



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.

MIDDLETON CHENEY

Parish Council

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

MIDDLETON CHENEY

Parish Council

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



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

Finance and Policy Committee meeting Venue: Parish Meeting Room 13th September 2023, 7:00pm

Present: Cllr Mark Allen (Chairman)
Cllr Nigel Mills
Meeting commenced 19:05

Cllr Allen Youel
Pip Davis

1. Resolution to approve apologies for absence

Absent with apologies: Cllr Hoose, Cllr Solesbury-Timms.

Absent: Cllr Burgess

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

2. Declarations of interest

None

3. Approval of minutes of meeting 25th July

On the proposition of Cllr Youel it was **RESOLVED**: to approve the minutes.

4. Cemetery audit

Recommend a contractor, Assettrac as the preferred.

Look to invest in software and training for the clerk for mapping and to manage cemetery.

5. Discussion of quotes received for recommendation to full council.

Replacement of roof of play equipment at Astrop Road. Recommend assess safety of equipment and requirement for repair.

Recommend new dog waste bin from Broxap.to be installed at Astrop.

Recommend to Council that a contractor is sourced to carry out asbestos management survey, preference Supernova.

6. Review of Policies.

Asbestos – pending management survey

CCTV – updated by AY, recommend to approve by full Council

Certificate of waste disposal. Upper tier waste disposal licence, WNC certificates up to date.

COSHH policy, procedure, assessment and PPE forms. – provided by AY, will also provide a COSHH register

Controller documentation (Article 30 GDPR) – not a requirement but good practice to be aware of general data the Council and office handle. Template for a task and finish group attached to Finance and Policy committee can use to assess data protection risks. Cllr Allen to continue work and create a shared document.

Data breach log – NALC reporting, ICO template for reporting. Recommend full council adopt these.

Disabled access audit. Review next F&P meeting.

Health and Safety policy – Cllr Mills

List of personal data consents – Clerk

Map of graves / cemetery – Clerk

Pension and retirement policy – Cllr Allen

Publication scheme – Cllr Youel



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7. Earmarked reserves.

Recommend EMR updates to full council to be accepted, AY to produce narrative of terms of EMR use.

8. Barclays Mandate.

Officials signed change of mandate forms.

9. Urgent business

None

Meeting closed. 20:27pm

Signed **SIGNED** ✓
Councillor N Mills
Chairman of meeting

4th October 2023



MIDDLETON CHENEY

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Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Determined				
UNAVAILABLE AT TIME OF AGENDA PUBLICATION				
Applications Received				
2023/6840/TCA	Works to Trees (Conservation Area)	12 Royal Oak Lane, Middleton Cheney, OX17 2LX	Weeping Silver Birch (T1) to the left as you enter driveway. Plan to fell in order to open up driveway.	
2023/7029/FULL	Full Planning Permission	20 High Street Middleton Cheney OX17 2PA	Demolition of previous extensions on north and south elevations. New 2 storey extension to north elevation. Single storey extension to rear. Amendments to porch. Garage conversion. Part demolition of boundary wall. New driveway.	
2023/6795/FULL	Full Planning Permission	29 Queen Street, Middleton Cheney, OX17 2NP	Demolition of existing conservatory and porch. New front extension	
2023/6502/FULL	Full Planning Permission	38 Chacombe Road Middleton Cheney OX17 2QU	New garage to side of property and internal alterations	
WNS/2022/2252/MAR	Reserved Matters Permissions (Major)	Land At Waters Lane, Middleton Cheney, Northamptonshire	Variation of conditions 1, 3, 6, 7, 12, 15 and 16 of application WNS/2021/1815/MAR (Application for Reserved Matters Consent for Layout, Scale, Appearance, Landscaping and Access in respect of a Residential Development comprising 54 no. dwellings (pursuant to outline planning permission S/2020/0441/MAO)) to amend previously approved plans. (amended plans and description)	

2 April 2022

Governance Review Report for Middleton Cheney Parish Council From Jane Olds – Internal Auditor

I reviewed the documents provided on 2 April 2022.

BASIS OF REPORT

This report is based on the following criteria:

- a. Proper Book-keeping
- b. Payment controls in relation to Financial Regulations
- c. Review of the Internal Controls, which will include:
 - i. the Parish Risk Assessment;
 - ii. review of the effectiveness of Internal Financial Control;
 - iii. an overall review of your Internal Controls.
- d. Budgetary controls
- e. Income controls
- f. Petty Cash procedures (if applicable)
- g. Payroll controls
- h. Asset controls
- i. Bank reconciliations
- j. Application of Spending Powers
- k. Review of the status of Trusts (if applicable)
- l. Policies review
- m. Review and completeness of minutes
- n. Review and completeness of audit action plans
- o. Year End procedures, which will include:
- p. Financial Statements review;
 - i. Review of Council balances;
 - ii. Analytical Review;
 - iii. Annual Return review.

a. Proper Book-keeping and

b. Payment controls in relation to Financial Regulations

Reading the Minutes, it was not possible to assess whether the Council had made adequate controls in relation to proper book-keeping. Very few of the Minutes included any form of financial consideration or report.

Moving forward, I **recommend** that a formal finance report is included for consideration at every meeting.

This should include:

- the balance(s) of the bank account(s) in relation to the bank statement and bank reconciliation;
- any outstanding payments;
- any standing orders or direct debits which have been paid during the month;
- any income received during the month; and
- a full schedule of payments (as required in the Financial Regulations) to be authorised including:
 - payment method (bank transfer / cheque number)
 - payee and reason (including invoice number if appropriate)

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

- the budget code the payment is being made under (see budgetary controls below)
- the minute reference where the agreement to purchase / order the work was made
- the payment net of VAT
- the total payment inclusive of VAT

I noted that a payment schedule was included in a few of the Minutes, but this should be completed for every meeting where finance is agreed.

The Payment Schedule should then, as per the Financial Regulations, be filed with the invoices.

I further **recommend** that the Council confirms a list of regular expenditure – such as subscriptions or the regular direct debits which do not change at the April meeting.

c. Review of the Internal Controls, which will include:

- i. the Parish Risk Assessment;
- ii. review of the effectiveness of Internal Financial Control;
- iii. an overall review of your Internal Controls.

