



# MIDDLETON CHENEY Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
Banbury  
OX17 2LR

## PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

17<sup>th</sup> April 2023

MINUTES

### Meeting commenced 19:16

#### 23/94 Apologies for absence

Received Cllr Knight, (Cllr Truman may be late)

Absent without apologies: Cllr. Solesbury, Cllr. Jerrams

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

#### 23/95 OPEN MEETING

A resident asked regarding Coronation plans, village wall repairs, dog waste bins, outdated notices left in noticeboards, Cheney Chatter, village planters, new logo. Cllr. Stevens and Cllr Burgess responded to some items.

#### Cllr Truman joined meeting 19:22

A resident stated interest in 98, 99, 106, 107, 108, 109, 110, no further representation.

#### Open meeting closed 19:26pm

#### 23/96 Members' declaration of interest in items on the agenda

None declared

#### 23/97 Approval of minutes of meeting 20/03/2023

On the proposition of Cllr. Hoose it was **RESOLVED**: to approve the minutes of meeting 20<sup>th</sup> March.

#### 23/98 2020/21 AGAR - attached

On the proposition of Cllr. Allen it was **RESOLVED**: to approve the external auditors report for 2020/21 with actions required for AGAR 2021/22.

#### 23/99 2021/22 AGAR - attached

On the proposition of Cllr. Allen it was **RESOLVED**: to approve the external auditors report for 2021/22 with actions required for AGAR 2022/23.

#### 23/100 Quarterly Budget report – attached

On the proposition of the Chairman it was **RESOLVED**: To approve the report of expenditure against budget.

#### 23/101 ICC

F&P Committee to assess asset register.

On the proposition of Cllr Allen it was **RESOLVED**: to accept the internal monitoring report and comments for April 2023.

#### 23/102 Planning – letters, decisions and applications

No actions

#### 23/103 WNS/2022/2012/MAO – Proposed Truck Stop at Syresham

The council agree to submit a comment on the planning application website, highlighting concerns over increased traffic movement through Middleton Cheney, Farthinghoe and Welsh Lane.

#### 23/104 Millers Way open space

The council to consider in advance of applications what green spaces in the village should look like, to work collaboratively with developers to achieve spaces the council will more readily take responsibility for.

On the proposition of Cllr. Allen it was **RESOLVED**: to decline to adopt maintenance responsibilities for the planned open space at Millers Way.

#### 23/105 VAS update

Update provided by Cllr. Allen and Cllr. Burgess regarding data download to produce report of past 3 years. VAS move put on hold pending approval of location on Balfour Beaty / Highways posts.

3 sites on Chacombe Road and 1 on Astrop Road fall outside of BB/Highways. Clerk to seek approval for posts under BB/Highways responsibility. Locate VAS to where bracing is already in place on Chacombe Road site.

# MIDDLETON CHENEY

## Parish Council

**Cllr. Burgess left 20:23pm due to work commitments.**

### **23/106 Business Continuity Plan**

Clerk to provide a schedule of works for clerk and RFO role, to include more detail for employee and councillor absence. Purchase password management software. Cllr. Allen and the clerk to liaise and provide solution for maintaining access (back up solutions etc.) for files, data etc.

### **23/107 Grant Allocation Protocol**

Summary of protocols provided by Cllr. Allen to describe process for applications within or exceeding £250. On the proposition of the Chairman it was **RESOLVED**: to approve drafted protocols for the allocation of Parish Council grants.

**Cllr. Solesbury-Timms arrived 20:42pm**

### **23/108 Village Maintenance**

On the proposition of the Chairman it was **RESOLVED**: to approve a 50% contribution to the costs of wall at Village Hall and PMR.

War Memorial – Cllr. Solesbury-Timms to seek quotes to rehang wire for wreaths.

Quotes incoming for fence repair at PMR and gravel removal.

Door is off meter cupboard – Clerk to seek repair.

Seek local handy-person to replace latches on dog waste bins.

### **23/109 Village planters and planting**

Quotes for installation of permanent planters at village entrances, Cllr. Stevens – In hand. Support expressed from local Garden Club.

Revival of “bin planters” (redundant concrete bins). Red white and blue planting to be purchased and completed in June. Available plants to be purchased (in time for Coronation) in the next 2 weeks from local garden store, using funds for PMR garden.

Proposals for tree planting at The Bullring and Archery Road and potential other location. Woodlands and Wildlife Trusts invited to discuss planting recommendations for UK native species and consider extended planting options at The Washle / Longburges / Home Close.

### **23/110 Battle of Middleton Cheney events**

Cllr. Solesbury-Timms provided overview of the event planning and commemoration of the Battle of Middleton Cheney that will be proceeding in the village. Cllr. Truman asked whether smaller activities could still happen on another site in the village to mark the battle. Clerk advised that without the necessary formal agreement with the landowner, the scale of the planned re-enactment event could not be held with proper licencing from the larger authority.

On the proposition of Cllr. Solesbury-Timms, it was **RESOLVED**: to cancel the Sealed Knot re-enactment event. On the proposition of the Chairman it was **RESOLVED**: to provide funding within the original budget and organisation to smaller, non-camping events at other sites.

### **23/111 Authorisation of payments - attached**

On the proposition of Cllr. Allen it was **RESOLVED**: to approve schedule of payments.

### **23/112 Matters for information**

None

### **23/113 Next meeting** 9<sup>th</sup> May 2023 – Annual Meeting of the Parish Council.

22<sup>nd</sup> May 2023 – Full Council Meeting.

Reminder provided by the Chairman of the Annual Parish Meeting on April 24<sup>th</sup> 2023.

**Meeting closed: 21:28pm.**

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



# MIDDLETON CHENEY

## Parish Council

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Main Road  
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Banbury  
OX17 2LR

### PARISH COUNCIL ANNUAL MEETING

Venue: Parish Meeting Room

9<sup>th</sup> May 2023

#### MINUTES

Present: Cllr. Solesbury-Timms  
Cllr. Allen Cllr. Stevens  
Cllr. Burgess Cllr. Truman  
Cllr. Hoose Cllr. Washer

#### 23/115 Election of Chairman for the Year 2023/2024

On the proposition of Cllr. Solesbury-Timms it was **RESOLVED**: to elect Cllr. Youel as Chairman of the Parish Council 2023/24. Signed Declaration of Acceptance of Office received by the clerk.

#### 23/114 Apologies for absence

Apologies received from Cllr. Mills Early departures: Cllr. Burgess and Cllr. Solesbury-Timms, work commitments. Resignation of Alison Knight. Absent without apology: Cllr. Jerrams-Coughtrey. On the proposition of Cllr. Allen it was **RESOLVED**: to approve the apologies for absence.

