



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

23/230

### PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

21<sup>st</sup> August 2023

Minutes

Present:

Chairman Alan Youel  
Cllr Nina Truman (Early depart)  
Cllr Mark Allen

Cllr Kristian Burgess (Late)  
Cllr Ruth Hoose  
Cllr Richard Solesbury-Timms (Early depart)  
Cllr Nigel Mills

#### 23/202 Apologies for absence

Cllr Burgess – Late arrival, Cllr Truman and Cllr Solesbury-Timms – Early departure  
Cllr. Washer – Illness

Absent without apologies: Cllr Jerrams Coughtrey

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

#### 23/203 OPEN MEETING

A resident made representations:

23/205 Agendas displayed do not include invitation to press and public.

23/212 Claimed 1/3 of the village is elderly and do not know how to use the internet.

23/221 Why is exclusion of press and public not at the end of the meeting. Council confirmed it is.

A resident made representations:

23/212 Would like to speak as a representative of the Library.

Cllr Rosie Herring stated main purpose for attending was to receive information about current Parish Council concerns.

**Open meeting closed 19:21**

#### 23/204 Members' declaration of interest in items on the agenda

None

#### 23/205 Approval of minutes of meeting 17<sup>th</sup> July 2023

On the proposition of Cllr Allen it was **RESOLVED**: to approve the minutes of the meeting of Council on Monday 17<sup>th</sup> July 2023.

Cllr Allen requested WNC planning ref added to minutes for cross reference.

23/189 "~~reviewed~~" "updated".

#### 23/206 Receive committee minutes

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

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to receive the signed minutes of Human Resources Committee meeting 24<sup>th</sup> May 2023, signed August 2023.

#### 23/207 Planning – letters, decisions and applications

**2023/5941/FULL** 8 Washle Drive – 2<sup>nd</sup> storey extension. **No comment.**

**2023/6014/LBC** 45 Main Road – Replacement of signage at the New Inn. **No Comment**

**2023/6025/ADV** 45 Main Road – facias and name letters. **No Comment**

**2023/6080/LBC** Pinfold Cottage – Replacement of existing windows. **No Comment**

**2023/6081/FULL** 81 Bull Balk – 1<sup>st</sup> floor extension. **No Comment**

**2023/6009/COND** Pinfold Cottage – Window design and vehicle entrance – **No Comment**

**2023/6243/FULL** 17 Horton Close – Single storey rear extension – **No Comment**

**2023/6290/TCA** 2 Rectory Lane – Tree works – **No Comment**

**2023/6339/NMA** 10 Royal Oak Lane – Single storey rear extension – **No Comment**

#### 23/208 Reports from Ward Councillors

To receive any reports and updates from Ward Councillors.

Present: Cllr Solesbury-Timms, Cllr Herring.



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

Cllr Herring: Amalgamated planning department in Towcester. Last County meeting looking at next funding, previously funding received for refugee housing. All generally quieter, expect more news from September.  
Solesbury-Timms: Lexton Wall. Response was not sent over from development company in February.  
Abandoned building still under investigation with WNC private property team.

### 23/209 Boundaries Commission CGR

MC boundaries not set to change, 2 member ward for Middleton Cheney and Kings Sutton. No adjustments to affect voting processes and expenses unless one of the neighbouring parishes wish to change.  
On the proposition of the Chairman it was **RESOLVED**: to confirm to the CGR that the Council does not have any comments to submit regarding the proposals.

### 23/210 Cemetery audit recommendations

- Regulations (see handbook 23/211) to be complied with by all users of the Cemetery
- Stability Testing – when the program will be started and who will carry out the testing
- Reservations – the ability to reserve should be removed
- Map – to investigate having the cemetery mapped by a specialist company

9.1 recommendations to fall under Finance and Policy/ Amenities, to be referred to next meeting (September).

### 23/211 Cemetery handbook

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to approve the update regulations handbook for the cemetery.

**Cllr Burgess arrived 20:04pm**

### 23/212 Engagement with the community

Website, Cheney Chatter – feedback from latest edition, difficulty in lead times being relevant to Parish Council activities. New employee of the council will support regular opening hours and accessibility of the office. Annual Parish Meeting booked at Library 22<sup>nd</sup> April 2024, Library no longer running Community Fair, would support another organisation running the event.

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to assign a Task & Finish group (Cllrs Mills, Hoose, Solesbury-Timms, Truman and Allen) to create a communications strategy.

### 23/214 Remembrance events

**\*Discussed here due to Councillor early departure.**

Seek a re-quote based on manned barriers. Cllr Burgess to provide requirements for traffic management companies to quote against. Clerk to source.

**Cllr Solesbury-Timms left 20:41pm**

### 23/213 Approve variable direct debit for HM Land Registry

On the proposal of Cllr Burgess it was **RESOLVED**: to approve a variable direct debit with HM Land Registry.

### 23/215 Christmas lights and events

Carried forward to next meeting.

### 23/216 Age concern grant

- Cllr Allen declared interest – excluded from resolutions.

On the proposition of Cllr Truman it was **RESOLVED**: to approve the request in full from Age UK.

### 23/217 PMR external regeneration update

Space continuing to be developed using PMR regeneration budget.

### 23/218 Village maintenance

On the proposition of Cllr Burgess it was **RESOLVED**: to approve quotes provided by Cherwell Fencing company for fencing at Stanwell, repairs to PMR boundary fence and Option 1 to Cemetery repairs.



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

### **23/219 Asbestos assessment**

On the proposition of the Chairman it was **RESOLVED**: to seek quotes for formal assessment of the Parish Meeting Rooms.

**Cllr Truman left 21:31pm**

### **23/220 Authorisation of Payments**

On the proposition of Cllr Hoose it was **RESOLVED**: To approve and provide dual signatory on payments scheduled July 2023 - August 2023.

### **23/221 Exclusion of press and public**

On the proposition of the Chairman it was **RESOLVED**: to exclude press and public in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, 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.

### **23/222 Land requirements and tenancy arrangements.**

Current offer not considered good value for money for the few that would benefit. Land purchase options to be considered, task & finish group Cllr Youel, Burgess, Hoose, Mills).

### **23/223 Assets committee concerns.**

Multiple concerns raised with the Council. To update next meeting following further representations.

### **23/224 Details of HR Committee meeting discussion.**

None

**End of exclusion of press and public, 22:14pm.**

### **23/225 Matters for information**

**23/226 Next meeting** 18<sup>th</sup> September 2023 – Full Council Meeting.

**Meeting finished 22:15pm**

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



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

23/231

**Finance and Policy Committee meeting**  
**FINANCE AND POLICY COMMITTEE MEETING**  
**Venue: Parish Meeting Room**  
**25<sup>th</sup> July 2023, 7:00pm**

Present: Cllr Alan Youel  
Cllr Mark Allen

Cllr Ruth Hoose  
Cllr Nigel Mills

### 1. Election of Chair of the Finance and Policy Committee

On the proposition of Cllr Youel and seconded by Cllr Hoose it was **RESOLVED**: to elect Cllr Allen as Chair of the Finance and Policy Committee.

### 2. Apologies for absence:

No apologies received.