The Risk Assessment is available but is rudimentary. I **recommend** that consideration is given to the Joint Practitioner's Guide (JPAG) recommendations (2021 version - starting at 5.89 and criteria 5.91 – <https://www.nalc.gov.uk/library/our-work/jpag/3479-practitioners-guide-2021/file>) and a full review of the document is undertaken to make it much more comprehensive.

This document should be reviewed at the beginning of each financial year and used as a working document throughout the year.

No review of the effectiveness of the Internal Audit or Internal Financial Control appeared to have been undertaken. Regarding the Internal Audit, I **recommend** that the Council should undertake a review of effectiveness as per Regulation 6 of the Accounts and Audit Regulations 2015.

I was concerned to read that the former Clerk was a cheque signatory and signed cheques. The Clerk should be an administrator on the bank account and should be responsible for setting up the payments (whether cheque or electronic), but they should never be one of the signatories of the cheques.

While the Clerk/RFO is responsible for the day-to-day running of the Parish, the Council should be reminded that, as a corporate body, it is the Council which is responsible for financial governance; this responsibility should not be taken lightly.

I **recommend** that the Council should continue to appoint a Councillor Responsible for Internal Financial Control. This Councillor should not make payments or sign cheques, but should be able to have online access to the bank account for administration purposes. They should make a review at least quarterly using a simple 'check sheet' to help them make the appropriate scrutiny of the accounts.

I **recommend** that the Councillor should identify a number of payments from the bank statement and then follow them back through the Minutes checking the process of payment and agreement to place the order / undertake the work. The Councillor should also check that any income is also properly recorded (including in the Minutes). This review should then be reported to the next Parish Council meeting and minuted accordingly.

I **recommend** that the Council undertake a review to ensure that the banking provision is fit for purpose – including consideration of electronic banking. I **recommend** that the Clerk/RFO is administrator on the bank accounts and that the Council has at least three Councillor authorisers / signatories. To protect the

Council and staff, a similar procedure should be maintained whether cheques or online payments are made – ie that the staff prepares the payment and at least one Councillor (for online) authorises it having seen and checked the appropriate paperwork. It may be that a change of provider should be considered, even if this means paying bank fees.

I also noted that the Business Saver Account was significantly over the FSCS £85,000 threshold. The Council may wish to review their investment accounts.

d. Budgetary controls

The December 2020 Minutes did not record the setting of the budget – only the Precept. In order for the Council to demonstrate the Precept requirement, it must have considered a full budget. In fact, there is no demonstration that the Precept requirement of £134,000 was needed, particularly with the large reserves which the Council holds.

Following the setting of the Precept in December 2020, it was understood that there had been an unauthorised revision to increase it to £159,680. There is no mention in the Minutes of such a large additional increase in the Precept. I understand that a review of the issues surrounding this had been undertaken. There should also be safeguards on the Precepting Authority's side to ensure that it is only possible to precept the amount agreed in the minutes and the Council may wish to take this up with Northamptonshire Council.

I **recommend** that, in the future, the Council considers and agrees the budget as a separate agenda item from the Precept consideration. The budget amount should be minuted and then the whole budget published to demonstrate the Precept requirement. I note that the 2022/23 budget was published and is comprehensive.

I noted that the Council had adopted a Reserves Policy, but the amounts of earmarked reserves were not fully recorded. I **recommend** updating the policy in line with the JPAG recommendations (see Section 5) and publishing the full list of earmarked reserves which have been itemised in the 22/23 budget.

Over the last year there had not been any form of budget monitoring noted in the Minutes. This was a recommendation in the 2021 Internal Audit Report. I **recommend** that the Council receives a budget monitoring report of actual expenditure over budget at least quarterly in order that the Council is able to ensure the finance (both income and expenditure) is on track.

e. Income controls

It was not possible to review income controls as there was no mention of income in the Minutes.

As mentioned above, income should be included in the monthly finance report and the Councillor Responsible for Internal Financial Control should also maintain checks.

f. Petty Cash procedures (if applicable)

Petty cash is not operated by the Council. However, in order to avoid the Clerk and Councillors reclaiming expenses for items, I **recommend** that the Council consider the provision of a debit card or charge card on the bank account in order that items such as Zoom, Microsoft products, anti-virus software or website domain names can be bought in the Parish's name without the need to resort to the Clerk or another Councillor having to use their personal accounts. With the appropriate safeguards and procedures this would be acceptable.

g. Payroll controls

I have not been able to check the payroll controls. However, I understand that the Internal Auditor had been satisfied at the time of the 2020/21 Audit.

h. Asset controls

The most recent asset register provided (April 2020) appeared to include items at £1 which had actually been removed or disposed of. I **recommend** that a full review of the asset register together with a condition review of all assets is undertaken.

i. Bank reconciliations

As the state of the bank accounts was not minuted regularly, it was not possible for me to verify the bank reconciliations.

j. Application of Spending Powers

The Council should consider the spending Power that is used when agreeing to place orders or make payments. The most popular Powers are available at the back of the NALC publication, *The Good Councillor's Guide*. A full trail should be included in the Minutes of the consideration of the project, the agreement to order, receiving that order and the payment (examples would be a grass cutting contract or the purchase of a new bench).

k. Review of the status of Trusts (if applicable)

Not applicable.

l. Policies review

On inspection of the documents, I noted that the Standing Orders and Financial Regulations were old and not legally compliant. The current Standing Orders are contrary to the Localism Act 2011 legislation which requires Councils to allow photographing and recording of meetings and the Financial Regulations do not allow for electronic banking (among other things).

I **recommend** that the Standing Orders and Financial Regulations are updated to the latest versions as soon as possible. The NALC model Standing Orders were published in 2018 and the Financial Regulations in 2019 and should be available from the County Association.

I noted that the Council was registered with the Information Commissioner's Office, but was not able to find a Publication Scheme or a GDPR policy. The Publication Scheme is an ICO requirement.

The Document Retention Policy would benefit from further consideration.