#### 23/116 Election of Vice Chairman

**Cllr. Truman** proposed by Cllr. Solesbury-Timms, seconded by Cllr. Youel.

**Cllr. Burgess** proposed by Cllr. Allen, no second.

**Cllr. Solesbury-Timms** proposed by Cllr. Truman, seconded Cllr. Stevens.

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to elect Cllr. Truman as the Vice-Chairman of the Parish Council 2023/24. Signed Declaration of Acceptance of Office received by the clerk.

#### 23/117 OPEN MEETING

A member of the public asked regarding the dog warden role.

Cllr. Rosie Herring covered responsibilities as unitary councillor:

Involvement in Scrutiny committee.

Chair of the adult social care scrutiny committee.

Open day Saturday 13<sup>th</sup> in Brackley medical centre from 2pm.

Local Area Partnership, integrated care services, NHS working with council, subdivided areas for more local input. Police forms available to fill in for "soft intel", held in confidence.

County lines.

**Chairman invited Cllr Herring to continue at item 22/123.**

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to move item 22/123 to the next item of discussion.

**Chairman closed the meeting 19:38.**

#### 23/123 Receive reports from Unitary Council - attached

Cllr Herring continued the report to include:

Challenging the NHS to make improvements for children's mental health, highlighted the pressure of getting "into the system" of a 2 year waiting list that was "effectively closed".

Cllr Burgess asked if this was CAMHS, Cllr Herring confirmed. Cllr. Solesbury-Timms commented this was a national issue not district-specific.

Cllr. Solesbury-Timms highlighted concerns regarding quality of transition from cut-off point at 18 with CAMHS.

Cllr. Hoose confirmed who Cllr Herring was for those who had not been introduced

Cllr Rebecca Breese introduced herself and her priority focus on planning. Her verbal report included: Brief description of West Northants plan and single local plan in the evidence-gathering process. From October, the village should be consulted on the planning process.

Reduced additional housing requirements from 30,000 to 6,000 and additional employment land. Steering away from logistics as introduces lower value employment.

Assessing what has and has not worked in local plan – exemplified less successful aspects in Towcester.

Highlighted importance of communities engaging. Consultation does work, “issues and options” paper distributed, 3000 responses.

Local policies under South Northants Local Plan, moving to larger strategic document.

Cherwell described as being “closely monitored”, WNC planners to engage more pro-actively with Cherwell planning.

Cherwell local plan – “call for sites”, technical process that identifies land that could be available.

Huscote Farm has not been identified, nor Nethercote or sites at Junction 10 under Cherwell local plans.

WNC planning has not been optimal, modernising process.

Transparency with smaller authorities to understand outstanding S106 monies, etc.

Cllr Hoose asked what the consultation with Middleton Cheney will look like regarding the WNC strategic plan.

Cllr Breese identified the question of whether it is fair for Middleton Cheney to be subject to further development. Do some local areas need targeted development to balance the population.

Cllr. Solesbury-Timms identified 3 “failed” attempts to put together Neighbourhood Plan.

Cllr Breese identified that villages with a NP receive 25% CIL rather than the standard 15%.

Cllr. Stevens spoke on the Waters Lane development and the agreement that Middleton Cheney had been developed enough, but developers won in court, questioning what protection can Middleton Cheney have.

Cllr Breese stated robust policies with evidence. No route for challenge except judicial review, expensive and not challenging the decision but the decision-making process. Waters Lane affordable housing suddenly “not viable”, removal of starter homes to balance the population. Middleton Cheney welcoming affordable housing.

Cllr. Burgess asked regarding how the LGBC boundary changes challenges will be faced. Cllr Breese commented councillors are being spread more thinly and Middleton Cheney will see councillors once or twice a year.

The Chairman asked regarding West Northants 5 year land supply, Cllr Breese confirmed talks regarding removing land supply figures.

Infrastructure plan being published with next round of consultations.

Cllr Solesbury-Timms asked how do village schools achieve Net 0 without building new schools.

Cllr Burgess indicated green initiatives to be enforced on new developments. This is currently being considered, including EV points and infrastructure.

The Chairman thanked the Unitary councillors for their attendance and participation.

#### **23/118 Members’ declaration of interest in items on the agenda**

None declared.

#### **Cllr. Solesbury-Timms and Cllr. Burgess departed 20:06**

#### **23/119 Minutes of Annual Meeting of the Parish Council of 9th May 2022**

On the proposition of Cllr. Hoose it was **RESOLVED**: To ratify the approval minutes of the Annual Meeting of the Parish Council 2022.

#### **23/120 To confirm Standing Committees of the council**

On the proposition of the Chairman it was **RESOLVED**: to confirm the Standing Committees as: Finance and Policy, Human Resources, Amenities, Highways & Planning for year 2023/24.

#### **23/121 Appointment of members to existing committees**

**Amenities: Cllrs Stevens, Burgess, Washer, Truman.**

On the proposition of the Chairman it was **RESOLVED**: to appoint the above councillors to the committee.

**Finance & Policy: Cllrs Hoose, Allen, Youel, Mills, Solesbury-Timms, Burgess.**

On the proposition of the Chairman it was **RESOLVED**: to appoint the above councillors to the committee.

**Highways & Planning: Cllrs Burgess, Solesbury-Timms, Mills, Washer.**

On the proposition of the Chairman it was **RESOLVED**: to appoint the above councillors to the committee.

**Human Resources: Cllrs Youel, Allen, Hoose, Truman, Jerrams-Coughtrey, Solesbury-Timms.**

On the proposition of the Chairman it was **RESOLVED**: to appoint the above councillors to the committee.

#### **23/122 Review of Terms of Reference and Scheme of Delegation**

Cllr Allen identified the clerk as an ex-officio member of the committees, clerk is a member present for discussion but not a voting member. Human Resources committee (section 1) and Finance committee.

Wording to be changed to the clerk is non-voting member of the committee.

On the proposition of the Chairman it was **RESOLVED**: to adopt the Terms of Reference subject to changing the wording identified by Cllr Allen.

On the proposition of Cllr Allen it was **RESOLVED**: to adopt the Scheme of Delegation for year 2023/24.

**23/124 Review and adoption of Standing Orders - attached**

Changes identified by the clerk. On the proposition of Cllr. Allen it was **RESOLVED**: to confirm or change the Standing Orders for year 2023/24.

