



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.

MIDDLETON CHENEY

Parish Council

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.

MIDDLETON CHENEY

Parish Council

23/270 Council Office Christmas Closure

Christmas close-down: 22nd December 2023, re-ropen 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

MIDDLETON CHENEY

Parish Council

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

20th November 2023, 7:15pm

Minutes

Cllr Nina Truman, Chairman of meeting
Cllr Mark Allen
Cllr Kristian Burgess (Late 19:39)
Cllr Ruth Hoose

Cllr Nigel Mills
Pip Davis
2 Members of the public

Meeting started: 19:15

23/283 Apologies for absence

Apologies received Cllr Youel, Cllr Jerrams Coughtrey, Cllr Burgess, Cllr Solesbury-Timms. On the proposition of Cllr Allen it was **RESOLVED**: to approve the apologies for absence.

23/284 OPEN MEETING

A resident made representations on item 23/295 stating will to join an Events Task and Finish Group and suggested PFA willing to work towards a fete.

End of open meeting 19:17

23/285 Members' declaration of interest in items on the agenda

None

23/286 Approval of minutes of extraordinary meeting 2nd November 2023 - attached

On the proposition of Cllr Mills it was **RESOLVED**: to approve the minutes of meeting 2nd November 2023.

23/287 Receipt of committee minutes - attached

Minutes of Finance and Policy Committee meeting 1st November 2023 received.

23/288 Planning – letters, decisions and applications - attached

[2023/6382/FULL](#) 12 Ashlade Middleton Cheney OX17 2PU No Comments

[2023/7444/FULL](#) 10 Glovers Lane Middleton Cheney OX17 2NU No Comments

[2023/6081/FULL](#) 81 Bull Bauk Middleton Cheney West Northamptonshire OX17 2SP No Comments

[2023/7573/TCA](#) 2 Rectory Lane Middleton Cheney OX17 2NZ

[2023/7675/FULL](#) Longacre House Astrop Road Middleton Cheney OX17 2PH No Comments

23/289 Reports from Ward Councillors

Apologies from Cllr Herring. No reports.

23/290 2050 Vision - attached

Council to use website, noticeboards etc. to encourage resident direct engagement. To create a parish response to present needs of Middleton Cheney as a neighbouring parish and “visitors” of the Town Centre. Virtual task and finish group co-ordinated by Cllr Hoose to draft Council statement to the 2050 Vision group.

23/291 Trees and planting options - attached

Cllr Washer, Truman and Burgess to meet to identify areas for planting.

23/292 Village Maintenance

To consider remedial works to maintain village amenities. **DEFERRED** due to lack of quotes.

23/293 Grant application

Recommendation of the Finance and Policy Committee was not to award the grant due to the very small number of parishioners benefitting from a considerable sum. On the proposition of the Chairman it was **RESOLVED**: To decline the grant application.



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

23/294 Review of Remembrance Parade event

Cllr Burgess and Cllr Solesbury-Timms to draft feedback regarding traffic management.

23/295 Events Task and Finish Group

On the recommendation of Cllr Burgess it was **RESOLVED**: To establish a task and finish group to include Cllr Mills, Burgess, considering the calendar of all events in the village to identify the greatest need for Council coordinated event. Report back by February. Events task and finish group to be advertised to residents.

23/296 Authorisation of Payments - attached

On the recommendation of Cllr Burgess it was **RESOLVED**: To approve and provide dual signatory on payments scheduled October 2023 – November 2023.

23/297 Matters for information

None

23/298 Next meeting

6th December 2023 – Finance and Policy Committee

18th December 2023 – Full Council Meeting.

Meeting closed: 20:58

Signed: *Pip Davis*

Clerk / RFO to Middleton Cheney Parish Council.



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

Finance and Policy Committee meeting Venue: Parish Meeting Room 4th October 2023, 7:00pm

Present: Cllr Nigel Mills
Cllr Ruth Hoose
Meeting commenced 19:04

Cllr Richard Solesbury-Timms
Pip Davis

On the proposition of Cllr Hoose it was **RESOLVED**: to elect Cllr Mills as Chairman of the meeting in the absence of Cllr Allen.

1. Resolution to approve apologies for absence

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

2. Declarations of interest

None

3. Approval of minutes of meeting of 13th September 2023

On the proposition of the Chairman it was **RESOLVED**: to approve the minutes of meeting 13th September 2023.

4. Review of 2022 Governance Review

Recommendations made based on considerations of the 2022 Governance Review:

(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.

5. Review of expenditure against the budget

Reviewed by Finance and Policy with no notable concerns of explanation of expenditure exceeding 100%, or proportionate percentage to time of year. Some recommendations of budgets identified to carry to next Finance and Policy meeting.

6. Preparation of draft budget for the financial year 2024/25.

Some budgets and codes identified for further review under next Finance and Policy meeting.



MIDDLETON CHENEY

Parish Council

Parish meeting rooms
Main Road
Middleton Cheney
OX17 2LR

7. Review of policies

On the proposition of the Chairman it was RESOLVED to recommend the following policies and procedures to be adopted by Full Council:

Disabled Access Audit – Full Council to decide on *recommendations*.

Health and Safety policy

List of personal data consents – Committee recommendation: Clerk to update and report back to Finance and Policy in 6 months. Full Council to consider privacy notice information for Council domain emails.

Items carried over:

Map of graves / cemetery

Pension and retirement policy

Publication scheme

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

(Cemetery management) Quotes still pending.

9. Urgent Business

None

End of meeting 21:38.

SIGNED
M. White

06 Dec 2023



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

1st November 2023

Minutes

Meeting started 19:12pm

1.	Resolution to approve apologies for absence. Apologies for late arrival: Cllr Youel, work commitments Apologies for early depart: Cllr Solesbury-Timms, work commitments On the proposition of Cllr Hoose it was RESOLVED to approve the apologies for absence.
2.	Declarations of interest. None
3.	Approval of minutes of meeting of 4th October 2023. On the proposition of the Chairman it was RESOLVED: to approve the minutes of 4 th October 2023.
4.	Preparation of draft budget for the financial year 2024/25. The Committee have a created and initial draft for the 2023/25 budget (attached)
5.	Review of policies Deferred
6.	Discussion of grant requests received for recommendation to full council. <ul style="list-style-type: none">• Almshouses The Committee recommend the grant is not awarded on the grounds it benefits very few. The Committee would like the Council to support the Almhouse charity to seek any appropriate County funding.
7.	Review of contracts and subscriptions. Deferred
8.	Review of funds held in bank accounts and accounts' interest rates. Deferred
9.	Urgent Business . None

End of meeting 21:41.

Signed:

SIGNED

6 Dec 2023.



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

Human Resources Committee meeting 17th August 2023, 7:00pm MINUTES

Cllr. Mark Allen, Chairman of HR Committee
Cllr. Ruth Hoose
Cllr. Richard Solesbury-Timms

Cllr. Nina Truman
Cllr. Alan Youel
Pip Davis

Meeting commenced 19:05pm

1. Resolution to approve apologies for absence

Absent without apologies: Edward Jerrams-Coughtrey

2. Declarations of interest

None

3. Approval of the minutes of the meeting 24th May 2023

On the proposition of Cllr Truman it was **RESOLVED**: to approve minutes of meeting 24th May 2023.