### 3. Declarations of interest.

None

### 4. Review of expenditure against the budget

Recently reviewed at recent Full Council Meeting week prior, no significant changes in that time. To be reviewed again quarterly to inform budget-setting and precept.

### 5. Discussion of actions for improving governance

Comments / response to Internal Auditor report items.

A): Now in hand following recruitment of Clerk / RFO

B): ICC previously not consistently delivered, refer back to in appropriate agenda item (10).

D): Earmarked reserves to be reviewed in this meeting (8).

J): Now in hand following recruitment of Clerk / RFO

M): Minor clerical error.

N): Information was being moved to another location on the website, consider timing of website changes.

Revisit the AIAR and Section 1 on quarterly basis.

### 6. Plan for review of policies

Monthly meetings to bring documents up to speed. Committee to work alphabetically through list prioritising Statutory requirements, aiming for 6 documents/policies to review per meeting.

Asbestos – Cllr Mills.

CCTV – Cllr. Allen / Cllr. Youel to locate approved document.

Certificate of waste disposal – Clerk to confirm with Shield.

COSHH (Control of substances hazardous to health) – Cllr. Youel.

Controller documentation (Article 30 GDPR) – Cllr. Allen.

Data Breach Log – Cllr. Allen.

Disabled Access Audit – Cllr Hoose.

### 7. Schedule of meetings for the coming financial year

First Wednesday of the month starting from September.

### 8. Earmarked reserves

Discussion of obsolete / redundant reserves (Preschool, Library, Unitary and NCC Financials, MCPIT, Lighting costs)

**Clerk: 01295 713500 - Email: [clerk@middletoncheney.org.uk](mailto:clerk@middletoncheney.org.uk)**

# MIDDLETON CHENEY

## Parish Council

A proposed set of earmarked reserves to take to full council to in August to be prepared by Cllr. Youel.

### **9. Barclays mandate**

On the proposition of Cllr Youel it was **RESOLVED**: to recommend to full council to replace two of the signatories to improve availability for banking authorisation.

### **10. ICC monitors**

On the proposition of the Chair it was **RESOLVED**: to elect Cllr. Hoose as an additional ICC monitor.

### **11. Any other business:**

Age Concern contact– to be included on next agenda.

### **Meeting closed 20:52**

Next committee meeting 6<sup>th</sup> September 2023

*Minuted by Clerk / RFO to Middleton Cheney Parish Council.*



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

23/232

Application Number	Comments due	Location	Proposal	Parish Council Comments
<b>Applications Determined</b>				
<a href="#"><u>2023/6339/NMA</u></a>	STATUS: APPROVED	10 Royal Oak Lane Middleton Cheney West Northamptonshire OX17 2LX	Non-material amendment to WNS/2022/1832/FUL New single-story rear and side extension with hipped roof. Replacement of existing single story flat roof side extension with replacement single story hipped roof side extension to reduce in size of side extension to north elevation, removal of one combination roof window in south elevation. Additional roof window to front elevation, additional roof window to rear elevation.	
<a href="#"><u>2023/6243/FULL</u></a>	STATUS: APPROVED	17 Horton Close Middleton Cheney Northamptonshire OX17 2LQ	Single storey rear extension	
<a href="#"><u>2023/6548/COND</u></a>	STATUS: APPROVED	Pinfold Cottage 66 Main Road Middleton Cheney OX17 2LT	Condition 5 of WNS/2022/1843/LBC [Windows] Application for approval of details submitted pursuant to Condition 5 of Planning Permission WNS/2022/1843/LBC [Vehicle entrance, internal & external alterations - see Description of works on Design & Access Statement]	
<a href="#"><u>2023/5604/TCA</u></a>	Works to trees (conservation area) No Objections	12 Royal Oak Lane Middleton Cheney, OX17 2LX	Middleton Cheney Row of Leylandii forming a tightly clipped hedge approximately 20m long -Fell	
<a href="#"><u>2023/6290/TCA</u></a>	Works to trees (conservation area) No Objections	2 Rectory Lane, Middleton Cheney, OX17 2NZ	T1 - Previously reduced ivy clad Cedar - Section fell to ground level. T2 - Spruce - reduce height by 2.5m and shape.	
<a href="#"><u>2023/5804/TCA</u></a>	Works to trees (conservation area) No Objections	17 Meadow Drive, Middleton Cheney OX17 2PT	T1 - Cherry Crown reduction by 2m to increase light levels to the surrounding properties.	
<b>Applications Received</b>				
<a href="#"><u>2023/6593/HS2</u></a>	27/09/2023	Land within Hs2 Act limits from south of Radstone village to Greatworth Hall Greatworth	Package 2B works for HS2 including: Radstone Road Overbridge and associated earthworks, and earthworks associated with the 1 No. Access Track (Part of) ('Access 1') Location of the Vehicle Restraint Barriers.	
<a href="#"><u>2023/6502/FULL</u></a>	04/10/2023	New garage to side of property and internal alterations	38 Chacombe Road Middleton Cheney OX17 2QU	

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Middleton Cheney Parish Council – NH0158**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-auditpractice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The figures in Section 2, Boxes 3 and 4 of the prior year comparative column do not agree to the prior year final signed AGAR. Restated values on prior year AGAR were not used in the comparative column of the AGAR. Boxes 3 and 4 of the prior year should read £8,903 and £54,484 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 1,2,3,4,6,7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to Objective A, B, D, J, M and N. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

26/08/2023

# MIDDLETON CHENEY

## Parish Council

### A) Green space at the bottom of Washle Drive.

We feel it is important that any planting done in this and other spaces is of easily manageable varieties and that there is a schedule in place for regular tending and tidying. Safety is also key. There used to be shrubs in two sections of the green space in front of our house, one of which was near the road. These shrubs were not (well) tended and became very large and unwieldy. The section of shrubs near the road severely obscured the vision of drivers and became a significant safety hazard - we witnessed some near misses when children playing on the green dashed into the road after their ball (the area isn't really large enough for the use of balls) unseen by drivers approaching from the Horton end of Washle Drive. There were also some young trees planted fairly randomly on the green area itself (possibly to discourage ball games) but they were not protected in any way and soon were broken and died. Therefore, while some (not too tall) wild flowers would brighten the area, trees and shrubs are far less suitable.

We use a campsite in France which has a raised bed of herbs - campers are free to "help themselves". Could something like this work in one of the green areas in Middleton Cheney? Also, with accessibility and inclusivity in mind, maybe planting in raised beds in selected areas should be considered and perhaps some sensory plants (the location of the green space would be important here - the green space on Washle Drive, being at the bottom of a steep hill, would not be a good choice for accessibility).

### B) Longburges

We love the idea of plantings in the green spaces around the village, particularly the one in Longburges [...]. Trees and/or shrubs would be very welcome, with the increase in cars and delivery vans using the road, but we don't think wild flowers would be appropriate for this area. We look forward with interest to the development of this proposal.

### C) Longburges

I like red acers. Any native tree is fine with me. From experience I find people don't like things too out of the box.

### D) Waters Lane

Can I wildflower the verge on waters lane please even tho it belongs to highways.