**23/125 Review and adoption of Financial Regulations - attached**

Changes identified to include debit card payments and possibility of holding a Paypal account.

On the proposition of Cllr. Allen it was **RESOLVED**: to confirm or change the Financial Regulations for year 2023/24.

**23/126 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

On the proposition of the Chairman it was **RESOLVED**: to move the item to the next meeting.

**23/127 Review of Code of Conduct - attached**

On the proposition of Cllr. Allen it was **RESOLVED**: to adopt the Code of Conduct with no changes.

**23/128 Review Effectiveness of Internal Audit - attached**

On the proposition of Cllr. Allen it was **RESOLVED**: to approve the effectiveness of Internal Audit with no changes, included only to align with Annual Meeting of the Council.

**23/129 Review Financial Risk Assessment - attached**

On the proposition of Cllr. Allen it was **RESOLVED**: to approve the Financial Risk Assessment with no changes, included only to align with Annual Meeting of the Council.

**23/130 Determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council.**

Cllr. Hoose requested Standing Committees schedule in regular meetings (with a view to cancel if not needed), council agreed.

On the proposition of Cllr. Allen it was **RESOLVED**: to adopt the schedule of meetings of the council and annual parish meeting.

**23/131 Next meeting 15th May 2022 - Full Council Meeting.**

**Meeting closed: 20:41pm.**



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23/136	Application Number	Comments due	Location	Proposal	Parish Council Comments
	<a href="#">2023/5003/FUL</a>		115 Main Road Middleton Cheney West Northamptonshire, OX17 2PW	Loft conversion including rear box dormer and raising of existing ridge height. Two number front elevation pitched roof dormers.	
	<a href="#">2023/5152/NMA</a>		Thornhill House 23 Middleton Road Chacombe West Northamptonshire OX17 2JF	Non-material amendment to planning application WNS/2022/1519/FUL (Oak and stone flat roof side extension with two roof lights) to use iron stone for both side and rear elevations	



# MIDDLETON CHENEY

## Parish Council

<b>Category:</b> Policy	<b>Status:</b> Adopted
<b>Responsible:</b> HR Committee/Clerk	<b>Adoption minute ref:</b> 22/1058
<b>Applicable to:</b> Council	<b>Adoption date:</b> 16/05/2022
<b>Version:</b> 1.0	<b>Next review:</b> 16/05/2023

23/138

## Complaints Procedure

### Scope

A complaint is an expression of dissatisfaction, made either verbally or in writing, about the standard of service, actions, or lack of action by the Parish Council or its staff, affecting an individual resident or more members of the public.

### The following will not be registered as complaints:

- A request for service
- A request for information

### Procedure

The Clerk in consultation with the Chair is responsible for the coordination of the complaints policy and procedure. The Clerk is responsible for overseeing the process of monitoring and reporting the progress of the complaint and any responses made to the Chair and other Councillors.

### Process for complaint handling

Complaints should preferably be in writing, addressed to the Clerk, the Chair or nominated officer and signed by the complainant, complete with address.

Telephone and verbal complaints will be entered into the complaints system, but wherever possible, should be confirmed in writing.

Anonymous complaints should also be recorded and assessed, and action taken where necessary.

To deal with complaints effectively and efficiently in order to resolve the problem, they will be dealt with in the following manner:

The Clerk will handle straightforward, minor complaints. Where these minor complaints cannot be dealt with immediately, they will be acknowledged in writing within 5 working days. The letter will detail what action will be taken, who will handle the complaint with a contact number, and the anticipated time for a response where this is known. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way on the next Parish Council Meeting Agenda.

The complainant will be invited to attend the meeting and advised that they can bring with them a representative of their choice. The complainant will be asked to provide the Parish Council with copies of any documentation or other evidence relied on. The Parish Council will provide the complainant with copies of any documentation upon which they wish to rely on at the meeting and shall do so promptly allowing the complainant the opportunity to read the material in good time for the meeting i.e., 7 clear working days on either side.

Complaints which cannot be handled by the Clerk should be referred to the person responsible for resolution in conjunction with the Chair. It is expected that the Chair will acknowledge the complaint and will liaise with the complainant, in order to keep him/her informed of the progress of the action being taken.

Where a complaint involves a number of different issues requiring action by different people, the Clerk will send a letter of acknowledgement and then enter each complaint as a separate entry.

Serious complaints involving inappropriate behaviour of staff (e.g., rudeness, discrimination, or harassment) will be directed to the Chair, and if appropriate, a member of the HR Working Party. As above, the initial acknowledgement by the Chair, detailing the likely action to be taken, will occur within 5 working days.

Complaints involving personal injury, a breach of the law or financial implications, a Council decision, and complaints which involve the need for a detailed knowledge of Council's operations and procedures, will be directed to the Chair. Once again, the initial acknowledgement should be made within 5 working days by the Chair.

Should the Clerk/Chair consider that a complaint is of a nature that requires the involvement of an independent mediator/facilitator, full Council approval will be sought.

In cases where the complainant does not accept the outcome achieved by the Parish Council as a result of following its complaints procedure, the complainant should be advised of alternative options open to them.

	Complain Category	Action
1.	Financial irregularity	The Clerk/RFO should endeavour to provide an explanation of the item. The Clerk/RFO may need to consult the internal Auditor and/or Audit Commission. If the complainant is not satisfied, the Clerk should advise the complainant of the local elector's statutory right to object Council's audit of accounts pursuant to S16 Audit Commission Act 1998.
2.	Criminal Activity	The Clerk should refer the complainant to the Police.
3.	Member Conduct	If the complaint relates to a failure to comply the Code of Conduct the complainant should be advised to write to HR Committee Chair
4.	Employee Conduct	Internal disciplinary matter and should be referred to the HR Committee
5.	Other	This should be dealt with via the Complaints Committee.

#### Committee Meeting - Complaints

The Parish Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the next Committee meeting with the public present.

The Chair should introduce everyone and explain the procedure.

The complainant (or representative) should outline the grounds for the complaint and thereafter questions may be asked by (a) the clerk or other nominated officer and then (b) Councillors.

The Clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their positions.

The Clerk or other nominated officer and the complainant should be asked to leave the room while Councillors decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back. If the decision is unlikely to be finalised on that day, they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

The decision should be confirmed, in writing, within seven working days together with details of any action to be taken.

#### Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	V Furniss			Draft	
1.0	V Furniss	16-05-2022		Adopted	22/1058





# MIDDLETON CHENEY

## Parish Council

<b>Category:</b> Policy	<b>Status:</b> Adopted
<b>Responsible:</b> HR Committee/Clerk	<b>Adoption minute ref:</b> 22/1058
<b>Applicable to:</b> Council	<b>Adoption date:</b> 16/05/2022
<b>Version:</b> 1.1	<b>Next review:</b> 16/05/2023

23/139

### Grievance Policy

Middleton Cheney Parish Council recognises that during the course of employment, issues may arise which could lead to grievances. It is the Council's aim to avoid recourse to formal grievance procedures wherever such issues can be resolved informally between the employee and their line manager.

Alternatively, a mediation session may be arranged in an attempt to avoid formal proceedings.

A grievance is defined as a real or perceived cause for concern regarding any aspect of an individual's work, including how they are managed. It should be noted that almost anything in the written form from an employee or ex-employee that appears to be a complaint, can constitute a grievance letter. This also includes a letter from a solicitor.

All staff have the right to have their grievance heard, and to have appropriate action taken to support them through the process.

Where a grievance is jointly raised by a number of employees, the employees concerned will be required to nominate a representative from the group, and this representative will then follow the procedure outlined below on behalf of the employees concerned.

Implementation of this policy must be fair and consistent and without prejudice to any member of staff on the grounds of gender, age, sexual orientation, marital status, race, ethnicity, disability, religion, or beliefs.

#### Cross Reference to:

Dignity at Work – to be applied in instances where a member of staff is experiencing bullying, harassment, or victimisation in the workplace.

Disciplinary Policy – applied in cases involving conduct issues.

Individual Performance Management – applied in cases involving capability issues.

Complaints Procedure – applied for complaints about services Middleton Cheney Parish Council provides.

#### 1. INTRODUCTION

The Grievance Policy consists of the following stages: -

- A. Informal Stage
- B. Formal Stages 1 and 2
- C. Appeal Stage

It is the responsibility of all parties involved to settle grievances quickly and fairly, and wherever possible, by the line manager.

All parties involved in a grievance process must maintain confidentiality and ensure that all information, both verbal and written, is not passed on to anyone who is not involved in the process.

It is not expected that this policy will be used when someone is facing disciplinary action. If an employee raises a grievance following disciplinary action being invoked, the line manager is to consult with HR Committee.

Middleton Cheney Parish Council recognises that there may be circumstances where an employee feels compelled to pursue a formal grievance. It is therefore appropriate to provide a formal framework within which this can take place, as detailed within this policy. If Managers/Cllrs are in any doubt as to whether a formal grievance process has been invoked, they must refer to HR Working Party promptly for advice.

Formal grievances must be lodged, in writing, within 3 months of the event which gave rise to the grievance, unless there are exceptional reasons why this was not possible (e.g., an employee on long-term sickness absence).

Employees have a right to be accompanied by an accredited Union Representative or a fellow employee to all formal meetings held in accordance with this policy.

A representative or representatives from the HR Committee will attend all formal grievance meetings in order to provide advice and to take notes of the discussion.

## **A. INFORMAL STAGE**

In the first instance, an employee must discuss their concerns with their line manager. It is expected that the majority of concerns will be resolved at this informal stage. The line manager has a responsibility to keep a record of the discussion.

In exceptional circumstances, it may not be appropriate for an employee to approach their line manager with their concern. In such cases, employees can either contact the HR Committee in an attempt to resolve their grievance informally. In such cases, the representative/s dealing with the grievance must keep a record of the discussion.

Where the grievance involves a breakdown of working relationships, a mediation session is to be considered prior to the formal grievance procedure being invoked.

If an employee has attempted to resolve a grievance informally but has not achieved a satisfactory resolution, the employee must inform the HR Committee of the steps taken to address their grievance.

A member of the HR Committee will then contact the manager to establish the status of the grievance, and to get an overview of what informal actions have been taken in an attempt to reach a satisfactory resolution.

HR Committee will then advise the employee and the line manager on the way to proceed.

### **Mediation**

Mediation allows both parties the opportunity to air their views and opinions to an independent third party, who will attempt to facilitate an agreed way forward between the two parties.

It is expected that in each case, mediation will have taken place before the formal grievance procedure is invoked.

Line managers and employees are to refer to the HR Committee for advice regarding the mediation process.

## **B FORMAL STAGE**

### **B.1 STAGE ONE**

If the employee feels that the grievance has not been resolved satisfactorily after the informal stage, including mediation, or if the employee feels that the nature of the grievance is such that it warrants direct progress to a formal grievance, the employee must put their grievance in writing to their line manager.

The line manager must write to the employee, within 10 working days of receipt of the written grievance, inviting the employee to a meeting in order to discuss their grievance and to seek ways of resolving the matter. It may be agreed by both parties to hold more than one meeting during this stage of the process.

Having considered the contents of the above discussion and the findings from any further investigation, the Line Manager must respond to the employee's grievance, in writing, within 10 working days of the meeting.

A record of the meeting's proceedings must be made on the Grievance Meeting Record Form and a copy issued to the employee.

However, should the nature of the grievance be such that further time is required to fully investigate, the Line Manager will notify the employee, in writing, outlining the reasons.

## **B.2 STAGE TWO**

If the matter is still not resolved to the employee's satisfaction, the employee must submit a request to discuss the grievance with the Chair or an alternative Councillor on the HR Committee.

This request must be made, in writing, within 10 working days of receipt of the manager's response above. The employee must also send a copy of their request to the HR Committee.

The employee's request must include an outline of their grievance and the steps taken so far in an attempt to resolve this.

A representative of the HR Committee will make the necessary arrangements for the meeting between those involved, to be held ideally within 10 working days, but no later than 15 working days after receipt of the written request.

Having considered the contents of the above discussions and the findings from any further investigation, the manager must respond to the employee, in writing, within 10 working days of the meeting.

A record of the meeting's proceedings must be made on the Grievance Meeting Record Form and a copy issued to the employee.

However, should the nature of the grievance be such that further time is required to fully investigate, the manager will notify the employee, in writing, outlining the reasons for the delay.

## **C. APPEAL STAGE**

If the grievance is still not resolved to the employee's satisfaction, the employee must submit a written statement to the Chair, within 5 working days of receipt of the manager's response above, outlining the full reasons for their decision to appeal against the outcome of Stage Two.

The manager who has been dealing with the grievance must prepare a written response to the employee's statement above. This must be submitted to the HR Committee representative, at least 4 working days in advance of the hearing.

Once the above documents have been received from the employee and the manager, copies of these documents will be exchanged between both parties.

The Appeal Hearing will take place within 3 weeks of receipt of the employee's written statement.

