



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

18th December 2023, 7:15pm

MINUTES

Present:

Cllr Alan Youel, Chairman

Cllr Mark Allen

Cllr Kristian Burgess

Cllr Ruth Hoose

Cllr Nigel Mills

Cllr Solesbury-Timms

Cllr Rachel Washer

Pip Davis, Clerk and RFO

5 members of the public and 2 virtual attendees

23/299 Apologies for absence

Apologies for absence: Cllr Nina Truman, family commitments.

Absent without apologies: Cllr Edward Jerrams Coughtrey

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

23/300 OPEN MEETING

A resident made representation on 23/311. Parking issues and debate around parking bay in Dands Drive, housing association have agreed to sign post this for resident use. Other areas of concern include school time parking at the pharmacy and The Dolphin areas. 23/317 – street lighting poor in Dands Drive.

Another resident made representation on 23/311, referencing a recent RTC on Mansion Hill. The resident has applicable industry knowledge and would be willing to liaise with Councillors and advise on traffic management solutions and funding sources.

A resident made representation on 23/310. The design of the document was not easy to read on a screen and used a lot of green printer ink.

23/301 Members' declaration of interest in items on the agenda

Cllr Burgess identified an interest in 23/306.

Cllr Washer identified an interest 23/310 due to residential proximity.

23/302 Approval of minutes of full council meetings 16th October, 20th November 2023

On the proposition of Cllr Mills it was **RESOLVED**: to approve the minutes of meetings 16th October 2023.

On the proposition of Cllr Allen it was **RESOLVED**: to approve the minutes of meeting 20th November 2023.

23/303 Receipt of committee minutes

To receive the signed minutes of Finance and Policy Committee meeting 4th October and 1st November 2023 and HR Committee meeting 17th August 2023.

Chairman confirmed receipt.

To receive the draft minutes of Finance and Policy Committee meeting 6th December and HR Committee 5th December 2023. Clerk identified error of item 7 of Finance and Policy meeting 6th December 2023 regarding pension and retirement policy, not yet to be recommended to full council.

Chairman confirmed receipt.

23/304 Adoption of Budget 2024/25

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: To adopt the expenditure budget for the financial year 2024/25 of £173,190.00.

23/305 Approval of Precept Demand 2024/25

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: To make a precept demand of £132,935.00 for the financial year 2024/25.

23/306 Planning – letters, decisions and applications

Cllr Burgess declaration of interest.

[2023/7737/FULL](#) Land Adjacent 145 Main Road Mansion Hill Middleton Cheney OX17 2PW. Chairman invited a known member of the public to comment on self-build processes. Council to submit its support as Council have previously supported self-build in the immediate area, providing this adheres to true self-build criteria. Council identified lack of clarity as the application reads as though from a developer. Some concern around speed of traffic that travels along the adjacent road.



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23/307 Reports from Ward Councillors

Cllr Solesbury-Timms: Judicial review of Coppice Stadium in West Northants development pending.
Northampton - Council purchased old bus-station site for social housing.
Brackley – consultations for new secondary school. Cllr Solesbury-Timms advised Middleton Cheney should feed into this discussion as some residents do attend Brackley.

23/308 2050 Vision

On the proposition of the Chairman it was **RESOLVED**: To approve a Parish Council response to the survey to ensure key matters are identified with neighbouring Banbury's town centre planning.

23/309 Community Governance Review

Council discussed King Sutton's request to be part of the review due to Purston, Council confirmed no further engagement at this stage and would monitor to support neighbouring parish.

23/310 Trees and planting options

On the recommendation of Cllr Solesbury-Timms it was **RESOLVED**: to approve the planting proposal in principle (sites and planting schemes) to seek quotes for next meeting.

23/311 Parking and traffic concerns

Chairman's recommendation that Highways and Planning committee to consult with locate expert residents to formulate recommendations to Full Council.

23/312 Asbestos Risk Register

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: To adopt the Asbestos Risk Register.

23/313 Pension and Retirement Policy

Deferred due to admin error (premature referral to full council).

23/314 Publication scheme

On the proposition of Cllr Allen it was **RESOLVED**: To adopt the Publication Scheme.

23/315 Hearing loop

On the proposition of Cllr Burgess it was **RESOLVED**: To obtain a survey for hearing loop requirements. £97.50 for survey, deductible from final bill if hearing loop is proceedable.

23/316 Cemetery Mapping and software

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: To approve the cemetery remapping at a cost of £1050.00.

23/317 Village Maintenance

Installation of dog-waste bins. Cllr Solesbury-Timms recommended a quote is sought for War Shrine stone work.

23/318 Authorisation of Payments

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

23/319 Matters for information

Huscote Farm area planning application – Council to consider whether to call an emergency meeting.