### E) Only small spots but I thought the two attached (streetview photos) would have a lot of impact visually and stop a lot of verge parking which makes a mess of them.



### F) In-person comments made to the Clerk by resident about the Bullring:

- Housing Association deliver poor quality cutting to the green. Children throwing clumps of mulch leaving mess on pavement and road.
- With/without sign children use the space for kicking footballs which often hit cars and windows and children run into the road which sees a lot more traffic than it used to.
- Shrubs, hedges or small trees might help

### G) Bullring: I would hate it. Who will get the leaves up .. have you thought to ask the residents who face it. So from me it's a big NO !!

### H) Bullring: No for the Bullring also. Been ok for nearly 60 years as it is. Thanks tho.

### I) Bullring: In my opinion, I think it would be a waste of money and time. They have been like it for years and look neat and tidy enough, Nothing wrong with how they are and it will only be another issue with maintaining it. Money should be spent where needed. Its a shame they have the no ball game signs up, we used to love having a kick about on these spaces close to home. Mind you, majority of kids are stuck behind a screen these days.



# MIDDLETON CHENEY

## Parish Council

J) Personally, I would love to see wildflowers sown across some of these green spaces. If cleverly planted, it can give you stunning displays from Spring through to autumn, saves a ton of money on mowing (although there is a autumn tidy up needed), and is amazing for the helping the 🌱 which is good for us all

I don't understand all the no ball games signs on every green space- fair enough on the main village green where it could cause a road hazard, but in other areas, it would be lovely to see these green spaces getting some use by the kids (tho I'm not the one who would end up having footballs kicked against my car all day 😞) because quite honestly they just sit there looking green. No one uses them for anything today

We are very very lucky to have lots of green spaces within the village, but right now they serve no purpose other than aesthetic, and cost quite a lot to maintain - so it would be brilliant if they could either look prettier, give the older kids some play spaces, or help the environment in some way by doing something slightly different with them.

Ideas:

- 1) a seasonal beach for the kids (like the one in MK)
- 2) outdoor gym (I know there is one at Astrop but with some of the evening activities behind that building people won't really use it as much)
- 3) wild flowering
- 4) community garden
- 5) little nature trails
- 6) older kids space where they can kick a ball about

Obviously not all of them need to be used, but it does feel like there's an awful lot of space that the community could benefit from that is just stood as fairly plain and boring grassed areas at the moment .

K) Bullring

I'd rather have boring of a car park. At least we can see across the road

L) Seems like an excellent idea for currently un-used dull spaces, take down no ball games signs and plant on others, get a mix

M) It would be lovely to see the green spaces made into something that can be 'used' and 'enjoyed' by the whole community...

N) People seem to want the picket fence gardens of the American south on here 😞... having loads of uniform green spaces is so boring ! Add some colour for god sake . Maybe having loads of flowers everywhere would help cheer some people up

O) also good for the insects which are decreasing rapidly.

P) Yes it would be nice to brighten up the place with wildflowers, But also just stating that it could also turn into something that needs a lot of maintaining. Your ideas RESIDENT are good but without sounding like a whinge bag, the parks already get trashed by small minority so unfortunatley I personally sit on the fence of why bother when it comes to doing any big ideas. Which is a shame cause i'd love for there to be stuff for my little ones to do.

Q) At least 2 of these green spaces (bullring, archery road) are used as air ambulance landing sites so need to be left clear for that purpose. Perhaps some flower beds around parts of the edges would work but definitely not trees, sandpits, wild areas etc. There are very few places the air ambulance can land in the village as it is without losing any.

R) you could still land air ambulance on wild flowers

# MIDDLETON CHENEY

## Parish Council

- S) We had a so called wild flower meadow at my work place and to be honest it looked like a load of dead weeds with hardly any flowers. Areas like that might be good for the bees but not very nice for residents to look at. Try living next to the LAND and fighting a losing battle to keep their weeds and brambles from your garden!

### Trees

- T) Trees are fine if someone picks the leaves up. They are dangerous if left and slippery.
- U) I'm very partial to a silver birch, but all trees are lovely. Thanks for the oxygen, shade, wildlife housing and putting a smile on my face you beauties.
- V) and you can see through them, they don't create too much shade. Also my personal favourite
- W) Redwood, Oak, Apple.
- X) I personally love magnolia trees
- Y) Size and growth rate should probably be considered as well
- Z) Can you not put some in the grassed areas, in Dands Drive, some Silver Birches or copper beach trees, would look lovely, as long as they are planted away from the houses, they would be no problem
- AA) Potential size has to be the key consideration, so the tree can live a long life without being seen as a nuisance. Then obviously what will thrive in the soil. And be a great home for wildlife of all sorts. Birch, Spindle, Whitebeam all lovely.



# MIDDLETON CHENEY

## Parish Council

23/239

Middelton Cheney Parish Council  
Etc, etc

Dear

You are invited to attend the annual Middleton Cheney Parish Meeting on Monday 22<sup>nd</sup> April 2024 at 7.00pm. The venue will be Middleton Cheney Village Hall. OX17 2PD. We are writing to you now so that you are able to put this date into your diary.

We are hoping this event will be well attended and will be an opportunity for you to meet some of the parishioners and talk about your role within the community.

All the voluntary clubs in the village have been invited to attend along with other statutory organisations.

We will write to you again early in March confirming details, arrangements, and guidelines for the meeting.

In the meantime, if you wish to discuss this event further please contact:

Cllr. Ruth Hoose [cldr.ruth.hoose@middletoncheney.org.uk](mailto:cldr.ruth.hoose@middletoncheney.org.uk)

Cllr. Nigel Mills [cldr.nigel.mills@middletoncheney.org.uk](mailto:cldr.nigel.mills@middletoncheney.org.uk)

Middelton Cheney Parish Council  
Etc, etc

Dear

You are invited to attend the annual Middleton Cheney Parish Meeting on Monday 22<sup>nd</sup> April 2024 at 7.00pm. The venue will be Middleton Cheney Community Library. (OX17 2PD). We are writing to you now so that you are able to put this date into your diary.

We are hoping this event will be well attended and will be an opportunity for you to showcase and report on what your organisation has achieved this year and your plans for next. It will also be an opportunity for you to network with other organisations within the village.

As well as all the other voluntary organisations and clubs in the village, the schools, preschool, police and Unitary Authority Councillors have also been invited to attend.

We will write to you again early in March confirming details, arrangements, and guidelines for the meeting.

In the meantime, if you wish to discuss this event further please contact:

Cllr. Ruth Hoose [cldr.ruth.hoose@middletoncheney.org.uk](mailto:cldr.ruth.hoose@middletoncheney.org.uk)

Cllr. Nigel Mills [cldr.nigel.mills@middletoncheney.org.uk](mailto:cldr.nigel.mills@middletoncheney.org.uk)



# MIDDLETON CHENEY Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

<b>Category:</b> Policy	<b>Status:</b> Draft
<b>Responsible:</b> Clerk/RFO	<b>Adoption minute ref:</b>
<b>Applicable to:</b> Finance & Policy Committee	<b>Adoption date:</b>
<b>Version:</b> 1.1	<b>Next review:</b>

## CCTV Policy & Procedure

### Introduction

The Council is required to adhere to the General Data Protection Regulations, with respect to all information or data held about visitors to the Parish Meeting Room and Play Areas including any data captured on CCTV.