The appeal hearing will include the employee, their union representative or fellow employee, the relevant manager and a representative from HR Committee. The Chair or designated Cllr. will chair the Appeal Hearing.

A record of the Appeal Hearing must be made on the Grievance Meeting Record Form and a copy issued to the employee.

The decision at the Appeal Stage will be final, and the employee will be notified of the decision, in writing, within 10 working days of the hearing.

### **Document History**

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>	<b>Status</b>	<b>Minute ref</b>
1.0	V Furniss			Draft	
1.0	A Youel	16-05-2022	Update	Adopted	22/1058



# MIDDLETON CHENEY

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<b>Applicable to:</b> Council	<b>Adoption date:</b> 16/05/2022
<b>Version:</b> 1.0	<b>Next review:</b> 16/05/2023

23/140

## Risk Assessment

### Assessment of risks that could affect the Finances or the Smooth Running of Middleton Cheney Parish Council

This brief assessment considers the implications of accidents and wanton damage to Middleton Cheney Parish Council property and, where such events may affect the finances or the smooth running of the Council what action should be taken to counter the risk.

The assessment looks at three areas:

1. Damage resulting in loss of income to MCPC
2. Accidents resulting in a claim against MCPC
3. Loss of, or damage to MCPC assets

#### 1. Loss of Income

The major source of income comes from the Precept set annually by MCPC with a small income resulting from rental of the Parish Meeting Rooms, Cemetery and Allotment Fees, Grants, Bank interest, dividends and refund of VAT.

#### 2. Possible Claims against the Council

##### Public Liability

MCPC is at risk of being asked to pay compensation to members of the public for injury, illness, or loss of or damage to material property arising in connection with the Parish Council's activities. In particular, it is at risk of a claim arising from an accident whilst using the Parish Council's play equipment.

**Action** The Parish Council has taken out Public Liability Insurance with Hiscox for cover up to £5M for any one occurrence.

In order to reduce the possibility of receiving such a claim the Parish Council's play equipment is subject to a weekly inspection by the Litter Picker and an annual inspection by RoSPA. The recreation ground grass and the attached children's play area are regularly cut during the summer months.

Reputable contractors are employed to undertake non-routine recreation ground maintenance to reduce the chances of possible damage to material property or injury to a member of the public. Contractors will be asked to provide Risk Assessments on the tasks they are contracted to carry out and provide a copy of their insurance.

##### Employer's Liability

Middleton Cheney Parish Council is at risk of being asked to pay compensation to an employee for injury or illness arising out of, and in the course of, their employment by the Parish Council.

**Action** The Parish Council has taken out Employer's Liability Insurance with Hiscox for cover up to £5M for any one occurrence.

#### 3. Loss of, or Damage to, Parish Council Assets

The Parish Council's assets, together with their replacement value, are listed separately in the asset register.

**Bus Shelter** The risk of damage to the Bus Shelter comes from serious vandalism or from vehicular impact. The Parish Council owns two of the Bus Shelters – one on Main Road and the second at the Chacombe Road opposite Stanwell Drive.

The chances of damage from vehicle collision are very low. If it were hit by a lawful driver, a claim could be made on the driver's insurance. The shelter is a robust wooden and tile structure that makes it an unlikely target for serious vandalism.

**Action** The Parish Council has looked at insuring the Bus Shelter for its full replacement cost, less the first £250 of any claim, with Hiscox for damage by either of the above possibilities. The Council considers that the chances of a hit by an illegal driver is so remote as to not need consideration and that any vandal damage is likely to be minor or graffiti which will cost less than the insurance excess to put right. The Parish Council has decided not to take any action.

**Gates and Fences** The risk of damage to Astrop Park Play Area and Stanwell Park gates and to the fence around the children's play equipment comes from serious vandalism at both sites or from vehicular impact at Stanwell Park. If either were hit by a lawful driver, a claim could be made on the driver's insurance.

Minor vandalism of the fence may continue on a regular basis, breaking a small number of pales from the fence etc.

The Parish Council has looked at insuring the gates and the fence for their full replacement cost, less the first £250 of any claim, with Hiscox against damage by either of the above possibilities. The Council considers that the chances of a serious hit by an illegal driver is so remote as to not need consideration and that any vandal damage is likely to be minor, costing less than the insurance excess to put right.

The Parish Council has decided not to take any action.

**Play Equipment** The risk of damage to the items of play equipment comes from serious vandalism. The expensive items are generally substantial, mainly metal, structures that are likely to require powered equipment to cause significant damage. The other chance of significant damage is for parts of the wooden fence to be used to start a fire under one of the play items but in a village that has only a minor vandalism problem the chances of such action is considered to be < 1 in 40 years (most of the play items have an expected lifetime of 15-20 years). It should be noted that the play equipment is surrounded by a fence and in very close proximity to houses.

**Action** The Parish Council has decided not to insure the Play Equipment but instead to continue to put aside £500 per year into a reserve fund to be used for the repair and eventual replacement of the items.

**Money** At any one time the Parish Council may have relatively small sums of money or cheques in the possession of the Clerk or various Councillors. There is a small risk of such sums of money being lost or stolen. The risk of fraud or inadvertent accounting errors are minimised by Monthly Bank Reconciliation carried out and by the requirement for all cheques to be signed by two Councillors. Both internal and external audits are carried out annually.

**Action** The Council has insured with Hiscox against the risk of loss or theft of relatively small sums of money. The maximum that could be claimed is up to £XXX in a Clerk's or Councillor's house and up to £XXXX in transit.

The Parish Council has looked at possible accidents and possible incidents of wanton damage and has taken what it believes to be appropriate action to protect its financial position and to ensure that it will be able to continue to conduct its business. It should be noted that the loss or damage to any of the assets listed in Section 3 would not disrupt the smooth running of Parish Council business.

Version	Author	Date	Changes	Status	Minute ref
1.0	V Furniss			Adopted	
1.0	V Furniss	16-05-2022		Reviewed	22/1058



**MIDDLETON CHENEY  
Parish Council**

<b>Category:</b> Policy	<b>Status:</b> Adopted
<b>Responsible:</b> Clerk/RFO	<b>Adoption minute ref:</b> 22/1058
<b>Applicable to:</b> Council	<b>Adoption date:</b> 16/05/2022
<b>Version:</b> 1.0	<b>Next review:</b> 16/05/2023

**Risk Checklist**

**1. Health & Safety Policy**

It is a legal requirement under the Health and Safety at Work Act for any organisation employing 5 or more people to have such a policy. Although we do not employ 5 or more as a Corporate Body + employees and 1 volunteer, we are 5 or more, so the questions the External Auditors would expect us to answer are:

- Do we have one? Yes ..... No .....
- Is it reviewed regularly?
- Co-ordinating H&S – who has day-to-day responsibility? .....
- Does the Council know who to contact in the event of a H&S emergency?

