



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

18th September 2023, 7:15pm

Minutes

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

Cllr Nigel Mills
Cllr Richard Solesbury-Timms
Cllr Rachel Washer
Pip Davis

23/227 Apologies for absence

Absent with apologies Cllr Nina Truman

Absent Cllr Edward Jerrams Coughtrey

Notice of early departure Cllr Rachel Washer

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

23/228 OPEN MEETING

A resident made representations:

23/232 Any updates on Water's Lane development? How can non-internet users access planning documents?

23/235 Removal of reservations at cemetery, concerns around burial options.

A resident made representations:

23/235 Reservations of plots used to be allowed for those who can afford the plot fee in advance.

Other matter raised not relating to the agenda or Parish.

A resident made representations:

23/236 Volunteers used for traffic management.

Open meeting closed: 19:23

23/229 Members' declaration of interest in items on the agenda

None

23/230 Approval of minutes of meeting 21st August 2023 - attached

On the proposition of Cllr Hoose it was **RESOLVED**: to receive and approve the minutes of the meeting of Council on Monday 21st August 2023.

23/231 Receive committee minutes - attached

On the proposition of Cllr Mills it was **RESOLVED**: to receive the signed minutes of Finance and Policy Committee meeting July 2023.

23/232 Planning – letters, decisions and applications – attached

2023/6593/HS2 Land within HS2, south of Radstone Village, No Comments

2023/6502/FULL 38 Chacombe Road, No Comments

23/233 Reports from Ward Councillors

Apologies received from Cllr Herring.

Cllr Solesbury-Timms: Next "Ask a Councillor" surgery 28th September.

23/234 Annual Governance and Accountability Return (AGAR), Section 3 2022-23 - attached

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to acknowledge receipt of the report including one exception and members to note two other matters.

23/235 Cemetery audit recommendations

On the proposition of the Chairman it was **RESOLVED**: to appoint Assetrac to undertake stability testing of all memorials in the cemetery.

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On the proposition of the Chairman it was **RESOLVED**: that the ability to reserve will be removed.

Cllr Burgess requested his objection to be noted.

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to uphold the recommendation for mapping system and cemetery management software quotes to be sourced and Clerk to be trained to use these.

23/236 Remembrance events

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to approve quote provided by the Traffic Management Company.

23/237 Christmas lights and events

Carried forward.

23/238 Planting and green spaces

Invitation to local artist / conservationist to consult on available planting spaces and create proposal.

23/239 Annual Parish Meeting planning

Update received from Cllr Hoose and Cllr Mills on Annual Parish Meeting plans.

23/240 Village maintenance

On the proposition of the Chairman it was **RESOLVED**: to seek assessment for play equipment.

On the proposition of the Chairman it was **RESOLVED**: to approve an additional dog waste bin at Main Road / Astrop junction next to current litter bin. Bin to be purchased from previous provider, Broxap, to match others in village.

On the proposition of the Chairman it was **RESOLVED**: to appoint a F&P committee-recommended contractor to carry out asbestos management survey, preference Supernova.

23/241 CCTV policy - attached

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to approve updated CCTV policy.

23/242 COSHH policy and procedures- attached

On the proposition of Cllr Allen it was **RESOLVED**: to approve all COSHH documents. COSHH register to be added.

23/243 Controller documentation (Article 30 GDPR)

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: Members under Finance and Policy Committee to identify general data handling and use template to create a shared document for updating assessed risks as an ongoing process.

23/244 Data breach log

On the proposition of Cllr Allen it was **RESOLVED**: to approve ICO / NALC procedure and document for reporting data breaches.

23/245 Earmarked Reserves - attached

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to dissolve obsolete reserves and update other reserves to reflect financial planning and budgeting of the Parish.

Cllr Washer left 20:49

23/246 Authorisation of Payments

On the proposition of Cllr Allen it was **RESOLVED**: to approve and provide dual signatory on payments scheduled August 2023 – September 2023.

23/247 Bank mandate changes

On the proposal of the Chairman it was **RESOLVED**: to discuss 23/247 under Section 2 due to confidential banking details.

To update the mandate to ensure effective authorisation of payments.

23/248 Exclusion of press and public

On the proposition of the Chairman it was **RESOLVED**: 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

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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.

23/247 Bank Mandate Changes

On the proposition of Cllr Burgess it was **RESOLVED**: to approve update to the mandate.

23/249 Assets committee concerns.

Updates received following further representations.

End of exclusion of press and public. 21:48

23/250 Matters for information

None

23/251 Next meeting 16th October 2023 – Full Council Meeting.

Meeting closed 21:49.

Signed: *Pip Davis*

Clerk / RFO to Middleton Cheney Parish Council.

DRAFT