Binding books of condolence**

Clerk to seek quotes for local specialist to bind and cover the books of condolence, to include photograph pages.

### **22/1234 Historic wildlife and management study**

On the proposition of Cllr. Solesbury-Timms, it was **RESOLVED**: To cover the cost of producing a copy of the study to be held at the village Library.

### **22/1236 Midway garages**

On the proposition of Cllr. Allen, it was **RESOLVED**: to contact the housing group to ascertain the terms they might consider making the land available for the Parish Council to use. To be reported to Amenities.

### **22/1237 Matters for information**

None

**On the proposition of Cllr. Allen, it was RESOLVED: to extend the meeting.**

### **22/1238 Exclusion of press and public**

On the proposition of Cllr. Allen, it was **RESOLVED**: to exclude members of the press and public.

### **22/1239 Amenities.**

### **22/1240 Next meeting**

19th December 2022 – Full Council Meeting.

Meeting closed 10:19pm

**Signed:**