23/320 Next meeting

3rd January 2023 – Finance and Policy Committee
15th January 2023 – Full Council Meeting.

Meeting Closed 21:15PM.

Signed: *Pip Davis*

Clerk / RFO to Middleton Cheney Parish Council.



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Members of the press and public are invited to attend:
PARISH COUNCIL EXTRAORDINARY MEETING
Parish Meeting Room
Wednesday 3rd January 2024
MINUTES

Present: Cllr Alan Youel, Chairman
Cllr Mark Allen
Cllr Ruth Hoose
Cllr Nigel Mills
Cllr Rachel Washer
Pip Davis, Clerk and RFO

Meeting started 19:03PM

24/001 Apologies for absence

Apologies received:

Cllr Truman (Personal), Cllr Solesbury-Timms (Work)

Absent without apologies: Cllr Burgess, Cllr Jerrams Coughtrey.

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

24/002 OPEN MEETING

No representations

Closed 19:04

24/003 Members' declaration of interest in items on the agenda

None

24/004 Planning – letters, decisions and applications – attached

To consider planning applications as outlined:

[23/03428/OUT](#) OS Parcel 7921 South Of Huscote Farm And North West Of County Boundary, Daventry Road, Banbury Comments: repeat of previous submissions, addition to reference existing vacant warehouses in the vicinity, therefore no immediate need for new development. Concerns about diversion of drainage will impact local infrastructure and Banbury town. Proposed by the Chairman.

[2023/8038/FULL](#) 37 Main Road Middleton Cheney OX17 2QT No Comments

[2023/7345/LBC](#) 37 Main Road Middleton Cheney OX17 2QT

24/005 Next meeting 15th January 2024 – Full Council Meeting.

End of meeting 19:11PM.

Signed:



MIDDLETON CHENEY

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FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

6th December 2023

Minutes

Present:

Cllr Mark Allen, Chairman of Committee

Cllr Ruth Hoose

Cllr Nigel Mills

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:

SIGNED

3rd Jan 2024.

FINANCE & POLICY COMMITTEE MEETING |

Location: Parish Meeting Room

3RD January 2024

Minutes

Present: Cllr Nigel Mills
Cllr Mark Allen, Chairman of Committee Cllr Alan Youel
Cllr Ruth Hoose Pip Davis, Clerk and RFO

Meeting started 19:29pm

1.	Resolution to approve apologies for absence. Apologies received: Cllr Solesbury-Timms 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 6th December 2024 On the proposition of Cllr Youel it was RESOLVED: to approve minutes of meeting 6 th December 2024.
4.	Review of expenditure against the budget Members noted any variances.
5.	Review of policies Pension and retirement policy Additions: 3 yearly review of eligibility. Any conflicts of the policy against current legislation will be superseded by legislation. On the proposition of Cllr Allen it was RESOLVED: to recommend the policy to be adopted by Full Council. Review policy schedules and identify next items for review. Upcoming: Charges and fees – Clerk Subject access request – Cllr Youel Transparency Code compliance – Clerk to confirm any action needed for compliance. Website accessibility Statement – Cllr Allen Written Statement of Employment Particulars – Refer to HR Committee. AGAR for prior year – Cllr Mills to check status on website. Allotment rules – Cllr Hoose to check status on website. Attendance register – Clerk to populate a spreadsheet to identify absences, full council and committees. Data Breach Log – Cllr Allen Deeds of all land holdings – Cllr Hoose Lettings charges and hiring policy – Cllr Mills
6.	Urgent Business. None

End of meeting 20:14pm

Signed:



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Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Determined				
2023/6740/LDP	STATUS: Approved	The Coach House 2 Rochester Close Middleton Cheney OX17 2RW	Lawful development certificate (proposed) for extension to outbuilding for home office/gym/store	
Applications Received				

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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: January 2021

Task	Seen		Comments	Complete
	Yes	No		
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Invoice folder completed for previous month	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
All bank statements filed correctly (all accounts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bank Reconciliation completed for previous month	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Paying in book (Date of last banking)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PENDING CHRISTMAS	
Authorisation of payments record filed	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Has VAT been reclaimed? (April, July, October, January)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UP TO OCT	
Payroll/Staff				
Monthly Payroll pack filed (Previous month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
TAX & NI Paid up to date (Enter date of last payment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Staff Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Current HR Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Agenda & Minutes				
Agendas signed and filed for previous month	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Minutes signed and filed for previous month	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Decisions managed and tracked	<input type="checkbox"/>	<input checked="" type="checkbox"/>	UPDATE TRACKER	