4. Resolution to exclude the public

On the proposition of the Chairman it was **RESOLVED**: that, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted, to consider the Press and Public be excluded from the meeting for agenda items 5, 6, 7, 8 and 9.

5. Staffing matters

Outcome of recent meetings shared. Lines of reporting confirmed.

6. Recruitment

On the proposition of the Chairman it was **RESOLVED**: to formally ratify the recruitment of the Clerk's Assistant.

7. Representation to resolution process

To be returned to committee for consideration following upcoming next step of process.

8. Correspondence

Responses agreed by committee.

9. Urgent Business

None

Exclusion of press and public ended. Meeting closed 20:24

Signed: Clerk / RFO to Middleton Cheney Parish Council.



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

6th December 2023

Minutes

Present:

Cllr Mark Allen, Chairman of Committee

Cllr Ruth Hoose

Cllr Alan Youel

Pip Davis, Clerk and RFO

Meeting started 19:07pm

1.	Resolution to approve apologies for absence. None
2.	Declarations of interest. None
3.	Approval of minutes of meeting of 1st November 2023 On the proposition of Cllr Mills it was RESOLVED: to approve minutes of meeting 1 st November 2023.
4.	Preparation of draft budget for the financial year 2024/25. Recommendation to full council to raise a budget of £173,190 as per proposed individual budgets review.
5.	Precept Recommendation to full council to raise a precept demand of £132,935, allowing a budget of £173,190 less income of £19,255 and contribution of the parish council's general reserves of £21,000.
6.	Hearing loops Recommendation to full council to seek a survey for hearing loop requirements.
7.	Review of policies Map of graves / cemetery. Recommend Scripti/Pear Technology is contracted to map the cemetery Pension and retirement policy. Draft received, review next committee meeting. Publication scheme. Update date of adoption section 2.1 to 18 th December (or whatever the adoption date is). Asbestos policy. Recommend adoption to full council.
8.	Urgent Business. None

End of meeting 21:18pm

Signed:

Clerk / RFO to Middleton Cheney Parish Council.



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

HUMAN RESOURCE COMMITTEE MEETING

Location: Parish Meeting Room

05th December 2023

Minutes

Present:

Cllr Mark Allen, Committee Chairman
Cllr Ruth Hoose
Cllr Richard Solesbury-Timms

Cllr Nina Truman

Cllr Alan Youel

Via Zoom, 7:30PM, Pip Davis, Clerk

Meeting started 7:00PM

1.	Resolution to approve apologies for absence. None received
2.	Declarations of interest. None
3.	Approval of minutes of meeting of 17th August 2023. On the proposition of Cllr Youel it was RESOLVED: to approve minutes of meeting 17 th August 2023
4.	Resolution to exclude the public On the proposition of the Chairman it was RESOLVED: to exclude press and public.
5.	Staffing matters The HR Committee agrees with the suggestion regarding timing for staff to undertake qualification certification. The Committee supports a change in staff member's hours. Cllr Allen and Cllr Youel to take on website updates and arranging notices. Cllr Hoose and Cllr Truman to source content for newsletters and Cllr Allen to format. Staff member's role, scope, and responsibilities to be reviewed and confirmed at appraisal.
6.	Recruitment Recommendation of the HR Committee that no further recruitment will be undertaken at this time.
7.	Finance The HR Committee has financial recommendations to present to the Finance and Policy Committee's next meeting for budget-setting consideration of 8% increase to a nominal code.
8.	Urgent Business None

End of meeting: 8:40PM

Signed:



MIDDLETON CHENEY

Parish Council

Clerk's notes 14/11/2023

Row Labels	Budget 2019/2	Budget 2020/2	Budget 2021/2	Budget 2022/2	Budget 2023/2	Proposed 2024			
100 Receipts									
Income									
1076 Precept	-129,297.00	-130,757.00	-159,680.00	-136,680.00	-133,728	132,935			173,190 Budget totals
From General Reserve									-40,255 Income totals
1090 Interest Received		-500.00	-515.00	0.00	0	-500			132,935 Precept guide
1100 Grants Received				0.00	0	0			
1104 Grant Developer S106 Contrib		-900.00	-515.00	0.00	0	0			
1105 Street Lights				0.00	0	0			
1110 MOM Income	-1,000.00	-1,000.00	-1,030.00	0.00	0	0			
1130 Parish Meeting Rooms - Rental	-1,400.00	-1,500.00	-1,545.00	0.00	-600	-600			
1150 Grass - MCC	-747.00	-747.00	-769.00	-747.00	-747	-747			
1160 Cemetery - Burial Plots		-1,500.00	-1,545.00	-1,500.00	-1000	-1578			8 interments, 12 burial 2 ashes re-opens, 2 burial
1161 Cemetery - Admin Fee		-500.00	-515.00	-250.00	-200	-350			2 headstones, 2 tablets, 2 inscriptions
1170 Allotments - Rental Income	-80.00	-80.00	-82.00	-80.00	-80	-80			
*1115 CIL Income					-15,000	-15000	24/25	132,935.00	-0.58%
310 transfer from General reserves						-21,000.00			
Income Total	-132,524.00	-137,084.00	-166,196.00	-139,257.00	-151,355	-40,255	25/24	133,728.00	-2.16%
100 Receipts Total	-132,524.00	-137,084.00	-166,196.00	-139,257.00	-151,355	-40,255	22/23	136,680.00	-14.40%
201 Administration							21/22	159,680.00	22.12%
Misplaced Income							20/21	130,757.00	1.13%
1115 CIL Income			0.00				19/20	129,197.00	
1175 Community Wellbeing			0.00						
Misplaced Income Total			0.00						
Salaries & Wage Benefits									
4000 Staff Salaries	37,500.00	45,000.00	68,850.00	48,850.00	45,000	45000			
4001 National Insurance ERS	6,000.00	6,000.00	7,680.00	5,449.06	3,000	2700			
4002 National Insurance EES	2,500.00	3,500.00	4,105.00	4,000.00	4,000	4000			
4020 Payroll & Pension Admin - SGW	700.00	750.00	773.00	548.45	550	550			
4022 Pension EE & ER	250.00	200.00	206.00	600.00	600	1700			
4023 Pension SGW Costs - Auto Enr	250.00	150.00	155.00	0.00	75	75			1/3 in 24/25 precept
4024 HR - Staff Eye Tests + VACCINATION	0.00	0.00	0.00	40.00	100	100			
Salaries & Wage Benefits Total	47,200.00	55,600.00	81,769.00	59,487.52	53,325	54125			
Administration									
4030 PMR - Stationery/Books	400.00	750.00	773.00	600.00	300				DELETE
4040 Insurance - Aviva	3,800.00	3,600.00	3,708.00	3,600.00	5000	5000			
4060 Admin Fees - SLCC	220.00	220.00	227.00	230.00	250	300			
4061 Admin Fees - NALC	1,700.00	1,600.00	1,648.00	1,600.00	2000	2000			
4080 Admin - Office Expenses	700.00	700.00	721.00	500.00	500	600			
4081 Personal Protective Equipment	250.00	150.00	355.00	0.00	150	150			
4082 Travel/Mileage	200.00	100.00	105.00	0.00	150	100			
4085 Office Exp - Clearing Mats	76.00	100.00	103.00	400.00	300				DELETE
4087 PMR Office Exp Equipment	570.00	200.00	306.00	0.00	2000				DELETE
4089 Office Exp - Postage	100.00	200.00	206.00	150.00	50				DELETE
4131 Website - 2Communs	1,000.00	1,000.00	1,030.00	1,000.00	2000	1500			
4132 Website - software - other					300	1000			
4140 Printer - Lease	600.00	600.00	618.00	600.00	0	0			
4141 Printer - Costs	500.00	300.00	309.00	200.00	250	300			
4440 Admin - Office Printing General	400.00	200.00	206.00	0.00	0				DELETE
4450 PMR Legal	500.00	400.00	412.00	0.00	300	500			?
4640 Information Pack for Residents	100.00	100.00	103.00	100.00	0	0			?
Administration Total	11,116.00	10,720.00	10,828.00	8,980.00	11350	11450			*
Audit Fees									
4050 Audit Fees - External	600.00	500.00	515.00	600.00	800	500			
4051 Audit Fees - Internal	480.00	480.00	494.00	400.00	500	500			
Audit Fees Total	1,080.00	980.00	1,009.00	1,000.00	1300	1000			
Training									
4070 Training - Councillors	200.00	150.00	155.00	1,050.00	600	1000			
4072 Training - Staff	200.00	150.00	355.00	150.00	400	1000			
Training Total	400.00	300.00	510.00	1,200.00	1200	2000			
Grants & Donations									
4090 Grants - S137	1,000.00	1,000.00	1,030.00	0.00	0	0			
4095 Parish Council Grants	500.00	500.00	515.00	0.00	6000	5500			
4110 Cheney Chatter	1,250.00	1,250.00	1,288.00	600.00	2000	2000			
4120 Parish/Neighbourhood Costs	4,300.00	1,800.00	1,854.00	1,200.00	2500	2500			
4617 Help at Hand - Cars	200.00	204.00	210.00	0.00	0	0			
4650 Community Wellbeing EVENTS	0.00	1,500.00	1,545.00	0.00	500	3000			EVENTS
Grants & Donations Total	7,250.00	6,254.00	6,442.00	1,800.00	11000	13000			
Accounting & Reporting									
4150 RBS - Software & Support	3,600.00	2,000.00	2,040.00	1,200.00	300	300			
4151 RBS - Data Backup	250.00	1,250.00	1,288.00	0.00	100	100			
4152 RBS - Year End	700.00	600.00	616.00	0.00	200	500			
Accounting & Reporting Total	4,550.00	3,850.00	3,966.00	1,200.00	600	900			
4155 Election Costs									
4155 Election Costs				0.00	300	300			
4155 Election Costs Total				0.00	300	300			
101 Administration Total	71,596.00	77,204.00	104,524.00	73,667.52	80,875	82575			
201 Street Lighting									
4200 Street Lighting - Power	13,000.00	1,300.00	1,339.00	13,000.00	10000	5000			
4210 Street Lighting - Maintenance	5,500.00	4,500.00	4,635.00	4,500.00	0	1000			
4211 Street Lighting - Replacements	3,500.00	2,000.00	2,060.00	0.00	0	2000			
201 Street Lighting Total	22,000.00	7,800.00	8,034.00	17,500.00	10000	8000			