The purpose of this policy is to regulate the management, operation, and use of CCTV systems.

The Policy is intended to ensure that the Parish Council operates the CCTV system in compliance with GDPR, Code of Practice and other relevant legislation.

### Purpose of the CCTV System

The Parish Council has installed the CCTV system to:

- Deter crime.
- Increase personal safety and reduce the fear of crime.
- Assist in the prevention and detection of crime.
- Assist with the potential investigation and identification of offenders.
- As a means of assistance to staff in case of emergency situations.

The camera locations are determined by risk assessments - High, Medium, Low-level risk - with the assistance of historical data and incident reports.

The CCTV cameras are owned by the Council, who have overall responsibility for the CCTV systems. The Clerk is responsible for the system's day-to-day operation.

The servers which support the cameras and record the images captured are kept securely. The Council understands that all systems, information, documents, and recordings obtained and used as data is protected by GDPR. The viewing and copying of the images will be strictly controlled.

The images captured by the cameras are recorded continuously. The images can be viewed when there has been a specific event and in line with appropriate guidance.

### Design and Operation of the System

The cameras have been directed where they will not focus on private homes, gardens, and other areas of private property. Positioning is checked on a regular basis to ensure that they have not moved, and this will be recorded in the CCTV Operating File.

Warning signs have been placed in an external area where CCTV is operational. The sign locations and content are compliant with the Information Commissioners Code of Practice.

### Viewing and Storing of Images

The following members of staff are authorised to view images captured by the CCTV system:

- Clerk/RFO
- Data Protection Officer
- HR Committee Chair
- Chair of Council
- External CCTV providers (engineers for the purpose of maintenance)
- Any other staff as required to assist in the identification following an incident.
- Temporary staff are not permitted.

Other than detailed above, images captured by the system will only be shared with law enforcement agencies where a crime needs to be investigated. Any other requests for images would be refused, except in very limited circumstances where it may be appropriate to release images to a third party. In such cases the agreement of the Data Protection Officer must be sought before this information is released.

When images are provided to any external body, including the Police, this will be done by downloading the information on to a memory stick. The following information will be recorded in the CCTV Operating File for every memory stick produced:

- The date and time the information was provided to the external body.
- The details of the person to whom the information has been provided, including their employing organisation and contact details.
- The date and time covered by the images on the Memory stick and the camera on which they had been captured.
- The name of the person and their job title transferring the images onto the Memory stick.

Information stored on the system constitutes personal data as defined by GDPR. An individual may ask to see images of themselves via a Subject Access Request.

There will be no disclosure of recorded data to third parties other than the authorised organisations such as the Police and others given permission by the Data Protection Officer for a specific purpose, for example other investigations.

### **Retention**

Images recorded by the system will not be kept any longer than is necessary and for a maximum of 2 months except in circumstances such as where a law enforcement body is investigating a crime, the footage is required for insurance purposes or as part of an ongoing investigation. In such cases these images will be downloaded onto a disc and secured in a safe place in the Parish Council Office. A record will be kept in the CCTV Operating File of any images kept after the 2-month time period and the reason for this.

### **Maintenance of the System**

The Clerk will check and confirm the efficiency of the system. In particular this will ensure that the equipment is recording properly, the cameras are functional, image quality is suitable for the purpose for which it is intended and the date and time stamp on the image is accurate. These checks will be recorded in the CCTV Operating File. Any faults will be reported immediately.

Any maintenance, planned or unplanned, will be recorded in the CCTV Operating File as will any alterations/additions to the CCTV system. In the event that the CCTV system is altered for example if further cameras are added, this policy will be reviewed to ensure it is still fit for purpose.

### **Breaches of the Code**

Any breach of this policy by staff will be investigated initially by the Clerk and may be dealt with under the disciplinary procedure.

Any complaints about the operation of the CCTV system should be addressed to the Clerk and dealt with under the Parish Council's complaints procedure.

### **Staff Guidance and Training**

All staff are made aware of the CCTV Policy and will be able to access a copy via the Website.

Staff authorised to operate the system and view images will be provided with guidance and training on their obligations under this Policy. Staff will be asked to confirm their understanding of the Policy and the requirements of GDPR.

### **Review of the Policy**

The Policy will be subject to regular review or where there are any alterations/additions to the system as specified. The review will be in consultation with relevant parties.

### **Document History**

Version	Author	Date	Changes	Status	Minute ref
1.0	Alan Youel	23-04-2022		Draft	
1.1	Alan Youel	07.08.2023	Update	Draft	



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

<b>Category:</b> Policy	<b>Status:</b> Draft
<b>Responsible:</b> Clerk/RFO	<b>Adoption minute ref:</b>
<b>Applicable to:</b> Finance & Policy Committee	<b>Adoption date:</b>
<b>Version:</b> 1.0	<b>Next review:</b>

### Control of Substances Hazardous to Health

#### 1.1 Policy

The Council recognises and accepts its responsibilities as an employer for the health and safety of its employees and other persons who may be affected by its activities that involve the use of hazardous substances as detailed within the Control of Substances Hazardous to Health Regulations of 2002 (COSHH).

The Council will take all reasonable steps to eliminate where possible the use of hazardous substances by substitution at purchase stage for less hazardous alternatives. Where this is not reasonably practicable the Council will investigate the possibility of using and storing reduced amounts of hazardous substances.

The Council will further adopt the policy of installing suitable and sufficient engineering controls to isolate hazardous substances from employees and members of the public.

All of these controls will be further enhanced by the development and use of area specific safe systems of work and by the provision and use of suitable personal protective and respiratory protective equipment when dealing with hazardous substances.

Full training will be given at all levels within the Council to ensure the correct operation of these systems and the correct selection and use of personal protective equipment within operational areas to offer adequate protection.

The use of certain hazardous substances may warrant the need for suitable surveillance which the Council will undertake.

#### 1.2 Commitment

The active co-operation of all personnel is essential to achieve the desired safe operating conditions when dealing with hazardous substances.

#### 1.3 Responsibilities

##### 1 Clerk

- a) Will ensure there is an effective policy for the control and management of hazardous substances within the Council and that adequate resources are provided to meet the requirements of said policy.
- b) Will review the Council policy for the control and management of hazardous substances.
- c) Advise all relevant staff in order to assist them to fulfil their responsibilities as outlined within the Council Control of Substances Hazardous to Health Policy.
- d) Arrange and deliver suitable training to COSHH assessors and employees to enable them to fulfil their responsibilities outlined within this policy.
- e) Will assist in the selection and sourcing of reduced hazard material.
- f) Will ensure that the Council monitor the exposure levels of identified hazardous substances to ensure that workplace exposure levels are not exceeded.
- g) Will audit the storage, transportation and use of hazardous substances at least annually.
- h) Will ensure correct disposal procedures for hazardous substances are in place to ensure compliance with current legislation.
- i) Ensure that correct spillage and disposal procedures for hazardous substances are in place.
- j) Will ensure the Council monitor all emissions to atmosphere land and water associated with hazardous substances.
- k) Audit against the COSHH policies and procedures at least annually.
- l) Will develop and maintain the Council's Central COSHH Register
- m) Will ensure that all material data sheets for substances are promptly forwarded to the end user.
- n) Will advise COSHH assessors of any change of specification of hazardous substances that comes to their attention during the dealings with supplier.
- o) Will ensure that only minimum amounts of hazardous substances are purchased to facilitate normal operation conditions.