There appear to be a range of other policies which the Council has adopted over the years, but they are not publicly available on the website. All policies should be available as PDFs and easily accessible.

I **recommend** the Council undertakes a full review of policies, but does it gradually over the next few months. The SLCC also has a range of model policies which the Clerk may use.

m. Review and completeness of minutes

The minutes were adequate apart from the lack of recording of the finance.

I noted that the Internal Auditor had mentioned ensuring that all members attendance was noted. I **recommend** that in the future the Minutes record Councillors present; those in attendance (such as the

Clerk or Unitary Councillors together with the number of members of the public); and separately, Councillor apologies. However, it is not necessary to note the reason for apology in the minutes provided there is a private record of the reasons.

n. Review and completeness of audit action plans

While the Internal Audit raised a number of issues, the hiatus with the former Clerk had caused delays in creating an action plan.

The Council should work with the current Internal Auditor to create a realistic action plan.

o. Year End procedures, which will include:

The Year End procedures will be covered by the Internal Auditor.

p. Financial Statements review;

- i. Review of Council balances;
- ii. Analytical Review;
- iii. Annual Return review.

I was unable to review the financial statements. However, this will be covered by the Internal Auditor.

Further observations

19 May 21 Minutes: I noted that the Declaration of Acceptance of Office forms and Register of Members' Interests forms were signed during the May meeting. Councillors who have taken office following an election should complete the Declaration of Acceptance of Office form before the meeting starts in order that they qualify as Councillors. Only those who are not able to attend the meeting should be given special provision by the Council to sign afterwards. The Register of Members' Interests forms should be completed within 28 days of the election. The only Councillors who should have signed a Declaration of Acceptance of Office during the May meeting should have been the Chairman and Vice Chairman.

Additionally, in May, I noted that the Clerk was appointed RFO at the meeting. It is not necessary to appoint the RFO on an annual basis as the Clerk's original appointment should include being the Responsible Financial Officer.

All documents published by the Parish Council must be easily accessible, and therefore they should be prepared in PDF format. It should not be necessary to have to download any document in order to read it. I **recommend**, moving forward, that all documents are saved as PDFs.

The finance documents and AGAR for the 20/21 year appear confused on the website. I **recommend** a full review to clarify what was submitted to the External Auditor. It may be more sensible to re-scan all the documents into a uniform file format.

Moving forward, when the Council considers the 21/22 AGAR, I **recommend** giving each section an individual agenda item – a suggested text can be supplied – which will then provide individual minute references and help with focus.

I noted that many of the Parish Council Minute books are currently stored in the Parish Council Office. As these books are the only record of the meetings and should be kept in perpetuity, I **recommend** that just the last five years or so are kept in the Parish, with the rest being deposited with the County Archive for safety. A review of other documents should also be undertaken as there is no need to keep items held by others such as most planning applications.

It was encouraging to note that the Council had recently appointed a new Clerk. I **recommend** that the appointment is minuted at the next available meeting.

There invariably has to be an element of trust and commitment from both the Councillors and the Clerk. Unfortunately, from my reading of the Minutes it appears to me that this trust had broken down on both sides with the former Clerk and it may take some time to build it up again.

The new Clerk will need support in putting in place the recommendations above.

I hope that this report is of help to the Council. If you would like any further assistance or clarification, please do contact me.

Jane Olds

Jane Olds
Internal Auditor



Middleton Cheney Parish Council

Category: Procedure	Status: Adopted
Responsible: ICC/RFO	Adoption minute ref: 22/1081
Applicable to: Council	Adoption date: 20/06/2022
Version: 1.0	Next review: 20/06/2023

Internal Monitoring Check List
Month: October 2023

Task	Seen		Comments	Complete
	Yes	No		
Financial				
Invoice folder completed for previous month	✓			✓
All bank statements filed correctly (all accounts)	✓			✓
Bank Reconciliation completed for previous month		✓	PENDING SEPT	
Paying in book (Date of last banking)	✓		28th JUL 23	✓
Authorisation of payments record filed	✓			✓
Has VAT been reclaimed? (April, July, October, January)		✓	PENDING JUL & OCT	
Payroll/Staff				
Monthly Payroll pack filed (Previous month)	✓			
TAX & NI Paid up to date (Enter date of last payment)	✓		DUE 22nd OCT	✓
Staff Handbook	✓			
Current HR Policies		✓	FINANCIAL POLICY ^{NEEDS}	
Agenda & Minutes				
Agendas signed and filed for previous month	✓			✓
Minutes signed and filed for previous month	✓			✓
Decisions managed and tracked	✓		IN PROCESS	

ACTION TRACKER

Cemetery				
Register of Burials up to date (Enter date of last entry)	✓	✓		✓
Map of Graves/Plan of cemetery up to date with register			UNDER REVIEW	
Due Process				
Standing Orders – Reviewed by Cllrs and/or agreed at PC Meeting	✓	✓		✓
Asset Register – Updated	✓	✓		✓
Annual Risk Assessment – Carried out	✓	✓	Financial / Allotment / Cemetery?	✓
Annual Budget being reviewed following External Auditors' comments	✓	✓		✓

Task	Seen		Comments	Complete
	Yes	No		
Planning				
Planning files created (Checked against Planning Agenda for recent application)	✓	✓		✓
Miscellaneous				
Play Inspection Check List (Date of last inspection)	✓	✓	9/09/23 29/09/23 ASSTON STANWELL	✓
Allotment invoices (March and September only)		✓	SEPT TO JARRETT	
Register of Members' Interests – Filed		✓	KRISTIAN + EDWARD	
Current Insurance Documents	✓	✓		✓
Actions from previous check list completed		✓	SOME STILL OUSVING CONTRACT IN PLACE - INCREASE	✓
Dog Litter Bins		✓		
Procedures File		✓	CONTINUES REVIEW	
GDPR – Actions		✓	REVIEWED UNDER REVENUE & POLICY	
PAT Testing – Date of last Inspection	✓	✓	JAN 23	✓

Last Reviewed: 20th June 2022

2 of 3

General Comments:

NO COMMENT COMMENT AT THIS POINT.