301 Cemetery						
Cemetery						
4300 Cemetery - Maintenance	500.00	300.00	300.00	400.00	500	500
4320 Cemetery - Grass Cutting	1,000.00	11,000.00	0.00	1,000.00	3000	5500
4320 Rates/Comm. Refuse	600.00	500.00	515.00	450.00	500	500
301 Cemetery Total	2,100.00	11,800.00	824.00	1,850.00	2000	6500
401 Parish Meeting Room						
Maintenance						
4063 PMR General Maintenance	1,500.00	0.00	0.00	500.00	500	500
4400 PMR Fire Inspection	120.00	100.00	103.00	100.00	150	100
4401 PMR PAT Testing	60.00	60.00	62.00	100.00	100	100
4480 PMR Refurbishment	250.00	250.00	258.00	250.00	7000	7000
Maintenance Total	1,930.00	410.00	423.00	950.00	7750	7700
Utilities						
4420 PMR Water	60.00	60.00	62.00	80.00	80	90
4431 PMR Electricity	2,300.00	2,300.00	2,369.00	2,300.00	2500	3000
4460 PMR Telephone	1,500.00	2,000.00	2,060.00	1,000.00	2400	300
4560 PMR - Commercial Refuse	488.00	475.00	489.00	600.00	600	600
Utilities Total	4,348.00	4,835.00	4,980.00	3,980.00	5580	3590
401 Parish Meeting Room Total	6,278.00	5,245.00	5,403.00	4,930.00	13330	11690
501 Amenities & Open Spaces						
General Costs						
4084 Street warden equipment					1000	400
4122 Defibrillator - Repairs/Parts	250.00	150.00	155.00	150.00	150	200
4500 AADS - General Maintenance				500.00	3000	5000
4513 Bins - Dog Waste	10,000.00	12,000.00	12,360.00	10,000.00	3000	3000
4540 Grass Contractor	1,500.00	0.00	11,330.00	1,500.00	5000	4000
4570 Signs & Noticeboards	250.00	100.00	105.00	200.00	1000	1000
4524 Permissible Bridleway					4000	4000
General Costs Total	12,000.00	12,250.00	23,948.00	12,350.00	17150	17600
Village Green & Verges						
4520 Tree Maintenance	1,000.00	2,000.00	2,060.00	2,000.00	2500	1000
4541 Grass - Roadside Verges	4,000.00	0.00	0.00	4,000.00	4000	7500
4542 Grass - Path Clearing	1,300.00	0.00	0.00	1,300.00	1300	2500
4543 Grass - Shrubs	1,000.00	0.00	0.00	1,000.00	1000	
Village Green & Verges Total	7,300.00	2,000.00	2,060.00	8,300.00	6800	11000
4522 Play Equipment						
4522 Play Equipment	2,000.00	2,000.00	2,060.00	0.00	4000	4000
4522 Play Equipment Total	2,000.00	2,000.00	2,060.00	0.00	4000	4000
Stanwell Play Area						
4531 Stanwell Maintenance	250.00	250.00	258.00	250.00	2000	2000
4546 Grass - Stanwell Play Area	1,000.00	0.00	0.00	1,000.00	1000	4000
Stanwell Play Area Total	1,250.00	250.00	258.00	1,250.00	3000	6000
Astrop Play Area						
4532 Astrop Maintenance	250.00	250.00	258.00	250.00	2000	2000
4545 Grass - Astrop Play Area	1,000.00	0.00	0.00	1,000.00	1000	4000
Astrop Play Area Total	1,250.00	250.00	258.00	1,250.00	3000	6000
CCTV						
4550 Amenities - CCTV	1,000.00	1,500.00	1,545.00	2,500.00	5000	1500
4551 Amenities - CCTV - Maintenance	500.00	0.00	0.00	0.00	500	45
4553 Amenities - CCTV - Mobile Phones				600.00	600	330
CCTV Total	1,500.00	1,500.00	1,545.00	3,100.00	6100	1875
4530 ROSPA Annual Inspection						
4530 ROSPA Annual Inspection	1,000.00	600.00	618.00	450.00	450	450
4530 ROSPA Annual Inspection Total	1,000.00	600.00	618.00	450.00	450	450
501 Amenities & Open Spaces Total	26,300.00	18,850.00	30,747.00	26,700.00	42500	46925
601 Projects & Events						
Projects						
1720 N Hood Plan Reimbursements				0.00	0	0
4610 Air Ambulance Grant	500.00	500.00	515.00	500.00	500	0
4705 N Hood Plan Consultancy	0.00	0.00	0.00	0.00	0	0
Projects Total	500.00	500.00	515.00	500.00	500	0
Events						
4585 Month of Madness	2,850.00	1,850.00	1,906.00	1,500.00	1500	0
4605 Remembrance Memorial & Events	800.00	735.00	757.00	250.00	500	2500
4615 Age Concern Xmas Party - Grant	100.00	100.00	103.00	100.00	150	0
NEW CODE CHRISTMAS LIGHTING						15,000.00
Events Total	3,750.00	2,685.00	2,766.00	1,850.00	2150	17500.00
601 Projects & Events Total	4,250.00	3,185.00	3,281.00	2,350.00	2650	17500.00
					151,355	175,190