# MIDDLETON CHENEY Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

- p) Will ensure that all hazardous substances used have been suitably assessed by a competent COSHH assessor prior to introduction.
- q) Will ensure that all hazardous substances are stored correctly and in a safe manner.
- r) Will notify the end user of any new or updated material safety data sheets.

## Assessors

- a) Will be nominated by the Clerk and will undergo suitable and sufficient training to fit them to their duties as assessors.
- b) Will decide if full COSHH assessments are required for substances used.
- c) Will complete COSHH assessments before any new substance is used/trialled for the first time.
- d) Will review the COSHH Assessments annually or when there has been any significant change.
- e) Will manage the day-to-day updates of the COSHH manual.
- f) Will forward COSHH assessments to the Clerk on completion.

## Employees

- a) Will not use any hazardous substances they have not been trained for.
- b) Report the misuse of hazardous substances directly to the Clerk.
- c) Report all spillages directly to the Clerk.
- d) Will not use any hazardous substances unless they have been fully assessed by the COSHH assessor.
- e) Will use all controls and personal protective equipment as instructed in the COSHH assessment.

## References

*MPCP COSHH Procedure*

## Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	Alan Youel	07-08-2023		Draft	



## **Control of Substances Hazardous to Health Procedure**

### **1.1 Purpose**

To ensure full compliance with all relevant statutory instruments and to provide a system for the safe use, handling, storage, and transportation for substances which may be hazardous to health.

### **1.2 Scope**

All Middleton Cheney Parish Council Councillors and staff.

### **1.3 Definitions**

COSHH: Control of Substances Hazardous to Health Regulations 2002.

Hazard: Anything that has the potential to cause harm including ill-health, injury, or environmental loss.

Risk: This considers both the likelihood that harm will occur and the severity, should harm occur.

Substance: Any vapour, fume, mist, dust, liquid, gas or solid

COSHH Risk Assessment: This is the process of assessing what could cause harm in your workplace and what the risk is. The risk assessment then considers whether enough precautions have been taken to minimise the risk, or whether more needs to be done to prevent harm. A COSHH Risk assessment should specifically consider the use, handling, storage, and transportation of substances within the workplace.

MSDS (Material Safety Data Sheet): This should be supplied with any purchased substance. The MSDS should provide information regarding the contents of the product and the risks associated with the product.

Risk Control Measure: The purpose of a risk control measure is to minimise the risk so far as is reasonably practicable.

PPE: Personal Protective Equipment

RPE: Respiratory Protective Equipment

WEL (Workplace Exposure Limit): This is an Occupational Exposure Limit that has been set under the COSHH Regulations. The WEL is the concentration of a hazardous substance in the air. The concentration is averaged over two time periods; long-term (8 hours) and short-term (15 minutes). In the workplace the WEL of any hazardous substance must not be exceeded. For a comprehensive list of all established WELs refer to the HSE document EH40.

### **1.4 Method**

Risk Assessments

It is a requirement of the Control of Substances Hazardous to Health Regulations that a suitable and sufficient risk assessment is completed for a substance that may be hazardous to the health of employees if exposed whilst at work.

A COSHH risk assessment must therefore be completed for any new or existing substances that may be hazardous to the health of employees or others. It is the responsibility of the Clerk to ensure that COSHH risk assessments are completed for all substances identified so far as is reasonably practicable.

### **1.5 COSHH Risk Assessors**

The Clerk may designate responsible people as COSHH Risk Assessors to undertake the COSHH risk assessment. However, they must ensure that the designated risk assessors are provided with adequate time, resources, and training to ensure that they have the knowledge and experience to undertake suitable and sufficient COSHH risk assessments.

### **1.6 Approval Process**

Prior to the use, storage, handling, or transportation of any new substance, the designated COSHH Assessor should be notified. The COSHH Assessor will require an up-to-date MSDS for the substance so that a COSHH Assessment can be completed prior to arrival of any new substance.

Where the MSDS indicates that the substance is Toxic, Corrosive, Sensitising, Carcinogenic, Mutagenic, Teratogenic or Explosive, a copy of the MSDS for the substance must be sent to the Clerk for approval for its use. The substance must not be brought onto Council property until it has the approval of the Clerk.

### **1.7 The Risk Assessment Process**



When any new or existing tasks, activities or processes have been identified as involving the use, handling, storage, or transportation of substances that may be hazardous to health, the designated risk assessor should be notified so that a COSHH risk assessment can be completed. The COSHH risk assessment should be completed prior to any new task, activity or process commencing that involves the use, handling, storage, or transportation of substances that may be hazardous to health.

The risk assessment process should consist of the following stages:

- Hazard Identification
- Effects of Hazardous Substances
- Assessment of Risk of Harm occurring
- Persons at risk
- Review of Current and Additional Control Measures
- Control Measures
- Record of risk assessment findings
- Monitoring
- Review

#### Hazard Identification

For any identified new or existing task, activity, or process, the designated COSHH risk assessor will need to establish what hazardous substances employees and others may be exposed to. In addition, where the substance used is substituted for an alternative, a new COSHH risk assessment will be required.

Hazardous substances may include:

Substances used directly in work activities e.g., adhesives, paints, cleaning products Substances generated during work activities e.g., welding or soldering fumes, waste material etc. Naturally occurring substances e.g., tea dust, coffee bean dust. Biological agents such as bacteria and microorganisms e.g., legionella.

#### Effects of Hazardous Substances

Having identified substances that may be hazardous to health, the effects of hazardous substances will need to be considered. Examples of the effects of hazardous substances include:

- Irritation to skin, eyes or the respiratory system.
- Corrosive burns to the skin and eyes.
- Asthma as a result of developing an allergy to substances at work.
- Losing consciousness as a result of being overcome by toxic fumes.
- Cancer, which may appear long after exposure to the substance.
- Infection from biological agents.

Once the hazardous substances have been identified, a material safety data sheet (MSDS) must be obtained from the supplier. A copy of the MSDS must be obtained prior to any new substance being purchased and delivered to site. The MSDS for the substance will provide information regarding the potential hazardous effects of the substance. This information is located in Section 15 of the MSDS where it will list Risk Phrases for the substance.

Where the substance is one that is a product of an internal process, information regarding its hazardous properties may be found from the HSE publications EH40/2005 Workplace exposure Limits and Approved Supply List. Information approved for the classification and labelling of substances and preparations dangerous for supply.

#### Assess the Risk of Harm Occurring

Having identified the potential harm that a substance could cause to someone's health, the likely risk also of this occurring also needs to be addressed. To make an assessment of the risk, the following questions should be asked.

How much of the substance is used?

What quantities of the substance will be used? If the substance is produced as part of a process, how much of the substance may be produced? When considering the quantities, this should cover all types of activities, including daily activities, maintenance activities and potential spills. This information should be recorded on the COSHH Risk Assessment form.