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Cemetery				
Register of Burials up to date (Enter date of last entry)	✓			
Map of Graves/Plan of cemetery up to date with register	✓		AWAITING DIGITAL BASE PLAN	
Due Process				
Standing Orders – Reviewed by Clrs and/or agreed at PC Meeting	✓			
Asset Register – Updated	✓			
Annual Risk Assessment – Carried out	✓		Financial / Allotment / Cometary?	
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)	✓		SH 08 JAN	
Allotment invoices (March and September only)	✓			
Register of Members' Interests – Filed	✓			
Current Insurance Documents	✓			
Actions from previous check list completed		✓	ACTION TRACKER?	
Dog Litter Bins	✓			
Procedures File		✓	CHANGE TO OFFICE OPERATIONS - 11/11	
GDPR – Actions		✓	DN 902MS	
PAT Testing – Date of last inspection	✓			

General Comments:

NONE

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

Date carried out:

09/01/24

Signed - Councillor:

SIGNED

Signed - Clerk/RFO:

SIGNED

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

Middleton Cheney Parish Council Current Year
Detailed Receipts & Payments by Budget Heading 31/12/2023
Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Receipts						
1076 Precept	133,728	133,728	0			100.0%
1090 Interest Received	2,662	0	(2,662)			0.0%
1115 CIL Income	31,724	15,000	(16,724)			211.5%
1130 Parish Meeting Rooms - Rental	410	600	190			68.3%
1150 Grass - NCC	747	747	0			100.0%
1160 Cemetery - Burial Plots	928	1,000	72			92.8%
1161 Cemetery - Admin Fee	275	200	(75)			137.5%
1170 Allotments - Rental/Income	70	80	10			87.5%
Receipts :- Receipts	170,544	151,355	(19,189)			112.7%
Net Receipts	170,544	151,355	(19,189)			
101 Administration						
1115 CIL Income	0	15,000	15,000			0.0%
Administration :- Receipts	0	15,000	15,000			0.0%
4000 Staff Salaries	36,084	45,000	8,916		8,916	80.2%
4001 National Insurance ERS	4,228	3,000	(1,228)		(1,228)	140.9%
4002 National Insurance EES	1,853	4,000	2,147		2,147	46.3%
4020 Payroll & Pension Admin - SGW	327	550	223		223	59.5%
4022 Pension EE & ER	1,293	600	(693)		(693)	215.5%
4023 Pension - SGW Costs - Auto Enr	32	75	44		44	42.0%
4024 HR - Staff Eye Tests	0	100	100		100	0.0%
4030 PMR - Stationery/Books	119	300	181		181	39.5%
4040 Insurance	2,873	5,000	2,127		2,127	57.5%
4050 Audit - Fees External	1,708	800	(908)		(908)	213.4%
4051 Audit - Fees Internal	0	500	500		500	0.0%
4060 Admin - Fees - SLCC	0	250	250		250	0.0%
4061 Admin - Fees - NALC	1,645	2,000	355		355	82.3%
4070 Training Councillors	222	600	378		378	37.0%
4072 Training - Staff	134	600	466		466	22.3%
4080 Admin - Office Expenses	109	500	391		391	21.7%
4081 PPE - Personnel Protection Equ	51	150	99		99	34.0%
4082 Travel/Mileage	0	150	150		150	0.0%
4086 **Office Exp'-Cleaning Materia	13	100	87		87	12.8%
4087 PMR Office Exp Equipment	0	2,000	2,000		2,000	0.0%
4089 **Office Exp' - Postage	3	50	47		47	5.2%
4095 Parish Council Grants	3,260	6,000	2,740		2,740	54.3%
4110 Cheney Chatter	900	2,000	1,100		1,100	45.0%
4120 Parish/Neighbourhood Costs	5,292	2,500	(2,792)		(2,792)	211.7%

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Detailed Receipts & Payments by Budget Heading 31/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	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	557	300	(257)		(257)	185.6%
4140 Printer - Lease	450	0	(450)		(450)	0.0%
4141 Printer - Costs	16	250	234		234	6.3%
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	65,279	80,725	15,446	0	15,446	80.9%
Net Receipts over Payments	(65,279)	(65,725)	(446)			
201 Street Lighting						
4200 Street Lighting - Power	4,470	10,000	5,530		5,530	44.7%
Street Lighting :- Indirect Payments	4,470	10,000	5,530	0	5,530	44.7%
Net Payments	(4,470)	(10,000)	(5,530)			
301 Cemetery						
4300 Cemetery - Maintenance	1,190	500	(690)		(690)	238.0%
4310 Cemetery - Grass Cutting	7,237	1,000	(6,237)		(6,237)	723.7%
4320 Cemetery - Rates/Comm. Refuse	482	500	18		18	96.4%
Cemetery :- Indirect Payments	8,909	2,000	(6,909)	0	(6,909)	445.5%
Net Payments	(8,909)	(2,000)	6,909			
401 Parish Meeting Room						
4083 PMR General Maintenance	446	500	54		54	89.2%
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	1,726	2,500	774		774	69.1%
4460 PMR - Telephone	688	2,400	1,712		1,712	28.7%
4480 PMR - Refurbishment	3,432	7,000	3,568		3,568	49.0%
Parish Meeting Room :- Indirect Payments	6,395	12,730	6,335	0	6,335	50.2%
Net Payments	(6,395)	(12,730)	(6,335)			