**2. Risk Assessments (including fire assessments)**

- Are they carried out annually? Yes ..... No .....
- When were they last reviewed?  
.....

Contingency Plans: Where do we store electronic data?  
Backed-up off site?  
How would the PC function if the main building was lost through fire?

**3. Insurance**

We use contractors – do we see their original copy of their Public Liability Cover annually?  
Yes ..... No .....

**4. Statutory Inspection Regimes**

There are laid-down inspection regimes for specific pieces of equipment. For the PC and when were they last inspected?

- Play Equipment
- Fire Equipment
- Electrical equipment

**5. H&S Responsibilities for Cllrs**

Are Cllrs aware of their responsibilities?

Yes ..... No .....

Have they received any training?

Yes ..... No .....

As we employ contractors, please remember we do not sub-contract H&S responsibilities, they remain with PC.

Yes ..... No .....

**6. Awareness for Employees**

Day-to-day issues e.g., fire, accident reporting, manual handling, VDU's and electricity.

Yes ..... No .....

Have we got available:

H&S Policy

Risk Assessments

Safe Operating Procedures – Lone Working

Yes ..... No .....

Training:

Any training highlighted in Risk Assessment?

Yes ..... No .....

Recorded

**7. Inspection Regimes**

Play Equipment/PMR lettings

Checked for:

Slips, trips and falls

Fire & security

Access and egress

Yes ..... No .....

**8. Supervision**

Do we monitor contracts with third parties regularly with regard to risk management and H&S issues?

Yes ..... No .....

**Document History**

Version	Author	Date	Changes	Status	Minute ref
1.0	V Furniss			Draft	
1.0	V Furniss	16-05-2022		Adopted	22/1058

## ANNUAL PARISH MEETING

Venue: Memorial Hall

7PM, 24<sup>th</sup> April 2023

### Minutes

*In attendance: M Allen, K Stevens, N Mills, R Hoose, M Smith, C Stacey, V Furniss, N Truman, G Ugen, SA Dod.  
P Davis as clerk to the Parish Council.*

#### 19:04 Meeting called to order

#### Appointment of Chairman: Apologies from Chairman of the Parish Council

Mark Allen appointed as Chairman of the meeting.

#### 2301 Welcome from the Chairman of the meeting

The Chairman identified the reason for the meeting as a statutory requirement.

#### 2302 Minutes of March 2022 (attached)

The Chairman invited commentary or correction of the minutes of the last annual meeting. A resident made comment regarding apologies, the Chairman stated he could amend that item. A resident asked if the reports will be included on the website. A resident commented that historically minutes were approved at the next parish council meeting, the Chairman advised that was not proper protocol due to the annual parish meeting not being a council meeting.

A resident alleged that some council paperwork might be missing and speculated that someone may have thrown some paperwork away.

#### 2303 Chairman of the Parish Council's report (attached)

The Chairman of the meeting re-stated Cllr. Youel's apologies for absence.

The Chairman read the report prepared in advance by the Cllr. Youel as Chairman of the parish council. The report covered:

- Precept savings and electricity savings.
- Member changes to the council including resignations and thanks, and new members to the council.
- New clerk appointment.
- Closure of the cemetery to reservations and focus on new cemetery land to be a focus.
- Passing of Her Majesty Queen Elizabeth II, thanks to the council for their conduct.
- Battle of Middleton Cheney re-enactment – Planning in progress for revised event.
- Vacancy for a Parish Councillor – invitation to apply.
- Comment on financial position of the Council as sound. Savings considerations and appropriate expenditure made.
- Auditing – PKF Littlejohn identified actions from previous AGAR and the council are undertaking the current return.
- New contractor appointed for village grass-cutting.
- Thanks expressed to Debbie and Richard for their contribution to the village.
- Open invitation to the village to engage with meetings and events.

#### 2304 Reports from Middleton Cheney organisations

Resident M Smith present from MCLSG, report sent in by B Goodey in advance (Attached).

G Ugen of Middleton Cheney football and SA Dod secretary to the Playing Fields Association present with reports (Attached).

Football Report covered:

- 175 members football club, children and adults. Teams <7 to over 21.
- Girls team in the league shortly.
- Over £1000 invested in the Girls group.
- New sign up to Banbury team.
- Weather interference necessitated Season extension until Mid-May.
- DBS, 1<sup>st</sup> aid and the min. qualifications of coaches up to UFA lvl 2.
- New feedback system.
- 5 year grant application.



- Quarterly newsletter.
- 6<sup>th</sup> May St George's Park field trip.
- Expanding to new members and supporting Henry's Café and taking no charge to the small local business.
- New defib unit purchased at pavilion.

PFA report covered:

- Update policies and procedures, ongoing process.
- Field remains the main local green space open to all residents to enjoy throughout the year.
- Shortcomings of the hall remain a barrier to regular hiring.
- Host to some significant events included Jubilee celebrations.
- Changes in committee, openings to sport and resident committees.

Library

SA Dod read out her redrafted version of the Library report, (Original version attached). The report covered:

- Covid Van and community fair
- Over 5200 library visits over 2022 calendar year.
- 1600 volunteer hours including DofE volunteers from Chenderit.
- Regular services included rhyme time and stand alone events such as magic shows funded.
- The space is available for renting.
- Warm Spaces received little demand as was experienced across other organisations and businesses in the village.
- Village archive received by Nancy Long. Library rearranged to include new children's area
- Kitchen funded by 106 money, as well as a new consultation area and young adult reading area.
- More volunteers welcomed, particularly younger generation.
- Libraries remain vulnerable but a watchful eye in place to ensure the survival of the village facility.

History Society

The Chairman of the meeting identified the report from History society was included with the agenda and read this in the absence of a representative. The report covered:

- National and international topics explored in the year to date.
- Rising costs forced increase of membership £15 per annum.
- Upcoming topics in forthcoming year.

### **2305 Questions from the public and any other business**

Local Government electors of Middleton Cheney who have the right to attend were invited to speak on any matter of relevance to the parish.

A resident asked what the key priorities of the parish council are. The resident asked why have police and district councillors not provided reports or attended. The resident asked the clerk whether they had been contacted and "actually pursued". The resident asked which Unitary Councillors had been invited. The resident asked how do the parish council support local organisations. The resident stated another resident was concerned about fly-tipping at the cemetery, the clerk commented this had been reported in the first instance but other options would be explored.