How could people be exposed to the substance?

This should consider how people will come into contact with the substance. To accurately assess this, the properties of the substance and how it is used need to be considered. Depending on the substance and its use this will determine the likelihood of exposure. Will users come into direct contact with the substance or is the substance enclosed for example. The COSHH assessor therefore needs to consider:

## Use of Substances

- How is the substance being used?
- Will the user be directly handling the substance?
- Will the user be likely to come into direct contact with the substance?
- Will anyone else come into direct contact with the substance?
- If the substance is produced as part of a process will anyone come into direct contact?

When considering the use of the substance, all activities must be considered, including daily activities through to non-routine and one-off activities. In addition, emergency situations such as spills or leaks should be considered. Furthermore, possible contamination should also be considered. For example, a hazardous substance may get into the mouth from contaminated hands during eating or smoking. This information should be recorded on the COSHH Risk Assessment form.

## Properties of Substance

When considering the type of substances that people may be exposed to, the COSHH Assessor also needs to consider whether the activity or process give rise to:

- Dusts
- Vapours
- Mists
- Gases

## How will individuals be exposed?

By considering both the use of the substance and its properties, the COSHH assessor can consider how individuals may be exposed to the substance and how harm may occur. The COSHH assessor must therefore consider whether exposure will occur through:

- Direct skin or eye contact
- Indirect skin or eye contact e.g. through contamination of clothing
- Absorption through the skin
- Ingestion
- Inhalation

This information should be recorded on the COSHH Risk Assessment form.

## Persons at Risk

The designated risk assessor should consider all possible people that may be at risk of being exposed to any hazards associated with the task, process or activity. The most immediate people at risk will be employees and contractors directly involved with the task, process, or activity or in the immediate area where the substance is being used or produced.

Other people that may also be at risk include young workers, trainees, pregnant workers, cleaners, contractors, maintenance workers and visitors. These therefore need to be considered as part of the risk assessment. This information should be recorded on the COSHH Assessment request form.

## Current Control Measures

An assessment should be made to evaluate what control measures are currently in place to minimise any risks associated with substances used or produced as part of a task, process, or activity. When assessing current controls, it is important that the COSHH Risk Assessors consider whether the current controls are effective and work properly. In addition, it is important to ensure that everyone affected has a clear understanding of the control measures in place. This information should be recorded on the COSHH Risk Assessment form.

## Risk Control Measures

Where it is identified that control measures are needed or that current control measures are not sufficient, suitable control measures will need to be considered. With regard to suitable control measures, specific regulations, ACOPs and guidance should be referred to.

When the COSHH risk assessor is assessing existing or new control measures, adequate regard should be given to the Hierarchy of Risk Control. The hierarchy of control must be followed so far as is reasonably practicable, as this is a requirement of the Control of Substances Hazardous to Health Regulations 2002.

The hierarchy of Risk Control specifies that to minimise risk so far as is reasonably practicable, the following principles should be followed in this order:

- Remove the risk i.e., through elimination hence e.g., change the process of activity so the hazardous substance is not needed or produced.
- Reduce the risk i.e., through substitution of the substance for a safer, less hazardous alternative or use it in a safer form e.g., pellets instead of powder.

- Change the work method or pattern.
- Reduce or limit the time of exposure.
- Implement engineering controls e.g., Local Exhaust Ventilation (LEV), Dilution Ventilation.
- Ensure good housekeeping.
- Ensure safe systems of work.
- Provide adequate training and supervision.
- Provide suitable Personal Protective Equipment.

Upon gathering the above information, this information should be recorded on the COSHH Risk Assessment Form (Appendix A). A copy of the COSHH Risk Assessment Form should be sent to the Safety Advisor with the appropriate attached MSDS.

A COSHH Information Sheet will be completed and the appropriate COSHH Assessor will be notified when the Information Sheet is complete and available on the COSHH database for the area it is to be used in.

#### Record of Risk Assessment Findings

A record, in the form of the completed COSHH Risk Assessment Form, showing its significant findings must be kept and updated when the recommendations have been completed. Copies of the COSHH risk assessment and Information Sheet must be easily accessible to all employees that may be affected.

All COSHH risk assessments must be kept for at least five years for record purposes from the date that they are no longer required.

#### Monitoring

The completed risk assessment should be monitored to ensure that all recommendations are fully implemented. This is the responsibility of both the COSHH Risk Assessor and the Clerk to ensure that recommendations are implemented. In addition, once the control measures have been implemented, it is important to monitor that they are effective in controlling the risks to as low as is reasonably practicable. Where it is shown that the controls are not adequate the risk assessment should be reviewed.

#### Review

The risk assessment should be reviewed on a periodic basis. The frequency that the risk assessment will need to be reviewed will depend on the nature of the risk.

In addition, substances identified as toxic, corrosive, sensitising, carcinogenic, mutagenic or teratogenic should be reviewed at least every twelve months. As part of the review, where it is reasonably practicable to do so, safer alternatives would be sought to replace such hazardous substances. In addition, the COSHH risk assessment should also be reviewed under the following circumstances:

- When any significant change occurs to the process, task or activity.
- Introduction of any new substances that may be hazardous.
- New available information regarding hazardous substances.
- New available technology to minimise the risks.
- New requirements implemented by new legislation.
- Changes in the workforce e.g., introduction of trainees or pregnant worker.
- Accident, incident or ill-health indicates that the control measures are not adequately controlling the risks.
- An audit or inspection indicates that the control measures are not controlling the risks.

The Clerk and designated COSHH Risk Assessor should be notified should any of these circumstances occur so that the COSHH risk assessment can be reviewed.

### **1.8 Personal Protective Equipment**

Where the COSHH assessment identifies a requirement for Personal Protective Equipment (PPE), the selected PPE must be selected so that it is suitable for the purpose to adequately control exposure to hazardous substances. The PPE must also be compatible to both the user and the environment that it is to be worn in. Furthermore, if it is to be worn with other PPE, all items must be compatible with one another. All PPE must also comply with the Personal Protective Equipment Regulations 2002. For further information regarding this, refer to MCPC Personal Protective Equipment Procedure.

All selected PPE must fit the user correctly. In the case of RPE, this must also fit correctly so as to ensure a tight seal on the user. When initially selecting any tight fitting RPE, the RPE should be tested on users to ensure that the correct device is being used. This will usually involve a quantitative face fit test to establish whether the face seal is sufficient to protect the user from being exposed to hazardous substances.

All PPE must be properly stored in a clean environment to protect from contamination from hazardous substances. All PPE should be inspected on a regular basis to ensure that it is clean and in good condition. Where the PPE is contaminated or damaged, the PPE should be cleaned, repaired or destroyed.

All users must be trained in the importance of wearing PPE where it is identified as required. They should also be aware of the importance to ensure PPE is kept clean and stored correctly.