The Green

DELETE

Transferred to grants and donations

1st year expense only



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Determined				
APP/W2845/W/23/3315771	STATUS: Appeal allowed	Land South of Halse Road Greatworth Northamptonshire NN13 6EB	The appeal is allowed and planning permission is granted for the construction of a solar farm and battery stations together with all associated works, equipment and necessary infrastructure on land at Halse Road, south of Greatworth, Northamptonshire NN13 6EB in accordance with the terms of the application, Ref WNS/2022/0557/EIA, dated 10 March 2022, subject to the conditions set out in the attached Schedule.	
2023/6081/FULL	STATUS: Approved	81 Bull Baulk Middleton Cheney West Northamptonshire OX17 2SP First floor rear extension and related works.	First floor rear extension and related works.	
2023/5941/FULL	STATUS: Approved	8 Washle Drive Middleton Cheney West Northamptonshire OX17 2PX	Proposed two storey side and part front extension with associated internal and external works.	
2023/7230/COND	STATUS: Approved	Pinfold Cottage, 66 Main Road, Middleton Cheney, OX17 2LT	Condition 6 of WNS/2022/1843/LBC [Ceiling Details]. Applicant for approval of details submitted pursuant to Condition 6 of Planning Permission WNS/2022/1843/LBC [Vehicle entrance, internal & external alterations - see Description of works on Design & Access Statement]	
Applications Received				
2023/7737/FULL	26/12/2023	Land Adjacent 145 Main Road Mansion Hill Middleton Cheney OX17 2PW	Two self build dwellings	



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

Banbury 2050 Middleton Cheney Parish Council draft response.

Middleton Cheney has a population of 3,600 (2011 census) and we are 3 miles from Banbury. Although our local council is West Northants the majority of the population of Middleton access Banbury for leisure and shopping as well as for employment and education. In the past few years residents of Middleton have felt that the town centre is not meeting their needs. With the Gateway retail park close to the M40 junction many are no longer going into the town centre on a regular basis. The traffic congestion, lack of affordable parking and the general feeling of the town centre being empty and dull has made residents look in other directions. The majority of journeys are made by car although the younger and older generations use the 500 bus route to access the centre of Banbury. We always have a concern about the viability of this bus service and its timetable. This is particularly important for students who need to access evening/weekend jobs as well as the college. The decision made in Banbury in relation to all forms of transport, have a direct effect on us in Middleton Cheney. Residents do use Banbury for leisure activities. Spice Ball, The Light, Lock 29, The Mill and the pubs, restaurants and clubs are all favourites. There are however always complaints from the younger generation that there is not enough. Young families also find that Banbury is not meeting their leisure needs.

What vision would Middleton Cheney like to see for Banbury 2050?

We would like to see a vibrant, buzzing and inclusive town centre. We would like to see the historical centre looked after with a high level of maintenance. Lets take pride in what we have got. Small independent businesses should be encouraged to open in the town centre. As well as making it a more pleasant destination, this will also encourage tourism and the economic benefits which follow.

It is well accepted that we all like to see a varied and independent High Street. However the reality is that a portion of stores and businesses are likely to be owned, or are franchises, of the big national and international chains. When these businesses establish themselves in Banbury it would be fair for Middleton to be allocated "a piece of the pie" to support the wider community, either from Cherwell or as part of the agreement from the business themselves, as we are within 5 kms of the town centre and most of our population will contribute, in no small way, to profits. Many young people from Middleton are buying their first homes in Brackley or Bicester. The provision of quality town centre eco homes is vital. There should be a mix of housing association shared ownership and private rental but also homes for aspirational young professionals. We need to attract this demographic as they will help to support a range of businesses in the town during the daytime but also the night time economy. These developments must be planned within the overall vision for Banbury and include green spaces, cycle routes in and out of the centre as well as safe footpaths, electric car charging points and drone ports for Amazon delivery's etc. Along side developments like this many of the old office blocks, retail spaces and empty warehouse units near to the town centre (within walking distance) need to be refurbished and re planned. This will also increase the number of people living near to the town centre.

Travel into Banbury should be part of the plan. Both the train and bus stations are in need of redevelopment and pleasant walkways created, so the walk into the town centre is accessible for all, safe and pleasant and so the 2 sites are linked. We would like to see the current locations kept so residents of Middleton Cheney can easily access public transport to "any where"! However the area between the Train Station and the Bus Station (Bridge Street area) is in need of re development. This will encourage all age groups, as well as tourists, to spend leisure time in Banbury. Within the next 10 years we see the congestion on the roads around the town centre and the affordability of car parking to continue to be a problem. Perhaps the vision for 2050



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

should be an increased use of driverless car routes, shared cars, community transport, excellent public transport etc so the congestion and car parking issues become less of an issue. Middleton Cheney must have a secure bus route to and from Banbury. An increasing number of cars now drop off and pick up children from Banbury who attend the schools in the village. This is causing considerable congestion with cars.

Approx 1/3 of a students who have attended Chenderit School go onto finish their post 16 education at Banbury College. Good transport links are vital if this is to remain an option in 2050. It is also important that the college meets the needs of the local population and the local industries. The collage needs to extend its offering of courses supporting apprenticeships and a wider variety of more academic courses. Again this will help to encourage young aspirational individuals to remain in Banbury.

Part of any redevelopment of the Bridge Street area could include an expansion of The Mill into a 21st Century larger venue which will attract larger audiences and hence more nationally known bands/ acts as well as continuing to support new acts and local amateur and professional groups. It is important that all cultural, age and demographic groups are reflected in the offering. Everything from professional Shakespeare to local dance and music groups. The current location and building are part of the local heritage, and we would not wish to see a total relocation. The current site and historical context should be preserved as part of the redevelopment.