A resident stated there was a lot of rubbish at GUHG garages, concerns regarding asbestos. The resident raised a question regarding the plan for garages, clerk confirmed GUHG have a schedule of works. The resident commented on the meeting being held on Monday. The resident asked if a recurring date for the meeting could be set.

A resident asked about grant funding from the Parish Council. The resident asked about the allocation of s106 money. The resident commented it is a responsibility of the Parish Council to guide allocation of s106 in planning stages. The resident stated the potential of some s106 that could be applied for by PFA and a requirement for the s106 money to be more clearly defined.

A resident stated the legal requirement to hold the meeting and commented it was a shame that there was poor attendance. The resident commented that if the date is announced too late for the meeting then there are some groups who do not have opportunity to meet. The resident made commentary on the lack of representation at the meeting. The resident made a request for the meeting date to be set earlier.

Chairman's responses to points and questions raised:

- The Chairman outlined the priorities of the Parish Council, including cemetery expansion, with a group working on projections for requirements. The Chairman advised he would take the question of the "key priorities" of the Council to the next Council meeting.
- The Chairman advised the date and location for the meeting was due to venue availability.
- The chair confirmed he would bring the suggestion to publish earlier the meeting date for the annual parish meeting to the Council.
- The Chairman advised anyone is free to make an application for a grant from the Parish Council.
- The chairman explained S106 money is usually negotiated at planning stages for a very specific purpose.

The chairman declared the meeting closed.

Pip Davis  
Clerk to Middleton Cheney Parish Council

DRAFT

23/143

# **Rose and Thistle (Lace Wars)**

**Historic Re-enactors and Costumed Interpreters**

## **Quotation**

Middleton Cheney Parish Council  
Parish Meeting Rooms  
Middleton Cheney  
Banbury  
OX17 2LR

3 May 2023.

For Saturday 3 June 2023 on the village green. Times to be confirmed.

To supply a small 17<sup>th</sup> century civil war period encampment with tents, soldiers and civilians in 17<sup>th</sup> century attire.

A question sheet if required.

Word search if required.

Colouring sheet if required.

These being the property of Rose and Thistle we allow them to be duplicated for this event only.

The re enactors will explain about life in the 17<sup>th</sup> century during the time of the skirmish in the village. To demonstrate weapons of the period with out gun powder.

We do not guarantee the number of re enactors.

Insurance and Risk Assessments are enclosed.

Payment is due either before the event or within 10 days following. Once a letter of acceptance is issued and in the case of a cancellation by Middleton Cheney Parish Council the full payment is due.

**TOTAL £650**

<b>23/145</b>		
<b>Purchase Date</b>		<b>Purchase Cost</b>
	<b>Deeds</b>	
1974	Parish Meeting Rooms	4,000.00
1987	Longburges	1.00
1984	Land at Washle Drive/ Manor Close	1.00
1989	Washle Drive (Corner)	1.00
1964	Stanwell Park	1.00
1948	Playing Fields	800.00
1923	Cemetery at Arrow Close	100.00
2008	Allotments (A-D) Middleway alley	1.00
	Allotments (E-H) Middleway alley	
WW1 era	War Shrine	1.00
1979	2 1/2% Consolidated stock certificate	100.00
	<b>Sub Total</b>	<b>5,006.00</b>
	<b>Playground Equipment &amp; Surfaces</b>	
01/08/2017	Astrop play equipment	62,373.84
	Astrop railings	
01/08/2017	Stanwell play equipment	77,757.70
01/09/2008		35,984.55
	Stanwell kickwall, fence and surface	12,879.00
	Stanwell steel railing and gate	2,683.70
	Stanwell plastic sign	74.75
	Stanwell chainlink fencing	707.77
	Stanwell other fencing	734.77
	CCTV?	
	<b>Sub Total</b>	<b>193,196.08</b>
	<b>Cemetery</b>	
	Shed	814.99
01/04/2009	Maintenance equipment, Cemetery shed	200.00
01/05/2012	Bullfinch beacon	370.80
01/04/2013	Noticeboard	572.99
	Incinerator	
	Raised garden bed	
	<b>Wildlife camera</b>	
2017	Memorial benches x 3, gifted	1.00
	<b>Sub Total</b>	<b>1,959.78</b>
10/07/2016	<b>Fire Engine</b>	1.00

	<b>Sub Total</b>	<b>1.00</b>
	<b>Open Spaces</b>	
	Signs	
01/03/2016	Allotment pent shed 6 x 4	1.00
	<b>Sub Total</b>	<b>1.00</b>
	<b>Street Furniture</b>	
	2 Bus shelters Main Road, Chacombe road	2,565.00
01/06/2014	2 benches Astrop play area	870.00
03/01/2003	3 benches Stanwell park	591.20
01/02/2006	1 bench Mansion Hill	143.99
01/02/2006	1 bench Library	143.99
01/02/2006	1 bench Main road / Astrop road	143.99
01/03/2005	1 bench Parish Meeting Room	168.99
01/08/2015	1 bench (from cemetery) Parish Meeting Room	539.20
01/11/2018	Memorial bench, Village Green WW1	699.00
23/11/2022	Street lamps upgrades	72,114.00
	171 lamp columns	136,800.00
	21 lamps (Wall mounted)	5,250.00
22/09/2016	12 lamp columns (DWH Waters lane)	1,200.00
01/06/2013	3 lamp columns (Orbit estate)	300.00
01/02/2011	4 lamp column (Astrop Rd)	2,008.70
01/05/2007	1 lamp column (Chacombe Rd)	952.97
01/06/2013	Parish noticeboard, Main Road	1,504.50
01/10/2017	Parish noticeboard, Washle Drive	835.00
unknown	Parish noticeboard, Parish Meeting Rooms	1.00
01/03/2007	2 X Dog waste bins	514.78
01/04/2010	5 X Dog waste bins	1,411.98
01/05/2013	1 X Dog waste bin and extended post	279.92
01/08/2014	3 X Dog waste bins	841.70
11/08/2016	2 X Broxap Dog waste bin	397.20
05/01/2017	2 X Broxap Dog waste bin	397.20
28/01/2021	8 X Broxap Dog waste bin	1,402.80
20/06/2017	5 X Broxap Derby litter Bin	1,182.00
07/01/2015	2 Litter bins, Astrop & Stanwell play area	438.00
1980s	7 Concrete litter bins	1.00
	4 X Grit bins	
09/01/2007	Flag pole & 2 flags	324.12
20/10/2022	Union, St Patrick, Scottish and Welsh flag	27.80
	<b>Sub Total</b>	<b>234,050.03</b>