### 1.9 Maintenance and Inspection

All plant, equipment, engineering controls and PPE should be maintained in an efficient state, efficient working order, good repair and in a clean condition. In addition, in accordance with COSHH Regulation 9, all engineering controls implemented will require a thorough examination and testing at suitable intervals. More specifically, in the case of Local Exhaust Ventilation systems (LEV), thorough examination and testing will be required at least every 14 months. Where it is identified that RPE will be required, this will also require thorough examination and testing at suitable intervals.

Records for all maintenance, testing and thorough examinations must be kept. This should also include any defects and repairs. Records should be kept for a minimum of five years.

### 1.10 Training

All employees will be trained in COSHH Awareness. All designated COSHH risk assessors should be given adequate training to undertake their duties as risk assessors. This will involve completing a COSHH risk assessment training course. In addition, they should shadow an experienced COSHH risk assessor when undertaking their first COSHH risk assessments so as to gain practical knowledge and experience.

### 1.11 Health Surveillance

A proactive approach to health surveillance, as required under COSHH Regulation 11, will be undertaken. The Clerk will ensure that where appropriate employees undertake a medical prior to commencing work. Where it is identified that their role will may expose them to hazardous substances, the Clerk will make an assessment to ensure that there is no medical reasons that would put them at a higher risk than normal should they be exposed to certain hazardous substances.

Where symptoms related to exposure to certain substances are reported to the Clerk, this will again be fed back to the Parish Council so that the risk assessments can be reviewed to ensure that they are adequately controlling the risks.

The Clerk will keep all medical records for individuals, including any health surveillance related to exposure to certain hazardous substances, for at least forty years.

If an individual is diagnosed by a doctor with Occupational Asthma, the Clerk will notify the Parish Council. In addition, they will notify the HSE, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Clerk will also assist in advising how to prevent further progression of any symptoms that may be related to exposure to certain hazardous substances.

### 1.12 WEL/Monitoring

As a requirement of COSHH Regulation 10, where it is identified that a substance has a Workplace Exposure Limit (WEL), if it is likely that the WEL may be exceeded, workplace air monitoring will be undertaken. This will be to establish exposure levels for all individuals that may be potentially exposed. If the WEL is exceeded, the COSHH assessment must be reviewed to ensure that the control measures are adequately controlling exposure. In addition, further control measures may be required to ensure that the WEL is not exceeded and is as low as is reasonably practicable. Furthermore, if the substance is identified as toxic, mutagenic, teratogenic, carcinogenic, or a sensitiser, the exposure must be reduced to as low as is practicable.

Records

*MCPC COSHH Assessment (Appendix 1)*

References

*MCPC COSHH Policy*

*MCPC Personal Protective Equipment Procedure*

#### Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	Alan Youel	07-08-2023		Draft	



**MCPC COSHH Assessment Sheet**

<b>Completed by:</b>	
<b>Job description:</b>	
<b>Location on-site:</b>	
<b>Activity or process:</b>	
<b>Hazardous</b>	
<b>Date:</b>	

(Use one form for each substance)

Tick appropriate boxes:



Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No



Yes	No	Yes	No	Yes	No	Yes	No

<b>DESCRIPTION OF THE ACTIVITY (Include all job steps)</b>
<b>HAZARDS FROM ACTIVITY (All hazards associated with the task should be entered here)</b>
<b>THOSE AT RISK OF EXPOSURE (Staff, public and others)</b>
<b>CURRENT CONTROL MEASURES (List current control measures and observations on their use)</b>

<b>WITH THESE CONTROLS THE RISK OF EXPOSURE IS (CIRCLE)</b>	<b>Unacceptable</b>	<b>Further controls required</b>	<b>Adequately controlled</b>	<b>Need more information</b>
---	---------------------	----------------------------------	------------------------------	------------------------------

**FURTHER CONTROL MEASURES REQUIRED (List further action needed to adequately control exposure)**

--

Review date:

Initials:


**HAZARDOUS SUBSTANCES (Information on all hazardous substances associated with the task should be entered here):**

Name, strength, form	Data sheet Y/N	Hazard category (e.g. toxic, risk phase)	Routes of exposure	Effects of exposure	Work Exposure Limit (WEL) Ppm or mg / m <sup>3</sup> 8 hrs or 15 mins

**SUMMARY OF MEASURES (List measures relating to storage, handling, disposal and emergency measures, as well as any monitoring of controls)**

--

Name and signature of assessor:

Date:

Name and signature of head of department:

Date:

Name and signature of supervisor:

Date:

SUBSTANCES INVOLVED (with approximate quantities)	HAZARDS (e.g. from MSDS / label or HSE guidance)	Work Exposure Limit (WEL)	ROUTES OF ENTRY

Are there: sensitizers? Yes  No  Carcinogens? Yes  No  Biological agents? Yes  No

If yes, attach a description of how the COSHH additional requirements are being met.

Ionising radiation / laser / UV: Yes  No  If yes, specify:

Other hazards (describe):

Precautions:

*PERSONS AT RISK (Who might be harmed and how?)*

Are new /  
expectant  
mothers  
especially  
at risk?

Yes

No

**EXISTING PRECAUTIONS (What controls are currently in place and are they adequate?)**

**Engineering measures (indicate if used)**

Complete enclosure  Biological safety cabinet (specify containment level)

Fume cupboard  Other LEV  General ventilation  Other (describe)

**Procedural measures (indicate if used)**

Written instructions / procedures  Training

Health surveillance  Air monitoring  Fit-testing for RPE

**Personal protective equipment (indicate if used)**

Face & eyes: Visor  Goggles  Spectacles

Hands: Gloves

Respiratory (RPE):

Other:  (specify)

Specify grade, type, etc.:

# COSHH Assessment

Middleton Cheney Parish Council				
Date of Assessment		Assessors Name		
Date of Staff Training		Training Refresh Date		
<b>Step 1</b>	<b>Identify the hazards</b>			
<b>Substance</b>			<b>Hazards</b>	
<b>Step 2</b>	<b>What harm may occur and to whom?</b>			
<b>Type of Harm</b>			<b>Persons at Risk</b>	
<b>Step 3</b>	<b>What controls are already in place?</b>			
<b>Risk</b>			<b>Control</b>	
<b>Step 4</b>	<b>What additional controls are required?</b>			
<b>Risk</b>			<b>Control</b>	
<b>Step 5</b>	<b>What action is required??</b>			
<b>Action</b>	<b>Who</b>	<b>By When</b>	<b>Manager</b>	
<b>Additional Requirements</b>				
<b>Supervision</b>				
<b>Information and Instruction</b>				
<b>Training</b>				
<b>Emergency Response Plans</b>				
<b>Health Surveillance</b>				
<b>General Control Monitoring</b>				
<b>LEV Examination and Test</b>				
<b>Step 6</b>	<b>Scheduled Review</b>			
<b>By Who</b>			<b>Date</b>	

Signature of Assessor..... Date.....  
 Name in Block Capitals..... Appointment.....





# MIDDLETON CHENEY Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

<b>Category:</b> Procedure	<b>Status:</b> Draft
<b>Responsible:</b> Clerk/RFO	<b>Adoption minute ref:</b>
<b>Applicable to:</b> Finance & Policy Committee	<b>Adoption date:</b>
<b>Version:</b> 1.0	<b>Next review:</b>

## Personal Protective Equipment and Clothing

Middleton Cheney Parish Council recognise that the use of PPE to control risk is sometimes unavoidable. Our policy is to avoid the use of Personal Protective Equipment wherever other reasonably practicable measures can be adopted that protect the collective workforce rather than an individual.