Please use this area to comment on condition of office, filing, etc or other issues to be discussed at PCM

Date carried out: 09/10/23
Signed - Councillor: [Signature]
Signed - Clerk/RFO: [Signature]

Version	Author	Date	Changes	Status	Minute ref
1.0	V Furniss			Draft	
1.1	A Youel	20-06-2022	Update	Adopted	22/1081

Last Reviewed: 20th June 2022

3 of 3

Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Current Accounts

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/07/2023	BACS					R <input type="checkbox"/>	Richard Coughtrey
03/07/2023	BACS					R <input type="checkbox"/>	Deborah Burdett
03/07/2023	BACS					R <input type="checkbox"/>	Pip Davis
04/07/2023	BACS	45.00		45.00		R <input type="checkbox"/>	Signs & Engraving
04/07/2023	BACS	16.00		16.00		R <input type="checkbox"/>	Tesco
05/07/2023	DD	136.39		136.39		R <input type="checkbox"/>	Nest - Pensions
10/07/2023	DD	310.08		310.08		R <input type="checkbox"/>	Hiscox Underwriting Ltd
13/07/2023	BACS	2.50		2.50		R <input type="checkbox"/>	Amazon
14/07/2023			40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
19/07/2023	DD	188.40		188.40		R <input type="checkbox"/>	Tower Leasing Ltd
24/07/2023	BACS	15.00		15.00		R <input type="checkbox"/>	CPRE Northants
24/07/2023	BACS	100.80		100.80		R <input type="checkbox"/>	NCALC Northants CALC
24/07/2023	BACS	176.80		176.80		R <input type="checkbox"/>	Shield Group
24/07/2023	BACS	251.40		251.40		R <input type="checkbox"/>	ROSPA
24/07/2023	BACS	411.58		411.58		R <input type="checkbox"/>	E-on
24/07/2023	BACS	530.00		530.00		R <input type="checkbox"/>	The Sealed Knot
24/07/2023	BACS	885.00		885.00		R <input type="checkbox"/>	Andy Price
24/07/2023	BACS	1,668.05		1,668.05		R <input type="checkbox"/>	HMRC
24/07/2023	BACS	3,406.54		3,406.54		R <input type="checkbox"/>	Npower
24/07/2023	BACS	4,214.96		4,214.96		R <input type="checkbox"/>	Slade Estate Services
24/07/2023	DD	46.90		46.90		R <input type="checkbox"/>	Rydal Security
24/07/2023	DD	92.14		92.14		R <input type="checkbox"/>	Rydal Security
26/07/2023	DD	37.80		37.80		R <input type="checkbox"/>	SGW Payroll Ltd
26/07/2023	darbon		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2023	darbon		250.00	250.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2023			225.00	225.00		R <input type="checkbox"/>	Receipt(s) Banked
31/07/2023	DD	123.60		123.60		R <input type="checkbox"/>	Siemens Fin.Services
31/07/2023	DD	91.63		91.63		R <input type="checkbox"/>	Onecom Systems
31/07/2023			150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
31/07/2023			-250.00	-250.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>16,080.61</u>	<u>615.00</u>				

Chairman:

NameSignedDate

Mandate member:

NameSignedDate

Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current Accounts

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/08/2023	BACS					R <input type="checkbox"/>	Richard Coughtrey
01/08/2023	BACS					R <input type="checkbox"/>	Deborah Burdett
01/08/2023	BACS					R <input type="checkbox"/>	Pip Davis
07/08/2023	DD	270.00		270.00		R <input type="checkbox"/>	Siemens Fin.Services
08/08/2023	DD	310.08		310.08		R <input type="checkbox"/>	Hiscox Underwriting Ltd
10/08/2023	DD	136.39		136.39		R <input type="checkbox"/>	Nest - Pensions
14/08/2023	BACS	13.38		13.38		R <input type="checkbox"/>	Tesco
14/08/2023			13.38	13.38		R <input type="checkbox"/>	Receipt(s) Banked
16/08/2023	DD	37.80		37.80		R <input type="checkbox"/>	SGW Payroll Ltd
17/08/2023	BACS	32.60		32.60		R <input type="checkbox"/>	Tesco
21/08/2023	BACS	188.40		188.40		R <input type="checkbox"/>	Tower Leasing Ltd
22/08/2023	DDQ	46.90		46.90		R <input type="checkbox"/>	Rydal Security
22/08/2023	DD	92.14		92.14		R <input type="checkbox"/>	Rydal Security
29/08/2023	DD	123.60		123.60		R <input type="checkbox"/>	Siemens Fin.Services
31/08/2023	DD	91.63		91.63		R <input type="checkbox"/>	Onecom Systems
		<u>4,672.96</u>	<u>13.38</u>				

Chairman:

Name Signed Date

Mandate member:

