**PARISH COUNCIL GENERAL MEETING**

**Venue: Parish Meeting Room**

**15th May 2023, 7:15pm**

MINUTES

Chairman A Youel  
Vice-Chair N Truman  
Cllr M Allen   
Cllr R Hoose  
Cllr Solesbury-Timms (19:55)  
Cllr K Stevens  
Cllr R Washer

**23/132**  **Apologies for absence**  
Cllr K Burgess, Cllr Solesbury-Timms

On the proposition of the Chairman it was RESOLVED: to accept the apologies for absence.

Absent without apologies: Cllr. Mills

**23/133**  **OPEN MEETING**

Open meeting commenced: 19:18  
A resident made representation on dog waste bins, new logo and community gardens.

Chairman prompted the resident to make representations on the agenda items.

No further representations.

**Open meeting closed: 19:21**

**23/134 Members’ declaration of interest in items on the agenda**

None declared

**23/135 Approval of minutes of meeting 17/04/2023, Annual Parish Council Meeting 09/05/2023**

On the proposition of Cllr. Truman it was **RESOLVED:** to approve the minutes of meeting 17th April.

On the proposition of Cllr. Allen it was **RESOLVED:** to approve the minutes of the Annual Parish Council Meeting 9th May 2023.

**23/136**  **Planning – letters, decisions and applications – attached**

115 Main Road - No comments

Thornhill House 23 Middleton Road – No comments

**23/137 Review of arrangements with other organisations**

Item deferred to next meeting to seek more information.

**23/138 Review of Complaints procedure – attached**

On the proposition of the Chairman it was **RESOLVED**:to approve the Complaints procedure, accepting amendment that the complaint should be addressed to the Chairman of the Parish Council.

**23/139 Review of Grievance policy – attached**

On the proposition of the Cllr. Allen it was **RESOLVED**: to approve the Grievance policy with a biennial review.

**23/140 Review of Risk Assessment Register and Checklist – attached**

On the proposition of the Cllr. Hoose it was **RESOLVED:** approve the Risk Assessment Register

On the proposition of the Cllr. Allen it was **RESOLVED:** approve the Checklist.  
Both to remain under annual review. Cllr. Allen to explore responsibilities of the Parish Council as an employer regarding the Health and Safety responsibilities.

**23/141 To receive minutes from Annual Parish Meeting 24th April 2023 – attached**

An opportunity for members to discuss any questions of the meeting relevant to the Parish Council.

The Chairman recommended an agenda item to be made to address questions and comments.

**23/142 Business Continuity Plan**

To be deferred until next meeting. Clerk and Cllr. Allen to send documents to Cllr. Hoose.

**Cllr. Solesbury-Timms arrived 19:55pm**

**23/143**  **Battle of Middleton Cheney events – attached**

On the proposition of Cllr Truman is was **RESOLVED:** to approve revised events to include booking the village hall, activities on the green, learning village, potential for refreshment vans and a flag blessing, parade at 10am.

**23/144 Arrangements for Remembrance Sunday Parade 2023**

On the proposition of Cllr. Allen it was **RESOLVED**: obtain quotes from a traffic management company for Remembrance Sunday Parade events 2023.

On the proposition of the Chairman it was **RESOLVED:** wreath required to be ordered early, to be added to the next authorisation of payments.

**23/145 Asset register – attached**

On the proposition of Cllr. Hoose it was **RESOLVED**: approve the asset register for AGAR Section 2 completion and insurance update.

**23/146**  **Authorisation of payments – attached**

On the proposition of Cllr. Allen it was **RESOLVED:** To approve and provide dual signatory on payments scheduled April 2023 - May 2023. Cllr. Allen and Cllr Solesbury-Timms provided dual signatory.

**23/147**  **Matters for information**

**23/148**  **Next meeting** 19th June 2023 – Full Council Meeting.

**Signed: Pip Davis** – Clerk / RFO to Middleton Cheney Parish Council.