



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

15th February 2023

Councillors: You are hereby summoned to attend a meeting of the Parish Council on **Monday 20th February 2023 at 7:15 p.m.** in the Parish Meeting Rooms for the purpose of transacting Parish Council business.

Pip Davis
Clerk/RFO

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

20th February 2023

Present:

Chairman Alan Youel
Cllr Kristian Burgess
Cllr Mark Allen
Cllr Ruth Hoose

Cllr Richard Solesbury-Timms
Cllr Kay Stevens
Cllr Rachel Washer
Parish Clerk / RFO

Nigel Mills joined the table following co-option to partake in discussion though was excluded from voting in accordance with The Local Government Act 1972.

23/24 Apologies for absence

Apologies received from Cllr Jerrams Coughtrey and Cllr Knight.

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

23/25 OPEN MEETING

A resident stated they wished to comment on the following agenda items:

23/30 Tenlands development, 23/38 – reference to the Nolan Principles, 23/39 Queen Elizabeth II Commemorative Trees - planting instead for specific residents. 23/45 Footpath gritting – occupational health considerations. 23/48 Cemetery – commentary on the clerk's responsibility to maintain records. The resident asked to be permitted to comment throughout the meeting, declined by Council.

A resident commented on 23/48 and stated interest in an on-site cemetery working party.

Open meeting closed 19:22

23/26 Members' declaration of interest in items on the agenda

None

23/27 Appointment by co-option

The Chairman provided a summary of the requirements that the candidate must be co-opted and co-options must achieve a majority.

On the proposition of the Chairman, it was **RESOLVED**: to appoint Nigel Mills to council by co-option.

23/28 Approval of minutes of meeting 16/01/2023 – attached

On the proposition of Cllr Hoose, it was **RESOLVED**: to approve the minutes of the meeting of Council on Monday 16th January 2023.

23/29 Planning – letters, decisions and applications – attached

On the proposition of Cllr Allen, it was **RESOLVED**: to resubmit comments made on previous application for same development.

23/30 Development at Queen Street/Tenlands

Chairman to write to land owner and outline objections to development at the site.

23/31 VAS update

Date set for data download and move 27th February, apologies received for delays.

23/32 Open Spaces – Thenford road, Millers Way

Assigned Task and Finish group to meet when all councillors are available.

23/33 Authorisation of payments

A4

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On the proposition of Cllr Allen, it was **RESOLVED**: to approve and provide dual signatory on payments scheduled January 2022 - February 2023.

23/34 ICC

On the proposition of Cllr Allen, it was **RESOLVED**: to seek external support for cemetery review.

Asset register – recording process under review of clerk, discuss with internal auditor.

Annual risk assessment – Finance and Policy to review.

Annual budget review – awaiting sign off for 2020/21, 2021/22.

Planning files – system of management for internally tracking applications (format from Cllr Allen)

All councillors to re-sign registers of interest and electronic summons permissions.

Insurance – up for renewal pending pre-renewal questionnaire. Confirm schedule.

Procedures file – to review, considerably out of date.

Ensure H&S in the workplace certificate and liability information displayed at PMR.

23/35 Effectiveness of Internal Audit – attached

On the proposition of the Chairman, it was **RESOLVED**: to approve the Effectiveness of Internal Audit 2023-24.

Cash handling and asset register to be reviewed. Finance and policy to create schedule for documents review.

23/36 Financial Risk Assessment – attached

On the proposition of the Chairman, it was **RESOLVED**: to approve the Financial Risk Assessment 2023-24.

Review of Financial Regulations recommended.

Version controls to be included as per the Chairman's templates for 23/35 and 23/36.

23/37 Grant Allocation Protocol

Cllr Allen to propose meeting dates and brief for protocols.

23/38 Vexatious requests and complaints policy

On the proposition of Cllr Allen, it was **RESOLVED**: to approve the drafted policy to address vexatious requests and complaints.

23/39 Commemorative planting

On the proposition of Cllr Solesbury-Timms, it was **RESOLVED**: to support planting at Stanwell and the embankment at SE entrance to village.

23/40 Parish Meeting Room regeneration

To proceed with the quote for planters/window boxes totalling £270 if within the regeneration budget. Clerk to purchase kitchenware.

23/41 Parish Council identity, branding and mission

The council will run a competition to design a new logo. The council will consider a new mission statement.

23/42 Website upgrade

The Chairman and Cllr Allen to audit and assess the information architecture and site mapping of the website.

23/43 Sealed Knot 380 anniversary event – attached

On the proposition of Cllr Solesbury-Timms, it was **RESOLVED**: to approve organising, hosting and funding 380 anniversary commemorative re-enactment event.

23/44 King's Coronation commemorative pins

Cllrs Hoose and Stevens to collaborate on items for children in the village and feedback with options.

23/45 Footpath gritting

Deferred.

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23/46 Village maintenance works
Deferred.

23/47 Warm spaces review
Deferred

23/48 Cemetery overhaul project
Deferred.

23/49 Matters for information

23/50 Exclusion of press and public

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press are excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

23/51 Commemoration at the Parish Meeting Room
23/52 Grass-cutting contract

23/53 Next meeting 20th March 2023 – Full Council Meeting.
Signed:

Middleton Cheney Parish Council.

AZ 40
20/3/23