DECEMBER 2023

Trees & other planting potential in Middleton Cheney

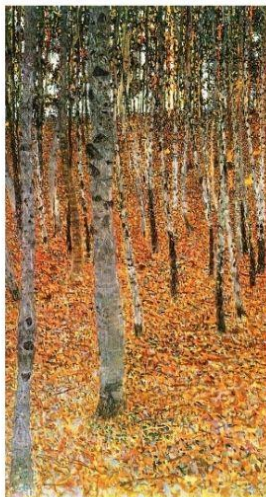


Table of Contents

<u>WHO</u> The “tree team”	03
<u>WHAT</u> Scope of proposal	04
<u>WHY</u> Purpose of planting	05
<u>WHERE</u> Sites being considered	07
<u>HOW</u> Manpower, maintenance and money	13
<u>WHEN</u>	16
Appendices	17

WHO: The Tree Team

Report created by Cllr Rachel Washer and Pip Davis (Clerk) on behalf of the tree planting Task and Finish group (Cllr Washer, Cllr Truman and Cllr Burgess), in consultation with local conservationist Lee Burrows. This report is to ensure Middleton Cheney Parish Council can make informed decisions that can positively impact those who visit, live, work and enjoy Middleton Cheney.



Pip Davis
Clerk and RFO



Lee Burrows
Conservationist

TREE TEAM



Cllr Rachel Washer



Cllr Nina Truman



Cllr Kristian Burgess

WHAT: Scope of proposal



MISSION

To consider suitable sites to introduce tree and other planting options to enhance green spaces in Middleton Cheney.

Social media conversation in 2022 encouraged the Council to seek residents' opinion regarding potential planting development of green spaces in Middleton Cheney.

In November 2023, the Council decided to explore in detail several sites including creating proposals to submit to local landowners, whose green spaces are used and observed by the community.

Tree planting is a global topic of discussion and Britain enjoys having a rich variety of native species. The benefits of which encompass environmental, social, and economic considerations:



VISION

Greater quantity and variety of planting throughout the parish. Aesthetically-pleasing planting plans implemented to reap social, environmental and economic benefits.

WHY: Purpose of planting



Environmental benefits

- Carbon Sequestration: Trees absorb carbon dioxide during photosynthesis and store carbon in their biomass. This helps mitigate climate change by reducing the concentration of greenhouse gases in the atmosphere.
- Air Quality Improvement: Trees act as natural filters, trapping pollutants and particulate matter, thereby improving air quality. This is especially crucial in urban areas where pollution levels can be high.
- Biodiversity Support: Trees provide habitats for various species, contributing to increased biodiversity. They support a range of wildlife, including birds, insects, and other organisms, which can enhance the overall ecological balance.

Climate Regulation:

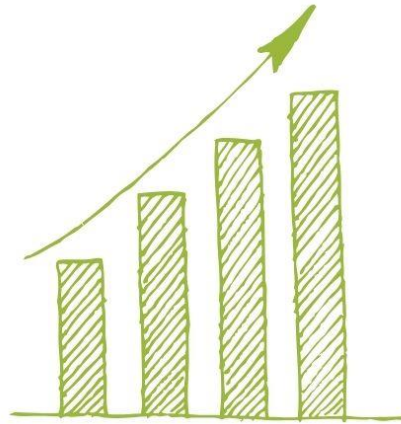
- Temperature Regulation: Trees provide shade, reducing the urban heat island effect. This is particularly important in mitigating the impacts of climate change and creating more comfortable living conditions for residents.
- Water Regulation: Trees play a role in water management by absorbing and slowing down rainwater runoff, reducing the risk of flooding and soil erosion.

Social and Health Benefits:

- Recreation and Aesthetics: Green spaces with trees offer recreational opportunities for residents, promoting physical activity and mental well-being. Additionally, aesthetically pleasing environments contribute to a higher quality of life.
- Community Engagement: Tree planting projects can involve community members, fostering a sense of community and shared responsibility. This can lead to increased civic engagement and community pride.

Economic considerations

- Increased Property Values: Well-maintained green spaces and tree-lined streets can enhance property values, benefiting homeowners and contributing to the economic vitality of the community.
- Reduced Energy Costs: Strategically planted trees can provide shade to buildings, reducing the need for air conditioning in warmer months. This, in turn, lowers energy consumption and costs.



Meeting Council aims and commitments



Long-Term Planning:

- Sustainable Development: Incorporating tree planting into long-term planning supports sustainable development goals. It demonstrates a commitment to preserving natural resources and ensuring a healthier environment for current and future generations.
- Compliance and Regulations:
 - Environmental Compliance: Many regions have regulations and guidelines regarding environmental conservation.

In summary, planting more trees is a multifaceted strategy that can address environmental challenges, enhance community well-being, and contribute to the overall sustainability and resilience of a parish. By recognizing and acting on these benefits, a parish council can play a pivotal role in creating a healthier and more sustainable community.



British natives have been selected as the focus of species and varieties to develop green spaces in Middleton Cheney. Encouraging biodiversity is important, and the best way to achieve this is by considered planting that wildlife in this country has developed to thrive within. By championing British natural history, the parish can enjoy a variety of form and colour throughout the seasons, while also enhancing the environment for wildlife.

WHERE: Sites being considered

Parish Council land:

- Stanwell Park
- Lower Washle Drive
- Home Close
- Longburges footpath verge

Grand Union Housing Group:

The Housing Association are the landowners of several sites in Middleton Cheney. Discussions have indicated that GUHG will consider planting potential on their green spaces. They have requested detail of species, quantity and location to support their consideration.

- The Bullring Green (oval)
- Archery Road Green (D-shape)

Highways:

- Verges



Stanwell Park

Stanwell Park contains a children's play area with play equipment, a designated partial-perimeter dog walking trail and some established trees.

Site proposal:

- Right hand side of entrance. 7-8 silver birches and 2 field maples, providing elegant dappled shade from birches and fuller shade from maples, as well as seasonal foliage interest. Birches require spacing of 2-3 paces and can happily grow closer together than many other species. Trees will not cause disruption to the footpath and proper planting will protect against "girdling" (roots forcing their way up rather than normal underground spread). Advised that roots are generally able to find their way round modern underground utilities structures however Victorian salt-glaze drains can create difficulty, not applicable to this location. Planting creates a sense of enclosure and security, and dappled shade allows cool spaces in the height of summer encouraging picnics and extended time at the park.
- Left hand side, past zipline. Wildflower meadow, Queen's green canopy scheme crab apple trees x 2 once saplings have established. The area on the left is not used for ball games, general play or dog walking and has no play equipment. Wildflower planting provides opportunity for a haven of biodiversity. Turf would need to be removed and can be repurposed to mound against uneven base of new fencing. The wildflower section would need to be cut and collected each year which our current contractors have the facility to do. This takes a couple of years to fully establish though may need top seeding. This provides a social opportunity to encourage residents, particularly students of the local schools, preschool and nursery, to support the seeding process and enjoy the process as the meadow develops.



SE Village entrance

A flat plane / deep verge situated between a large bank and The Washle splay. Residents have previously expressed issue with people sitting on the wall to the rear of their gardens against this green space, typically those who are in the area while waiting for an after-school bus.