	<b>Village equipment</b>	
	2 x Litter picker double trolleys	2,418.40
	extra brackets for trolleys x 2	49.03
	2 x Litter picker tall trolleys	
	Litter grabbers	
01/04/2023	Extra long litter grabber	30.39
	Hi-Vis	
	Litter picking tool kits	92.89
01/05/2013	defibrillator, Pharmacy	2,500.00
01/06/2013	defibrillator, AR Mills	2,500.00
	Traffic Cones	
	Safety barriers	
	VAS	
	<b>Sub Total</b>	<b>7,590.71</b>
	<b>Parish Meeting Rooms fixtures, fittings, furniture and all other contents</b>	
	<i>The Long Room</i>	
01/03/2007	42 audience chairs	1,329.45
01/03/2007	Board room table	989.06
	2 x sofas	300.00
	Shelving units x 1	22.00
	2 Large blue meeting boards	
05/06/2017	2 armchairs, FOC from BIRA	1.00
	rug and textiles	119.50
	<b>Room dedication plaques</b>	
	Hand dryers x 2	
01/04/2023	Kitchenware	9.50
27/04/2017	Kitchen kettle	22.00
01/03/2023	Microwave	1.00
	Hand sanitiser stand	124.95
	3 samsung mobile handsets	
01/08/2010	Digital Memo equipment Oj5VWM	515.83
03/01/2010	Dell laptop	581.63
08/03/2023	Dell laptop	448.99
	Laptop bag	14.39
	<b>Conference cam</b>	
	<b>USB microphone</b>	
28/04/2017	Acetel mobile phone	12.99
01/04/2014	Desktop computer (tower and monitor)	858.00
01/10/2015	Small guillotine	29.50
28/02/2022	Brother printer	450.01

25/08/2022	Office phone handset, provided with line rental contract	1.00
20/08/2013	Office phone handset (x 2)	40.00
01/02/2015	Paper shredder	79.99
13/03/2020	Projector	391.45
13/03/2020	Projector screen	99.23
13/03/2020	Projector stand	72.00
13/03/2020	HP laptop (SNC)	295.00
01/10/2012	Office fire safe	545.94
01/02/2015	4 drawer filing cabinet	109.99
01/06/2016	4 drawer filing cabinet	149.70
01/08/2018	4 drawer filing cabinet	210.00
01/02/2015	4 drawer filing cabinet	109.99
01/06/2016	4 drawer filing cabinet	149.70
	4 x 3 drawer filing cabinets	1.00
	2 x 2 door cabinets	1.00
	2 x Grey desks	
	1 wooden writing desk	
	1 tall bookcase	899.58
01/06/2007	Office blinds	251.29
01/08/2006	1 office wheelie chair	130.10
	2 office wheelie chairs	1.00
	8 x 1m window boxes	
	2 x 0.75m window boxes	262.00
	2 x 0.5m window boxes	
	3 x galvanised planters	1.00
	Key lock box	32.99
01/06/2015	CCTV - Parish Meeting Rooms site	3,842.40
	<b>Sub Total</b>	<b>13,506.15</b>
	<b>Grand Total</b>	<b>455,310.75</b>

23/146

## Authorisation of Payments

May-23

## Month 2 - Tax Year 2023-24

		Amazon	45.82	9.17	54.99	22/1120 Laptop and associated equipment	
		Pip Davis			54.99	TOTAL EXPENSES	
07/05/2023	BACS	Kay Stevens expenses claim	20	4	24	PMR planting	
			525.51	105.1	630.61	Coronation / BOMC activity items	
29/04/2023	BACS	AJ Thompson	75	0	75	Supply and fitting of external tap	
08/05/2023	DS-ASE-INV-GB-2023-176307220	Debit card Amazon	45.82	9.16	54.98	Wildlife camera	
08/05/2023	DS-ASE-INV-GB-2023-176307122	Debit card Amazon	8.43	1.68	10.12	Padlock	
08/05/2023	INV-GB-892232905-2023-186	Debit card Amazon	11.42	2.29	13.71	SD Card	
06/05/2023	1658	BACS J & L Asbestos	125	25	150	Asbestos removal	
08/03/2023	8050816	DD Hiscox Underwriting Ltd	310.2	0	310.2	4040	Insurance
06/07/2023	INV-2149	BACS Kelsy Krafts	8.00	0.00	8.00	.	Window boxes, fee adjustment for size
31/03/2023	INV-25387	BACS Slade estate services	2,993.78	598.76	3,592.53	4540-6	Grass cutting 1st - 30th April
19/04/2023	19032	BACS Signs engraving			183		PMR Plaques
13/03/2023	GBP01044050151908878	DD Nest	152.5	0	152.5	4022	Pension
18/04/2023	753891	DD Onecom	76.36	15.27	91.63	4460	Broadband
23/04/2023	SM27429	BACS Rialtas	237.47	47.49	284.96		Data backup, Annual subscription
22/03/2023	7GK8GFS	DD Rydal Security	39.08	7.82	46.9	4553	CCTV- mobile phones
15/04/2023	75327	DD Rydal Security	76.78	15.36	92.14	4552	Remote support
16/04/2023	463080	DD SGW Payroll	33.5	6.7	40.2	4020	Year end processing
28/04/2023	465458	DD SGW Payroll	31.5	6.3	37.8	4020	Payroll
27/04/2023	6518	BACS Shield Maintenance Ltd	147.33	29.47	176.8	4511	Dog waste bin collection
29/04/2023	.	DD Siemens	103	20.6	123.6	4550	CCTV lease



09/05/2023		DD	Siemens	225.00	45.00	270.00	.	Printer lease	
	267233	DD	Tower Leasing	157	31.4	188.4	4550	CCTV system, tilt zoom camera, pole	
30/04/2023	April	BACS	Richard Jerrams Coughtrey				4000	Monthly salary	
30/04/2023	April	BACS	Debbie Burdett				4000	Monthly salary	
30/04/2023	April	BACS	Pip Davis				4000	Monthly salary	
to 13/04/2023	midApril - midMay	BACS	Pip Davis				4000	7 hours overtime	
				Total		6,612.07		& Salaries	

**Bank Balances as at  
11/05/2023**

Community Account	100
Business Premium Account 360	304,748.09
Business Premium Account 259	77,281.88

DRAFT