Name Signed Date

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Accounts

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/09/2023	BACS					R <input type="checkbox"/>	Sue Cameron
01/09/2023	BACS					R <input type="checkbox"/>	Richard Coughtrey
01/09/2023	BACS					R <input type="checkbox"/>	Deborah Burdett
01/09/2023	BACS					R <input type="checkbox"/>	Pip Davis
04/09/2023	Jun-Sep		835.24	835.24		R <input type="checkbox"/>	Receipt(s) Banked
07/09/2023	DD	17.75		17.75		R <input type="checkbox"/>	O2
08/09/2023	DD	310.08		310.08		R <input type="checkbox"/>	Hiscox Underwriting Ltd
12/09/2023	BACS	35.40		35.40		R <input type="checkbox"/>	Office Power Limited
12/09/2023	BACS	38.00		38.00		R <input type="checkbox"/>	Pip Davis
12/09/2023	BACS	4,000.00		4,000.00		R <input type="checkbox"/>	Ian Cherry
12/09/2023	BACS	450.00		450.00		R <input type="checkbox"/>	Best Area Magazines
12/09/2023	BACS	100.80		100.80		R <input type="checkbox"/>	NCALC Northants CALC
12/09/2023	BACS	176.80		176.80		R <input type="checkbox"/>	Shield Group
12/09/2023	BACS	4,214.96		4,214.96		R <input type="checkbox"/>	Slade Estate Services
12/09/2023	BACS	166.12		166.12		R <input type="checkbox"/>	Wickes
13/09/2023	BACS	385.90		385.90		R <input type="checkbox"/>	Hillier
14/09/2023	BACS	24.99		24.99		R <input type="checkbox"/>	Amazon
15/09/2023	DD	142.83		142.83		R <input type="checkbox"/>	Nest - Pensions
15/09/2023	BACS	66.23		66.23		R <input type="checkbox"/>	Amazon
15/09/2023	BACS	52.38		52.38		R <input type="checkbox"/>	home base
19/09/2023	DD	188.40		188.40		R <input type="checkbox"/>	Tower Leasing Ltd
22/09/2023	DD	46.90		46.90		R <input type="checkbox"/>	Rydal Security
22/09/2023	DD	92.14		92.14		R <input type="checkbox"/>	Rydal Security
25/09/2023	DD	44.19		44.19		R <input type="checkbox"/>	Anglian Water Business Ltd
28/09/2023	DD	40.20		40.20		R <input type="checkbox"/>	SGW Payroll Ltd
28/09/2023	BACS	176.80		176.80		R <input type="checkbox"/>	Shield Group
28/09/2023	BACS	609.00		609.00		R <input type="checkbox"/>	Big Plant Pot Company
28/09/2023	BACS	225.00		225.00		R <input type="checkbox"/>	Banbury Turf
28/09/2023	BACS	4,214.96		4,214.96		R <input type="checkbox"/>	Slade Estate Services
28/09/2023	BACS	494.00		494.00		R <input type="checkbox"/>	West Northamptonshire Council
29/09/2023	DD	123.60		123.60		R <input type="checkbox"/>	Siemens Fin.Services
29/09/2023	DD	91.63		91.63		R <input type="checkbox"/>	Onecom Systems
29/09/2023			50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
29/09/2023	precept		66,614.38	66,614.38		R <input type="checkbox"/>	Receipt(s) Banked
29/09/2023			249.62	249.62		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2023	BACS	504.00		504.00		R <input type="checkbox"/>	PKF Littlejohn LLP
		<u>20,529.82</u>	<u>67,749.24</u>				

Chairman:

Name Signed Date

Mandate member:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100 Receipts						
1076 Precept	133,728	133,728	0			100.0%
1090 Interest Received	1,414	0	(1,414)			0.0%
1115 CIL Income	31,724	15,000	(16,724)			211.5%
1130 Parish Meeting Rooms - Rental	380	600	220			63.3%
1150 Grass - NCC	747	747	0			100.0%
1160 Cemetery - Burial Plots	725	1,000	275			72.5%
1161 Cemetery - Admin Fee	275	200	(75)			137.5%
1170 Allotments - Rental/Income	65	80	15			81.3%
	169,058	151,355	(17,703)			111.7%
Receipts :- Receipts						
Net Receipts	169,058	151,355	(17,703)			
101 Administration						
1115 CIL Income	0	15,000	15,000			0.0%
	0	15,000	15,000			0.0%
Administration :- Receipts						
4000 Staff Salaries	20,298	45,000	24,702	24,702	24,702	45.1%
4001 National Insurance ERS	2,464	3,000	536	536	536	82.1%
4002 National Insurance EES	668	4,000	3,332	3,332	3,332	16.7%
4020 Payroll & Pension Admin - SGW	193	550	357	357	357	35.1%
4022 Pension EE & ER	843	600	(243)	(243)	(243)	140.6%
4023 Pension - SGW Costs - Auto Enr	32	75	44	44	44	42.0%
4024 HR - Staff Eye Tests	0	100	100	100	100	0.0%
4030 PMR - Stationery/Books	119	300	181	181	181	39.5%
4040 Insurance	1,942	5,000	3,058	3,058	3,058	38.8%
4050 Audit - Fees External	1,708	800	(908)	(908)	(908)	213.4%
4051 Audit - Fees Internal	0	500	500	500	500	0.0%
4060 Admin - Fees - SLCC	0	250	250	250	250	0.0%
4061 Admin - Fees - NALC	1,645	2,000	355	355	355	82.3%
4070 Training Councillors	99	600	501	501	501	16.5%
4072 Training - Staff	84	600	516	516	516	14.0%
4080 Admin - Office Expenses	40	500	460	460	460	8.0%
4081 PPE - Personnel Protection Equ	51	150	99	99	99	34.0%
4082 Travel/Mileage	0	150	150	150	150	0.0%
4086 **Office Exp'-Cleaning Materia	13	100	87	87	87	12.8%
4087 PMR Office Exp Equipment	0	2,000	2,000	2,000	2,000	0.0%
4089 **Office Exp' - Postage	3	50	47	47	47	5.2%
4095 Parish Council Grants	0	6,000	6,000	6,000	6,000	0.0%
4110 Cheney Chatter	450	2,000	1,550	1,550	1,550	22.5%
4120 Parish/Neighbourhood Costs	4,068	2,500	(1,568)	(1,568)	(1,568)	162.7%

