



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

16th October 2023, 7:15pm

Minutes

Cllr Alan Youel, Chairman
Cllr Mark Allen
Cllr Kristian Burgess

Cllr Ruth Hoose
Cllr Nigel Mills
Pip Davis
8 Members of the public

Meeting commenced 19:18pm

23/252 Apologies for absence

Absent with apologies:

Cllr Richard Solesbury-Timms, work

Cllr Rachel Washer, medical

Absent without apologies: Cllr Edward Jerrams Coughtrey, Cllr Nina Truman.

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

23/253 OPEN MEETING

Members of the public identified that they were present at the meeting due to interests in item 23/259.

23/269 One member of the public stated they had supported the grant application and were willing to support considerations with any questions as they arise.

On the proposition of Cllr Burgess it was **RESOLVED**: to move item 23/259 to directly after 23/256.

Open meeting closed: 19:22

23/254 Members' declaration of interest in items on the agenda

None

23/255 Approval of minutes of meeting 18th September 2023 - attached

On the proposition of Cllr Hoose it was **RESOLVED**: to approve the minutes of the meeting of Council on Monday 18th September 2023.

23/256 Receipt of committee minutes - attached

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

23/259 Playing Fields Association (PFA) "Governance and Operation Review" collaboration

Representations made by members of the public:

A member of the public stated a review of PFA governance needed as a result of financial difficulty. YE 2019/2020 "All but insolvent", reprieved by government grants. Larger cash deficit of the PFA anticipated this year. Maintenance costs are not affordable and the course for the PFA is not steady.

Another member of the public said that how sports club contribute to the PFA needs consideration and indicated bias in this matter as an historic issue. Different types of charitable organisation could be considered to protect trustees and the land. The purpose of the PFA should be reviewed, why its there and for whom.

Another member of the public stated their support for the Parish Council to work collaboratively with the PFA. Some work has already been done but the group needs to look beyond solving financial concerns and review the charity structure.

Another member of the public stated difficulties of sports organisations in securing grants due to lapsed leases.

On the proposition of Cllr Burgess it was **RESOLVED**: to establish a working group of Councillor and PFA Committee members. Clerk recommended 3 members (who can be substituted based on availability if needed). Cllrs Youel, Allen, Burgess and Cllr Solesbury-Timms as a unitary councillor. PFA to be invited by the Council to send representations to join the committee. Balanced numbers of representations from each organisation. Substitutions to be allowed on each sides. 5 weekly meetings commencing 2nd November.

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23/257 Planning – letters, decisions and applications

To consider planning applications as outlined:

[2023/6840/TCA](#) 12 Royal Oak Lane, Middleton Cheney, OX17 2LX – No comments

[2023/7029/FULL](#) 20 High Street Middleton Cheney OX17 2PA – No comments

[2023/6795/FULL](#) 29 Queen Street, Middleton Cheney, OX17 2NP – No comments

[2023/6502/FULL](#) 38 Chacombe Road Middleton Cheney OX17 2QU – repeated from last meeting

[WNS/2022/2252/MAR](#) Land At Waters Lane, Middleton Cheney, Northamptonshire

Cllr Burgess left at 20:15pm

23/258 Reports from Ward Councillors

None received. Cllr Solesbury-Timms is standing down the “Ask a unitary councillor” surgeries to allow for community-based project committee works.

23/260 Review of 2022 Governance Review

On the proposition of the Chairman it was **RESOLVED**: to approve and action the Finance and Policy Committee’s recommendations:

(B) (i) Minute details to be included on Schedule of Payments and Authorisation of Payments.

(ii) Finance and Policy to review all regular expenditure, with end of contract information, at next meeting.

(C) (i) ICC model to be reviewed and updated.

(ii) A person independent of the bank mandate to spot check financial processes by tracking back payments from itemised on bank statement to decision minuted.

(D) Finance and Policy Committee to review funds in Business Saver Account and interest rates at next Committee meeting.

23/261 Internal Controls Checklist (ICC)

On the proposition of Cllr Mills it was **RESOLVED**: to receive October’s Internal Monitor’s report.

23/262 ICC model review

Finance and Policy Committee to create a new ICC model pursuant to Standing Orders, Financial Regulations, Annual Internal Audit Report (AIAR) internal control objectives, Financial Risk Management and Effectiveness of Internal Audit.

23/263 Review of expenditure against budget

On the proposition of Cllr Allen it was **RESOLVED**: Pursuant to Section 17 of Standing Orders, the financial quarter’s expenditure against budget comparison and receipts and payments were received by the Council.

23/264 Disabled Access Audit

On the proposition of Cllr Allen it was **RESOLVED**: to source quotes on features the Council would like to consider changing (*italics on report*).

23/265 Health and Safety Policy – attached

On the proposition of the Chairman it was **RESOLVED**: to adopt the Health and Safety Policy.

23/266 General Data Consents

On the recommendation of the Finance and Policy Committee, Clerk to update consents and report back to Finance and Policy in 6 months. Full Council to include direction to privacy notice information for Council domain emails and postal correspondence.

23/267 Communications strategy

Councillors to expand on some of the recommendations and return to Full Council.

23/268 Parish Council Events calendar and budget

Deferred: Council to decide a repeating annual calendar of events (Remembrance Day, Halloween, Christmas etc.) for Finance and Policy to consider a budget during budget-setting process.

23/269 Grant application

On the proposition of Cllr Hoose it was **RESOLVED**: To approve the grant application received from Ma-Mites parent-toddler group under the Grants and Donations Policy, deferred until next financial year to allow to be considered in budget-setting.

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23/270 Council Office Christmas Closure

Christmas close-down: 22nd December 2023, re-opens 2nd January 2024.

23/271 Christmas lights and events

On the proposition of Cllr Allen it was **RESOLVED**: To engage previous light supplier for solar ½ Christmas trees.

23/272 Matters for information

Cllr Hoose referred to the West Northants bus public consultation. Route 500 may be up for review. Councillors encouraged to send in their views. Previous petitioning letter sent to Stagecoach can be recirculated to village as a guide.

23/273 Next meeting

18th October 2023 – Extraordinary Council Meeting.

20th November 2023 – Full Council Meeting.

Meeting closed 22:05pm

Signed: *Pip Davis*

Clerk / RFO to Middleton Cheney Parish Council.

DRAFT