Site proposal

- 2 x Queens green canopy scheme crab apples. This is an opportunity to introduce some productive trees which will encourage a variety of insects and promote biodiversity.
- Mix of 3 hawthorns and holly to discourage access towards the wall.
- Substantial low maintenance bulb planting set slightly further from footpath to bring colour and interest to an underappreciated area. Bulbs to include snowdrops for late winter, daffodils and native tulips. Most bulbs pose risk to dogs if ingested so planting should be further from the footpath to minimise opportunity and risk, however no known issues have arisen from other existing green space bulbs (daffodils) in the village.
- 2-3 meters in front of wall to be left to wild. West Northants Council have again encouraged No Mow May which provides some benefits when observed domestically. However, on a larger scale, this is a less pragmatic scheme to support wildlife and can cause unnatural disruption to delicate wildlife that has only just begun to establish. By designating purposeful year-round no-mow sections throughout the village, a careful balance of aesthetically-pleasing and tidy verges can be complimented by softer, wilder areas that allow pockets of biodiversity to flourish.



Longburges footpath

Longburges footpath verge is a narrow green space, not suitable for play or recreation due to its situation next to residential parking and private driveways.

- 2-3 birches to deter parking across the verge which has also been reported to reach the footpath. Birches will become an elegant addition to a more secluded area of the larger Washle estate, complimenting the manicured and well-maintained front gardens in the immediate area. Paper and Silver birch will add monochrome contrast against their green foliage and newly-protected grass area.



Lower Washle and Home Close

Lower Washle Drive and Home Close both have fairly sizable green spaces though are less suitable for tree planting due to obstruction to house frontages or restrictions on title deeds for access protection.

- Shrubs and other planting to be introduced to discourage the spaces being used for ball games (neither site is suitable for this) and to add interest. Shrubs to include cotoneaster, buckthorn, pyracantha, butcher's broom, hypericum and witchhazel, for a rich variety of form and colour. To compliment this, some fragrant herb planting could also be introduced (lavenders, rosemary).



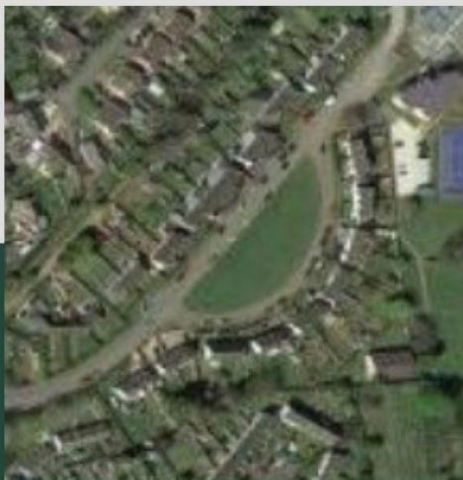
Archery Road Green

Archery Road Green is owned by GUHG. It is a substantial green space currently grass only with the exception of a shrub. The area observes a lot of vehicle traffic due to the Secondary School at the end of the road.

Site proposal: productive mix

- shorter, stockier trees such as hawthorn and hazel in clusters either end of the green to slowly build height towards the inner spaces. Interspersed with a couple of birches in each section to add height variety without feeling imposing.
- Formal productive fruit tree planting in mid-section of the green. Trees to include plum x2 varieties, pear x 2 varieties, apple x 2 varieties and cherry. To allow easy access for mowing these would be spaced 2-3m apart and have a formal, clear structured planting layout, mimicking original orchards. Species will be selected to ensure viable cross-pollination if necessary to the species. A selection of 12-16 trees in this space.

The aim of this is to address the negatives of globalisation, such as carbon footprint of food transport, by producing more on green spaces on our doorstep. Birches help against harmful impacts of diesel so the immediate residents of this site in particular will benefit from their presence.



HOW: Manpower, maintenance and money

SITE	Trees	Other planting / materials	Labour	Delivery	Total
Stanwell					
Home Close					
Longburges					
Lower Washle					
SE entrance					
The Bullring					
Archery Road					

FUNDING

Urban Tree Challenge Fund

How it works

What is funded

The Urban Tree Challenge Fund provides 80% funding of standard costs (see 'Standard costs table' below) for planting large trees and their establishment costs for 3 years following planting. The funding supports the cost of buying a tree, planting in grass or hard surfaces, the cost of basic protection and the labour required to plant it. In 2023 payments for trial pits were introduced to check for the presence of services. The number of trial pits that will receive funding is capped at 10% of the total number of trees in the application. For example, if you are applying to plant 100 trees you could also apply for 10 trial pits. Establishment payments support the cost of weeding, watering and checking trees during multiple visits over a 3-year period.

The funding rate shown in the standard costs table is the amount that will be paid per item, we will not make payments above these values, the full description of each item and information about the work that is required is set out in the grant manual.

Standard costs table

Supply and plant a tree in grass £216.36

Supply and plant a tree in hard surface £271.58

Trial pit hard surface £279.17

Trial pit grass £156.78

Establishment (watering, weeding) £151.20 per tree per year for 3 years

Protection measures including the type of guard used must be appropriate for the planting location, but anything above those listed in the standard costs table will have to be funded separately as part of the match funding. You will be required to detail this information in the application form annex.

Payments will be made in a minimum of 4 instalments. The first instalment will cover the supply and planting of the trees. This will be followed by 3 further annual claims for the remaining establishment costs.

Match funding

Fund recipients must provide 20% match funding in the form of money or labour. The funding rate has been calculated based on paying an 80% contribution towards the standard cost of a given item and the cost of establishment, such as weeding and watering. Sources of grant funding that are part of the Nature for Climate Fund, for example the Local Authority Treescapes Fund and Trees Call to Action Fund cannot be used as match funding. Please refer to the Urban Tree Challenge Fund terms and conditions, for further details on what can be included in match funding.

FUNDING

The Nature Hubs Fund

Funding to Create and Improve Green Spaces near Starbucks Stores

Registered companies, not-for-profit organisations, social enterprises, and community interest companies across England, Scotland, and Wales can apply for funding to bring people closer to nature in Starbucks communities.

Hubbub is offering grants of between £3,000 and £6,000 for registered companies and not-for-profit groups across Great Britain to create or enhance green spaces within a 5-kilometre radius of a Starbucks store, whilst aligning with one or more of the following themes:

- Increasing access.
- Bringing People Together.
- Upskilling the Community.
- Building Climate Resilience

Funding can be used for specific and discrete initiatives that create new green spaces, or enhance existing ones, that are publicly accessible and free to access. Eligible costs include:

- Materials relating to the nature hub activity.
- Utilities relating to the delivery of the project activity.
- Display materials, signage, and information.
- Services from external suppliers such as building labour costs, garden design etc.
- Staffing costs to cover the time spent planning and delivering any activity.
- Volunteer expenses such as public transportation costs, materials, and refreshments for volunteering days.
- Training, such as safeguarding.

Proposed projects should show that they will create a lasting, positive legacy and identify how the benefits of the project will continue beyond the funding.

The deadline for applications is 11 January 2024 (15:00).

MAINTENANCE

Maintenance	Year 1	Year 2-4	Year 5	Ongoing
Trees				
Shrubs				
Wildflower				
Bulbs				

WHEN

Tree planting needs to happen before Spring growth (March).