Continued over page

Detailed Receipts & Payments by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4122 Defibrillator - Repairs/Parts	0	150	150		150	0.0%
4131 Website - 2Commune	0	2,000	2,000		2,000	0.0%
4132 **Website - Software - Other	234	300	66		66	77.9%
4140 Printer - Lease	450	0	(450)		(450)	0.0%
4141 Printer - Costs	0	250	250		250	0.0%
4150 RBS - Software & Support	352	300	(52)		(52)	117.2%
4151 RBS - Data Backup	0	100	100		100	0.0%
4152 RBS - Year End	495	200	(295)		(295)	247.5%
4155 Election Costs	0	100	100		100	0.0%
4650 Community Wellbeing	3,265	500	(2,765)		(2,765)	653.0%
Administration :- Indirect Payments	39,514	80,725	41,211	0	41,211	48.9%
Net Receipts over Payments	(39,514)	(65,725)	(26,211)			
<u>201 Street Lighting</u>						
4200 Street Lighting - Power	3,542	10,000	6,458		6,458	35.4%
Street Lighting :- Indirect Payments	3,542	10,000	6,458	0	6,458	35.4%
Net Payments	(3,542)	(10,000)	(6,458)			
<u>301 Cemetery</u>						
4300 Cemetery - Maintenance	125	500	375		375	25.0%
4310 Cemetery - Grass Cutting	4,911	1,000	(3,911)		(3,911)	491.1%
4320 Cemetery - Rates/Comm. Refuse	482	500	18		18	96.4%
Cemetery :- Indirect Payments	5,518	2,000	(3,518)	0	(3,518)	275.9%
Net Payments	(5,518)	(2,000)	3,518			
<u>401 Parish Meeting Room</u>						
4083 PMR General Maintenance	139	500	361		361	27.7%
4087 PMR Office Exp Equipment	58	0	(58)		(58)	0.0%
4400 PMR - Fire Inspection	0	150	150		150	0.0%
4401 **PMR - PAT Testing	0	100	100		100	0.0%
4420 PMR - Water	44	80	36		36	55.2%
4431 PMR - Electricity	1,315	2,500	1,185		1,185	52.6%
4460 PMR - Telephone	458	2,400	1,942		1,942	19.1%
4480 PMR - Refurbishment	3,216	7,000	3,784		3,784	45.9%
Parish Meeting Room :- Indirect Payments	5,231	12,730	7,499	0	7,499	41.1%
Net Payments	(5,231)	(12,730)	(7,499)			

Continued over page

Detailed Receipts & Payments by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>501 Amenities & Open Spaces</u>						
4084 Street warden equipment	54	1,000	947		947	5.3%
4500 **AAOS - General Maintenance	0	3,000	3,000		3,000	0.0%
4511 AAOS - Bins - Dog Waste	1,031	3,000	1,969		1,969	34.4%
4520 AAOS - Tree Maintenance	0	2,500	2,500		2,500	0.0%
4522 AAOS - Play Equip' Play Areas	1,031	4,000	2,969		2,969	25.8%
4524 AAOS - Permissible Bridleway	0	4,000	4,000		4,000	0.0%
4530 Play Area - Annual Inspection	355	450	95		95	79.0%
4531 Play Area-Stanwell-Maintenance	1,031	2,000	969		969	51.6%
4532 Play Area-Astrop-Maintenance	1,031	2,000	969		969	51.6%
4540 Grass - Contractor	344	5,000	4,656		4,656	6.9%
4541 Grass - Roadside Verges	6,452	4,000	(2,452)		(2,452)	161.3%
4542 Grass - Path Clearing	1,909	1,300	(609)		(609)	146.8%
4543 Grass - Shrubs	0	1,000	1,000		1,000	0.0%
4544 ** - Grass - Cemetery	1,091	0	(1,091)		(1,091)	0.0%
4545 Grass - Astrop Play Area	1,375	1,000	(375)		(375)	137.5%
4546 Grass - Stanwell Play Area	344	1,000	656		656	34.4%
4550 Amenities - CCTV	1,773	5,000	3,227		3,227	35.5%
4551 Amenities - CCTV - Maintenance	39	500	461		461	7.8%
4552 Amenities - CCTV - Support	348	0	(348)		(348)	0.0%
4553 Amenities - CCTV Mobile Phones	525	600	75		75	87.6%
4560 PMR - Commercial Refuse	494	0	(494)		(494)	0.0%
4570 Signs & Notice Boards	0	1,000	1,000		1,000	0.0%
4600 Remembrance Day	0	500	500		500	0.0%
Amenities & Open Spaces :- Indirect Payments	19,227	42,850	23,623	0	23,623	44.9%
Net Payments	(19,227)	(42,850)	(23,623)			
<u>601 Projects & Other Expenditure</u>						
4610 Air Ambulance Grant	0	500	500		500	0.0%
4615 Age Concern Xmas Party - Grant	0	150	150		150	0.0%
Projects & Other Expenditure :- Indirect Payments	0	650	650	0	650	0.0%
Net Payments	0	(650)	(650)			
<u>999 VAT Data</u>						
115 VAT Refunds	9,598	0	(9,598)			0.0%
VAT Data :- Receipts	9,598	0	(9,598)			
515 VAT on Payments	7,207	0	(7,207)		(7,207)	0.0%
VAT Data :- Indirect Payments	7,207	0	(7,207)	0	(7,207)	
Net Receipts over Payments	2,391	0	(2,391)			

Continued over page

Detailed Receipts & Payments by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	178,656	166,355	(12,301)			107.4%
Payments	80,238	148,955	68,717	0	68,717	53.9%
Net Receipts over Payments	98,418	17,400	(81,018)			
Movement to/(from) Gen Reserve	98,418					

Parking

The closest car park to the Parish Meeting Room is The Village Hall. There are spaces less than 20 metres away from our entrance. All parking is free and the access is level. The pathway is quite narrow and may not be very easy for individuals with larger wheelchairs. **No actions required.**

Entrance and Reception.

The entrance to the Parish Meeting Room is step free and the doorway is 800mm wide which exceeds the minimum requirements for new buildings. There is a wider path outside the door so wheelchair users can approach the door straight. On entry there is an uncluttered space and the Clerk or assistant is in an office on the right. The door is usually open. There is space in this area for a wheelchair user to sit. **No actions required.**

Hearing Loop

There is currently no hearing loop in the building. *Action: Investigate the installation of a hearing loop.*

Council Meeting Space

Through the reception is the room that is used for council meetings. It is set up as if there was a council meeting planned and the general public are welcome to attend any council meeting. There is a 850mm gap to enter this space which is wide enough for a wheelchair user to pass through with ease. There is a table of a suitable height for a wheelchair user to sit underneath comfortably. Alternately there is a less formal area with space suitable for wheelchair users. It is now routine for presentations to be projected to support anyone with a visual impairment.