To this end we will adopt the hierarchy of control set out in the prevention principle and use PPE only as a last resort.

It is the responsibility of the Council to ensure this policy is fully implemented.

We will provide any PPE required without charge to our employees and where appropriate we will maintain stocks for visitors. Contractors are required to provide their own PPE except in very specialist cases when we will assist by providing appropriate equipment. However, it will be the responsibility of the contractor to ensure the operatives are properly trained and use the equipment in the manner of its design.

All PPE will be CE marked, subject to an appropriate selection procedure and stored correctly. Before use the equipment will be inspected by a competent person to ensure it is functional and appropriate for the individual that is required to use it. Special attention will be paid to face fitting tight fitting respiratory protective equipment.

Where appropriate we will provide suitable storage and systems will be established for maintenance, repair, and replacement of all items of PPE.

All staff will be trained to recognise potential faults, complete user repairs, and replace equipment in accordance with manufacturer's instructions.

It is the responsibility of individual users to ensure that all equipment is clean and free from contamination before returning the equipment for storage.

Employees who are required to use or wear PPE are provided with training on the hazards against which it is effective, circumstances in which it is to be used, degree of protection afforded and its limitations. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

PPE is to be checked by a nominated and competent supervisor each month and a record maintained.

Replacements are available from the Clerk who will record the replacement and defect.

For those staff employed in a mobile capacity, a supply of PPE can be kept in their vehicle.

Care must be taken to ensure the equipment is properly stored in all cases.

### References

*MCPC COSHH Policy*

*MCPC COSHH Procedure*

### Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	Alan Youel	07-08-2023		Draft	



# MIDDLETON CHENEY Parish Council

Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR



gdpr-documentation-  
controller-template.xl:

## 23/243 Controller documentation (Article 30 GDPR) 23/244 Data breach log

Procedural guidance:

[How do we document our processing activities? | ICO](#)

[UK GDPR data breach reporting \(DPA 2018\) | ICO](#)

[NALC member's access to document L02-18, Feb 2018.](#)

23/245	Current	Proposed	Difference		From Gen Reserve		
	<i>Figures from last approved budget</i>						
320 EMR - Replacement play equipment	£ 25,000.00	£ 30,000.00	£ 5,000.00			£ 30,000.00	
321 EMR - CIL	£ 4,653.33	£ 4,653.33	£ -			£ 4,653.33	
323 EMR - CIL 21/22	£ 239.61	£ 239.61	£ -			£ 239.61	
325 EMR - Pre-school equipment	£ -	£ -	£ -	Remove		£ -	
330 EMR - Cemetery extension	£ 20,000.00	£ 105,706.06	£ 85,706.06		£ 19,293.94	£ 125,000.00	
335 EMR - MCNP	£ 21,901.40	£ 10,000.00	£ (11,901.40)			£ 10,000.00	
340 EMR - Library donation	£ 15,000.00	£ -	£ (15,000.00)	Remove		£ -	
345 EMR - Unitary & NCC Financials	£ 50,000.00	£ -	£ (50,000.00)	Remove		£ -	
350 EMR - Allotment Land	£ 20,000.00	£ 30,000.00	£ 10,000.00			£ 30,000.00	
355 EMR - Light Costs Village(DWH)	£ 23,804.66	£ -	£ (23,804.66)	Remove		£ -	
360 EMR - Defibrilator	£ 1,000.00	£ 1,000.00	£ -			£ 1,000.00	
365 EMR - MCPIT	£ -	£ -	£ -	Remove		£ -	
370 EMR - Community Wellbeing	£ 11,500.00	£ 11,500.00	£ -			£ 11,500.00	
	£ 193,099.00	£ 193,099.00				£ 212,392.94	
320 EMR - Replacement play equipment	£ 30,000.00	Amount to be incremented each year. Current play equipment expected to be replaced 2032					
321 EMR - CIL	£ 4,653.33						
323 EMR - CIL 21/22	£ 239.61						
330 EMR - Cemetery extension	£ 125,000.00	Current cemetery almost at capacity. Land acquisition required by 2025					
335 EMR - MCNP	£ 10,000.00	Neighbourhood Plan stalled. Nominal amount held in case of future regeneration					
350 EMR - Allotment Land	£ 30,000.00	Land acquisition required for allotment provision. 10 year plan or opportunity					
360 EMR - Defibrilator	£ 1,000.00	Expected replacement defibrilator units required 2028					
370 EMR - Community Wellbeing	£ 11,500.00	Expenditure for community benefit not otherwise covered within operating budget					
	£ 212,392.94						

23/246

## Authorisation of Payments

Sep-23

Month 6 - Tax Year 2023-24

14/09/2023		Debit card	Amazon	20.83	4.17	24.99		Trugs
14/09/2023		Debit card	Amazon	3.29	0.66	3.95		repair brackets, window boxes
14/09/2023		Debit card	Amazon	51.90	10.38	62.28		garden tools
13/09/2023		Debit card	Wickes			166.12		Compost
13/09/2023		Debit card	Hillers BigPotPlant			385.90		Plants
07/09/2023	41360	BACS	Company	507.50	101.50	609.00		Big plant pots
14/09/2023	4.24002E+11	BACS	WNC	494.00	0.00	494.00		1100l business waste collection
27/08/2023	SB20231067	BACS	PKFLittlejohn	420.00	84.00	504.00		Limited assurance review
25/08/2023	6849	BACS	Shield Slade estate services	147.33	29.47	176.80	4511	Dog waste bin collection
31/08/2023	INV-25560	BACS	Hiscox	3512.47	702.49	4214.96	4540-6	Grass cutting 1st - 31st May
		DD	Nest	310.08	0.00	310.08		Insurance
13/09/2023	GBP01044050161484149	DD	O2	142.83	0.00	142.83	4020	Pensions
07/09/2023	24269687	DD	Seimens	22.50	4.50	27.00	4553	Mobile contracts
		DD	Rydal	39.08	7.82	46.90	4552	
31/09/2023	.	DD	SGW Payroll	103.00	20.60	123.60	4550	CCTV lease
13/09/2023	473482	DD	Tower leasing	33.50	6.70	40.20	4022	Payroll
09/09/2023	313580	DD	Sue Cameron	157.00	31.40	188.40	4550	CCTV system, tilt zoom camera, pole
30/09/2023	September	BACS	Richard Jerrams Coughtrey				4000	Monthly salary
31/08/2023	August	BACS	Debbie Burdett				4000	1 week, pro rata
30/09/2023	September	BACS	Pip Davis				4000	Monthly salary
30/09/2023	September	BACS	Pip Davis				4000	Monthly salary
30/06/2023	September mid-August - mid- September	BACS	Pip Davis				4000	≤Monthly salary, TBC
							4000	≤10% overtime, TBC
				Total		7,731.45	& Salaries	

Bank Balances as at 16/08/2023

Community Account	38.77
Business Premium Account 360	288,248.17
Business Premium Account 259	77,650.61