Bulbs should be planted in Autumn.

Funding deadlines:

Urban Tree Challenge Fund: 30th Jun 2024 for 2024/25

Nature Hubs Fund: 11th January 2024





MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

Category: Procedure	Status: Draft
Responsible: Clerk/RFO	Adoption minute ref:
Applicable to: Finance & Policy Committee	Adoption date:
Version: 1.0	Next review: 11/2025

Asbestos Risk Register

Asbestos is a microscopic mineral fibre that is so small that it cannot be seen with the naked eye. Once disturbed, fibres can remain in the air for hours. If fibres are inhaled, they can cause serious health hazards which might not become apparent for years.

Regulation 4 of the Control of Asbestos Regulations 2012 obliges the 'duty holder', to manage the risk from asbestos in non-domestic premises, so to ensure that workers are no longer knowingly exposed to any potential or real risk.

In many cases a duty holder is a person or organisation, in this case the Parish Council, which has clear responsibility for maintenance or repair of non-domestic premises by virtue of a contract or tenancy. Duty holders must:

- Take reasonable steps to identify asbestos within their premises, the amount present and its condition. This will probably involve carrying out an asbestos audit.
- Presume materials contain asbestos unless there is evidence that they do not
- Complete a written record of the location of the asbestos or presumed asbestos
- Carry out a risk assessment (See Appendices Asbestos survey Report (*Supernova*) 02/10/2023)
- Prepare an Asbestos Management Plan (See below) setting out how any risk will be managed
- Implement the plan
- Pass on information about asbestos containing materials to those who need it
- Monitor and review all the above arrangements periodically

Non-compliance with Regulation 4 is a criminal offence, punishable with a fine of an unlimited amount and/or imprisonment for up to two years.

[Executive Summary of Supernova Asbestos report 02/10/2023 \(Appendix A\)](#)

" A Management Survey was carried out at Specified areas of Parish Meeting Rooms, Main Road, Middleton Cheney, Banbury, OX17 2LR on the 02/10/2023 - 02/10/2023

The purpose of the survey was to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) in the areas inspected and assess their condition. Management survey information was requested for this building.

This type of survey is designed to be used for assessing risks during normal work activities and simple or routine maintenance tasks. It is not designed to be used by those carrying out major refurbishments or for work involving alterations to the fabric of the building. If any refurbishment or demolition works are to be undertaken, A Refurbishment or Demolition survey will be required prior to the start of any work.



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

This is a fully intrusive survey intended to find any hidden ACMs contained within the main structure of the building. This report was published on 04/10/2023.

Updated information may be present on the asbestos management system which should be checked on a regular basis .During this Survey 1 sample(s) were taken for analysis. There were 0 asbestos items identified or presumed to contain asbestos within the property." (*Supernova Asbestos Report 2nd October 2023*)

Middleton Cheney Parish Council Management Plan

Room/locations containing High Risk Material:

- **Of the areas inspected, there were no locations identified (or presumed) to contain High Risk ACMs**

Inaccessible Room/locations:

- There was 1 inaccessible area under **vinyl tiles in kitchen area** which were not taken up although report suggests no evidence of asbestos beneath. Therefore Survey records this as High Risk and any future work to remove or renovate this area should begin with a further investigation.

The following actions will be taken to manage the asbestos:

- This plan will be reviewed periodically by the Parish Council
- The contents of this plan will be explained to key members. Any visitors, suppliers or contractors will have access to the asbestos management plan and appendices. Records will be kept at the back of this plan
- Key personnel will be briefed on what action to take if any asbestos is accidentally disturbed.
- The Parish Council will update the asbestos management plan if any asbestos is found and has to be removed or treated.
- The Parish Council will ensure that no work is undertaken in any part of the building that will disturb asbestos by either staff or contractors.
- The condition of any asbestos, if found, will be monitored regularly in accordance with the asbestos management plan. If it is found to be damaged or becoming crumbling, the area will be evacuated until the risks are reassessed and controlled.
- The Parish Council will make the asbestos survey report available to anyone who may need to see it.
- Any works proposed which will affect the asbestos must first be approved by the Parish Council after taking advice from a competent person. Contractors carrying out such work will need to be licensed and demonstrate their competence before being allowed to start. A full risk assessment and method statement will need to be produced, including disposal arrangements for the waste.
- Any asbestos waste disposed of must be properly documented and copies of consignment notes filed with the Parish Council. Amendments to the asbestos management plan must be made.

Appendix A



SNG26144.pdf

Version	Author	Date	Changes	Status	Minute ref
1.0	Nigel Mills	27-11-2023		Draft	



Middleton Cheney Parish Council

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

Freedom of Information Act Publication Scheme

1. The Freedom of Information Act

- 1.1 The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

2. Publication Scheme

- 2.1 The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Middleton Cheney Parish Council adopted the generic model publication scheme at their Council meeting on [] It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

3. Freedom of Information Requests and the Publication Scheme

- 3.1 It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Clerk who will reply within 20 working days after receipt of the request.

4. The Council's Commitment to the Act

- 4.1 The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by personal visits by appointment to the Council Office where much of the information can be viewed free of charge.

5. Model Publication Scheme

- 5.1 This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.
- 5.2 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information

mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

5.3 The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

6. Classes of Information

Who we are and what we do. - Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it. - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

What our priorities are and how we are doing. - Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions. - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures. - Current written protocols for delivering our functions and responsibilities.

Lists and Registers. - Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer. - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

7. The method by which information published under this scheme will be made available.

- 7.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 7.2 Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 7.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.
- 7.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

8. Charges which may be made for Information published under this scheme.

- 8.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 8.2 Material which is published and accessed on a website will be provided free of charge.
- 8.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 8.4 Charges may be made for actual disbursements incurred such as:
- photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information.
- 8.5 Charges may also be made for information provided under this scheme where:
- they are legally authorised
 - they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified
 - they are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 8.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

9. Written Requests

- 9.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

10. Information available from Middleton Cheney Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	Website Hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website Hard copy	Free 10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard copy	10p per A4 sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Hard copy	Free 10p per A4 sheet
Annual return form and report by auditor	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Website Hard copy	Free 10p per A4 sheet
Precept	Website Hard copy	Free 10p per A4 sheet
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given and received	Website Hard copy	Free 10p per A4 sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 10p per A4 sheet
Members' allowances and expenses	Website Hard copy	Free 10p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Hard copy	Free 10p per A4 sheet
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per A4 sheet
Quality status	Website Hard copy	Free 10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy	10p per A4 sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard copy	Free 10p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website Hard copy	Free 10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free 10p per A4 sheet
Policies and procedures for the conduct of council business: Procedural standing orders (website) Committee and sub-committee terms of reference (website) Delegated authority in respect of officers Code of Conduct (website) Policy statements	Website where indicated Hard copy	Free 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy (website) Health and safety policy (website) Recruitment policies (including current vacancies) Policies and procedures for handling requests for information (website) Complaints procedures (including those covering requests for information and operating the publication scheme) (website)	Website where indicated. Hard copy	Free 10p per A4 sheet
Information security	Hard copy	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p per A4 sheet
Data protection policies	Website Hard copy	Free 10p per A4 sheet
Class 6 – Lists and Registers	Hard copy	10p per A4 sheet