Due to the layout of the room it would be difficult for an individual with limited mobility or with a visual impairment to navigate their way to the Emergency Exit. **Action: reduce the number of tables at the end of the meeting room nearest to the emergency exit and ensure a clear route.**

Office Space

The entrance from the Reception Hall into the office is 850mm. There are 2 desks in the office, at the correct height for a wheel chair user to sit under comfortably. We have the ability to download assistive technology onto any computer should it be required. The photocopier is at a suitable height for a wheelchair user and the screen can be lowered and tilted meaning it is easy to use from any height. The office is currently undergoing re-organisation. Signage around the office is in small print and may be difficult for a person with a visual impairment to read. **Action: Continue the de cluttering of the space. Improve and enlarge the signage.**

Kitchen

The kitchen is accessed down a narrow corridor with stacks of chairs to one side of it. A wheelchair user would not be able to access it. There is a small step in, which an individual with limited mobility or visual impairment may find a hazard. The signage in the kitchen is a small font and would be difficult to read for an individual with a visual impairment. **Action: Improve and enlarge signage. When the parish rooms are refurbished consideration should be given as to how this area could be redesigned to meet the needs of individuals with limited mobility.**

Accessible Toilet

The accessible toilet is to the left of the main entrance. The toilet door is 750mm wide which meets requirements. The grab rails are in good positions and at various heights on 2 sides. The accessible toilet space is a good size at 1900mm x 2200mm meaning there is enough turning space for a wheelchair user. However, there is some evidence that this space is used as temporary storage which may lead to unnecessary clutter. The emergency pull cord is next to the toilet but only has one height of 400mm from the floor. The toilet seat is 400mm from the floor which is too low and may be difficult for a wheelchair user to transfer back from the toilet to wheelchair. The flush is also too high for a wheelchair user to reach with ease. There are no coat hooks or mirrors at suitable heights for wheel chair users. The signage in the toilet is small and is high up meaning it would be difficult for a wheelchair user or someone with visual impairment to read. **Action: When the Parish Rooms are refurbished the height of the toilet should be considered. A coat hook and mirror should be installed (top of mirror no higher than 1600mm) and signage should be improved and enlarged. The removal of clutter and storage should continue.**

Middleton Cheney Parish Council

Draft Health & Safety Policy October 2023

GENERAL STATEMENT

1. Middleton Cheney Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Act {1974}, and The Management of Health & Safety at Work Regulations (1998) and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Council in fulfilling its responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

DAY TO DAY HEALTH AND SAFETY RESPONSIBILITIES

Ultimate responsibility for health and safety lies with the Parish Council. The Parish council delegates day to day responsibility to the Clerk who will:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety Policy.
3. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
4. Ensure that regular risk assessments are carried out at Parish Council arranged activities and to maintain records of risk assessments. To regularly check the assets of the Council
5. Make effective arrangements to ensure that Parish Councillors, contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety requirements..
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents and significant events.
8. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

All employees, Parish Councillors, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Comply with the Health and Safety procedures described in any role-specific Risk Assessment.
3. Carry out their duties in a way that does not adversely affect their own Health and Safety, use appropriate personal protective clothing (See also PPE policy).
4. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
5. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
6. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety. (See also COSHH policy)
7. Report any accidents or hazardous incidents to the Clerk.
8. Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

REVIEW OF POLICY

The Parish council will review the policy as is necessary and appropriate and at a minimum on an annual basis to ensure the policy remains up to date and effective

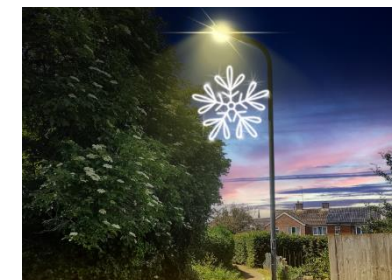
Christmas illuminations

Quote: Commercial Christmas Lights supplier

This quote is based on the following:

- For purchase of lights.
- Stress tests to 3 columns on Highstreet if motif decorations are wanted due to visible indications of structural deterioration.
- Internal wiring upgrades for columns (to allow top-fed connection).
- Nothing can be done by the supplier for decorating a Christmas Tree or anything on the Green without a form of supply*

To be able to consider this quote, internal wiring alterations are required. The supplier's electrician no longer has availability in 2023.



Lighting Scheme Products										
Area	Code	Rope	Strings	Product Description	Power (watts)	Quantity	Unit Price	Total Cost		
Revised										
High Street	121476.B2.135.R13.S1	wh,gr,	wh,	Christmas Tree Silhouettes 1.35m x 1.6m - Green Tree Outline and White Stars	36	5	£350.00	£1,750.00		
5 Lampposts	1107-0002A			Column Mounting Bracket		10	£14.75	£147.50		
	2007-0003A			Tamtorque Stainless Steel Banding (70mm-100mm)		10	£4.05	£40.50		
Middleway Alleyway	12370.B2.120.R1.S1	wh,		Snowflake 1.1m x 1.16m - White LEDs	30	3	£200.00	£600.00		
6 Lampposts	1107-0002A			Column Mounting Bracket		6	£14.75	£88.50		
	2007-0003A			Tamtorque Stainless Steel Banding (70mm-100mm)		6	£4.05	£24.30		
	1217-2401F			10m BOA Light, 600 Warm White Flash LEDs/ White Rubber Cable	36.8	3	£210.00	£630.00		
Washie/Horton Road ETC										
11 Lampposts	1217-2401F			10m BOA Light, 600 Warm White Flash LEDs/ White Rubber Cable	36.8	10	£210.00	£2,100.00		
	1217-3002A			1.5m Power Lead, Black Rubber Cable, 230v, IP66		6	£8.25	£49.50		
	2107-0001A			16A C-Form Male Plug		11	£4.41	£48.51		
				Installation and Takedown				£2,549.80		
								Total		
								£8,028.61		
Power Supplies for Lampposts										
Various	CLPS			New Lamppost electrical Infrastructure to supply power to displays		19	£259.00	£4,921.00		
								Total		
								£4,921.00		
				Delivery Charge				Total		
				Switch On Assistance				Total		
								£250.00		
								Total		
								£632.50		

Quotation Assumptions

All local electrical and physical infrastructure associated with the installation of the products being supplied is compliant with current regulations and fit for use.

All prices quoted are exclusive of VAT and are valid for 60 days.

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

Christmas illuminations

Specs for rewiring of columns

IP65 Enclosure with 16amp Commando Socket integrated.

Banding to attach Box to Lamppost DIN Rail Fitted 6amp RCBO with Either Digital or Analogue Timer fitted as per pictures.

Drill hole in lampposts and run cable internally to connect to power source (see Pictures of column internals)

Quote: Rewiring columns (Contractor A)

For the supply of the post mounted enclosure with 16amp commando socket, RCBO and timer - £195 per site

For the installation of the above - £95 per site includes test and issue of NICEIC test certificate

Some of the lighting columns will require a 2 way isolator fitting - £45 per site

Quote: Stress test to columns

3 High Street columns identified (Heritage-topped columns). £800 per day, up to 10 can be tested per day.

Contractor's accreditations:

"Certification using the UKAS accredited certification body, The British Standards Institution (BSI), a leading name in the world of standards, to

> The Quality Management Standard, ISO9001: 2015 extended to cover The National Highways Sector Schemes for Quality

Management in Highway Works 8 (NHSS8), for The Overseeing and/or Installation and/or Maintenance of Highway Electrical equipment and supporting works

> Occupational Health & Safety Standard, ISO45001: 2018 extended to cover Safety Schemes In Procurement (SSIP)

> Are Registered to the Highway Electrical Registration Scheme (HERS), which is administered by the Highway Electrical Association (HEA).

Quote: Rewiring columns (Contractor B)

£395 per column. Details pending



- > Are SafeContractor Approved
- > Are a ConstructionLine Gold approved supplier for Structural Testing
- > Corporate member of the HEA
- > Member Institute of Lighting Professionals (ILP)
- > The British Institute of Non-Destructive Testing (BINDT)"



Quote: Solar half Christmas trees Pending confirmation of remaining stock 10 PXT1/HALF Christmas Tree Per Half £105.00 TOTAL £1,050.00

Carriage: Deliver & Remove £125.00 £125.00

Sub Total £1,175.00

VAT @ 20.0% £235.00

TOTAL £1,410.00

Christmas illuminations



Purchase and install own lights. Local arboriculturists in the village with relevant H&S experience to work at heights could quote for this. The Council own the majority of columns in the village so can place decorations on these. The Council cannot place anything across the road without certain restrictions so it is best to consider single column decorations rather than connecting strings of lights.

[Motifs such as these](#) could be used on own columns but would need taking down periodically for a USB charge, though are more industrious than standard solar lights which really need Summer sun to work at full capacity.

These [commercial string lights](#) use a substantial battery box and solar panel system, which would allow the solar panel to be placed at the PMR and mobile power box placed in a tree while lights are operating.

*[This power box](#) seems to offer an events alternative to a generator. It could supply power to the Memorial Green (in place of the condemned power point) or other locations, which would also be a benefit should the Council need to supply power for PA systems, other lighting etc. This could be a power option to lighting the Christmas tree.

Authorisation of Payments

Oct-23

Month 7 - Tax Year 2023-24

02/10/2023	GB36AKGFJAEUI	Debit card	Amazon	48.55	9.71	58.26		Litter picks
11/10/2023	412698750	Debit card	Amazon	13.33	2.67	15.99		Cat scarer
28/09/2023	23105	Debit card	Amazon	6.23	1.25	7.48		Sharps bucket
14/09/2023	Pip Davis	BACS	The Range	64.86	0.00	64.86	4480	PMR Garden tools
12/10/2023	3791	BACS	Cherwell Fencing Ltd	6087.04	1217.41	7304.45		Stanwell play park fencing
12/10/2023	3792	BACS	Cherwell Fencing Ltd	138.00	27.60	165.60		Fence at PMR
21/08/2023	Grant	BACS	Age UK, Middleton Cheney	3260.00	0.00	3260.00		Parish Council Grant
04/10/2023	31264779	BACS	RBL	126.88	25.38	152.25		Wreath and event poppies
15/09/2023	INV-3270	BACS	NCALC	98.00	19.60	117.60		Cllr training 48.00, Staff 50.00
04/10/2023	IN08556666	BACS	Npower	927.66	46.38	974.04		Street lighting electricity supply
02/10/2023	SNG26144	BACS	Supernova	252.45	50.49	302.94		Asbestos management survey
25/08/2023	6849	BACS	Shield	147.33	29.47	176.80	4511	Dog waste bin collection
29/09/2023	INV-25560	BACS	Slade estate services	2993.78	598.76	3592.53	4540-6	Grass cutting 1st - 31st September
07, 08 2023	25518, 25560		Slade estate services	2069.47	413.89	2483.36		Correction to underpayments
10/09/2023	12530112	DD	WAVE	44.19	0.00	44.19		PMR - Water
08/10/2023	8050816	DD	Hiscox	310.08	0.00	310.08		Insurance
14/10/2023	GBP01044050161484149	DD	Nest	149.28	0.00	149.28	4020	Pensions
08/10/2023	24804094	DD	O2	22.50	4.50	27.00	4553	Mobile contracts
14/09/2023	847201	DD	Onecom	76.36	15.27	91.63		Broadband
31/09/2023	.	DD	Seimens	103.00	20.60	123.60	4550	CCTV lease
29/09/2023	475223	DD	SGW Payroll	33.50	6.70	40.20	4022	Payroll
09/10/2023	331245	DD	Tower leasing	157.00	31.40	188.40	4550	CCTV system, tilt zoom camera, pole
05/10/2023	HMRC Qtr 2, BACS		NIER	1022.09			4001	
			NIEE	686			4002	HMRC Qtr 2
31/08/2023	October	BACS	Sue Cameron				4000	1 week, pro rata
30/09/2023	October	BACS	Richard Jerrams Coughtrey				4000	Monthly salary
30/09/2023	October	BACS	Debbie Burdett				4000	Monthly salary

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

30/06/2023	October	BACS	Pip Davis		4000	≤Monthly salary, TBC
	mid-september-mid-					
	october	BACS	Pip Davis		4000	≤10% overtime, TBC
				Total	24,975.61	& Salaries
Bank Balances as at 11/10/2023						
				Community Account		100
				Business Premium Account		
				360		343,294.92
				Business Premium Account		
				259		77,650.51