Currently maintained lists and registers only	Some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per A4 sheet
Assets register	Hard copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	n/a
Register of members' interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy Some information may only be available by inspection	10p per A4 sheet
Allotments	Hard copy	10p per A4 sheet
Burial grounds and closed churchyards	Hard copy	10p per A4 sheet
Community centres and village halls	Hard copy	10p per A4 sheet
Parks, playing fields and recreational facilities	Hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	Hard copy	10p per A4 sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Hard copy	10p per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Upon request by hard copy if available	10p per A4 sheet

11. Contact details:

Website address: www.middletoncheney.org.uk

Request for hard copies:

Mrs Pip Davis

Parish Clerk

Middleton Cheney Parish Council

Main Road

Middleton Cheney

OX17 2LR

Email: clerk@middletoncheney.org.uk

Telephone: 01295 713500

12. Schedule Of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	Alan Youel	29-09-2023		Draft	

Hearing Loop Compliance

There are several documents that state where hearing loops should be installed to comply with recent government legislation and regulations. We've summarised what a few of them say.

The Equality Act 2010

The Equality Act 2010 combines a number of laws including the Disability Discrimination Act and states that everyone should be treated equally. It serves to protect certain groups of people from discrimination and improve public services.

"Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers." It is important to note the reference to **"potential customers"** and ensure you are not just addressing issues within your business but providing an environment that is inclusive and accessible for everyone.

The Act stipulates that service providers are legally required to **provide information in an accessible format to everyone** and "provide auxiliary aids and services" including hearing loops.

Part M of 'The Building Regulations 2010' – Access to and use of buildings

Part M is an Approved Document by the Department for Communities and Local Government providing guidance on compliance with building regulations. It states that in order to obtain the full benefit of a situation such as a discussion or performance, **"a person with hearing loss must receive a signal that is amplified in both volume and signal to noise ratio"**, and provision must be made for a permanent system in larger spaces.

"The aim is for all people to have access to, and the use of, all the facilities provided within buildings." - Section 4.1 of Part M

Entertainment, Education and Social Venues

Everyone should **"be able to participate in the proceedings at lecture/conference facilities and at entertainment or leisure and social venues, not only as spectators, but also as participants and/or staff."**

In all buildings with entertainment or leisure functions and conference facilities, a solution such as a hearing loop must be provided for those with hearing loss to be able to participate. This applies to **hotels, schools, universities and community centres, as well as theatres and sports stadia.**



Service and Reception Counters

A solution supporting people with hearing loss must be investigated for all buildings where service or reception counters are found. This includes many types of buildings, i.e. **retail, places of worship, healthcare, transport, government and education.**

Locations

It is not often sufficient to just address one area. When trying to meet the requirements laid out in Part M, it is important to consider that there may be **many locations within a building** where conversations or listening interactions take place. **Focus on providing a good customer experience** instead of simply providing the minimum required to comply with the regulations.

Hearing Loops

Induction loops, infrared and radio frequency systems are listed as commonly used solutions. The document emphasizes that the requirements of Part M are only met if **"the presence of an induction loop or infrared hearing enhancement system is indicated by the standard symbol"**, demonstrating the importance of clear signage in buildings.



BS 8300: Buildings Code of Practice 2018

BS 8300 is a code of practice compiled by the **British Standards Institution** detailing the required design of buildings for meeting the needs of disabled people, and promotes equal access to services and buildings. Whether you're an architect, tender manager, store fit out provider, retailer or designer, the updated 2018 BS 8300 provides greater clarity on the appropriate level of provision and installation for hearing loops.

Hearing Loops

A complete annex is included within the BS 8300-2 standard **detailing hearing loop requirements**. This annex covers **hearing loop specifications, provisions, location variations, applications, best practice installation and maintenance, and staff testing and training**.

BS 8300 also gives guidance on where hearing loops should be used, such as at **help and refuge points, meeting rooms, halls, public sector buildings, cinemas, sporting venues, anywhere with points of sale and many more locations**. It also provides instruction for microphone inputs and the various sound sources that can be selected for applications.

Specialists & Maintenance Required

There is now a requirement for **reactive and preventative maintenance of hearing loop systems, using a provider with specialist knowledge**. Staff training should be given to ensure staff knowledge of hearing loops, ensuring they can engage with individuals with hearing loss, and there should also be proactive staff testing using an appropriate testing meter.

Authorisation of Payments

Dec-23

Month 9 - Tax Year 2023-24

24/11/2023	INV-3379	BACS	NCALC	33.00	6.60	39.60		Finance for councillors - NM	
06/12/2023	INV-3416	BACS	NCALC	42.00	8.40	50.40		CIL and S106 - NM	
12/11/2023	CSD-20383	BACS	MICROSOFT 365	103.20	20.64	123.84		Microsoft 365 subscription	
20/11/2023	5432	BACS	Round and about	450.00	0.00	450.00		Cheney Chatter print and distribution	
	Month 7 PAYE statement						524.03	NIEEs October- November £210.20	
05/01/2023		BACS	HMRC PAYE		n/a			NIERS October-November £313.83	
	Month 8 PAYE statement						718.29	NIEEs November- December 289.40	
								NIERS November-December £428.89	
21/11/2023	4015069	BACS	plantscape	1175.00	235.00	1410.00		Christmas lights	
30/11/2023	SI23-173711	BACS	Churches fire	54.59	10.92	65.51		Fire Extinguisher service	
06/12/2023	312964	BACS	Broxap	420.00	84.00	504.00		Additional dog waste bin	
29/11/2023	Quote only	BACS	Colin Robbins	244.87	0.00	244.87		External light replacement	
26/11/2023	7127	BACS	Shield	147.33	29.47	176.80	4511	Dog waste bin collection	
15/12/2023	87051	DD	Rydal Security	76.78	15.36	92.14		CCTV	
08/10/2023	8050816	DD	Hiscox	310.08	0.00	310.08		Insurance	
08/11/2023	GBP01044050166833617	DD	Nest	164.10	0.00	£164.10	4020	Pensions	
08/12/2023	27215576	DD	O2	22.50	4.50	27.00	4553	Mobile contracts	
14/12/2023	897087	DD	Onecom	76.36	15.27	91.63		Broadband	
30/11/2023	.	DD	Seimens	103.00	20.60	123.60	4550	CCTV lease	
30/11/2023	479021	DD	SGW Payroll	33.50	6.70	40.20	4022	Payroll	
09/12/2023	369459	DD	Tower leasing	157.00	31.40	188.40	4550	CCTV system, tilt zoom camera, pole	
31/08/2023	December	BACS	Sue Cameron				4000	≤Month's salary	
30/09/2023	December	BACS	Richard Jerrams Coughtrey				4000	Monthly salary	
30/09/2023	December	BACS	Debbie Burdett				4000	Monthly salary	
30/06/2023	December	BACS	Pip Davis				4000	≤Monthly salary, TBC	
							Total	8,961.47 & Salaries	
								Bank Balances as at 18/12/2023	
								Community Account	115
								Business Premium Account 360	175,428.97
								Business Premium Account 259	223,501.32