Detailed Receipts & Payments by Budget Heading 31/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>501 Amenities & Open Spaces</u>						
4084 Street warden equipment	138	1,000	862		862	13.8%
4500 **AAOS - General Maintenance	0	3,000	3,000		3,000	0.0%
4511 AAOS - Bins - Dog Waste	1,893	3,000	1,107		1,107	63.1%
4520 AAOS - Tree Maintenance	0	2,500	2,500		2,500	0.0%
4522 AAOS - Play Eqip' 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	10,023	2,000	(8,023)		(8,023)	501.2%
4532 Play Area-Astrop-Maintenance	2,000	2,000	1		1	100.0%
4540 Grass - Contractor	344	5,000	4,656		4,656	6.9%
4541 Grass - Roadside Verges	8,449	4,000	(4,449)		(4,449)	211.2%
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	2,493	1,000	(1,493)		(1,493)	249.3%
4546 Grass - Stanwell Play Area	1,462	1,000	(462)		(462)	146.2%
4550 Amenities - CCTV	2,412	5,000	2,588		2,588	48.2%
4551 Amenities - CCTV - Maintenance	464	500	36		36	92.9%
4552 Amenities - CCTV - Support	501	0	(501)		(501)	0.0%
4553 Amenities - CCTV Mobile Phones	593	600	7		7	98.8%
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	1,408	500	(908)		(908)	281.5%
4601 Remembrance - Wreath	127	0	(127)		(127)	0.0%
Amenities & Open Spaces :- Indirect Payments	37,187	42,850	5,663	0	5,663	86.8%
Net Payments	(37,187)	(42,850)	(5,663)			
<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	27,264	0	(27,264)			0.0%
VAT Data :- Receipts	27,264	0	(27,264)			
515 VAT on Payments	12,099	0	(12,099)		(12,099)	0.0%
VAT Data :- Indirect Payments	12,099	0	(12,099)	0	(12,099)	
Net Receipts over Payments	15,164	0	(15,164)			

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Detailed Receipts & Payments by Budget Heading 31/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	197,808	166,355	(31,453)			118.9%
Payments	134,339	148,955	14,616	0	14,616	90.2%
Net Receipts over Payments	<u>63,469</u>	<u>17,400</u>	<u>(46,069)</u>			
Movement to/(from) Gen Reserve	<u>63,469</u>					

DRAFT



Middleton Cheney Parish Council

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

Pensions and Retirement Policy

Pensions

1. Introduction
 - 1.1. Employers in the UK ~~have to~~ meet workplace pension requirements under the Pensions Act 2008. This includes automatically enrolling certain staff into a workplace pension, and contributing towards their retirement. As an employer, the Council has a legal duty to meet these requirements. All eligible workers must be put into a qualifying workplace pension, and the Council must contribute towards their retirement. Employees must opt out if they do not wish to remain a member of the workplace pension.
 - 1.2. While every effort has been taken to ensure this policy is compliant with UK law, any conflicting content of this content will be superseded by UK legislation.
2. The Council's obligations as an employer:
 - 2.1. The Council must choose a pension that meets the auto enrolment criteria. The Council has chosen National Employment Savings Trust (Nest), a defined contribution workplace pension scheme.
 - 2.2. The Council must assess all of its workers and automatically enrol those who are eligible into the Council's workplace pension. Eligibility depends upon an employee's age and earnings.
 - 2.2.1. The Council will assess all new employees, and will regularly re-assess existing employees to determine whether they have become eligible for auto enrolment.
 - 2.3. The Council must decide how much to contribute towards its employee's retirement.
 - 2.3.1. As of November 2023, the legal minimum contribution for eligible workers is 8% of their qualifying earnings. The Council, as the employer, ~~has to~~ pay at least 3% of this.
 - 2.3.2. The Council has decided to make contributions at the minimum rate of 3%.
 - 2.3.3. Employees are required to contribute the rest, to make the total contribution up to 8%, which means that the minimum employee contribution is 5%.
 - 2.4. The Council must enrol all eligible workers. Enrolment includes deducting contributions through payroll and paying these to the chosen pension scheme.
 - 2.4.1. Deductions will begin on the first payday after an employee commences their duties with the Council, and all workers will be enrolled within six weeks of their start date.
 - 2.5. The Council must give its employees some specific information about their pension scheme.

- 2.5.1. The Council will conform with the statutory requirements to inform employees.
- 2.6. The Council must monitor all employees' age and salary for any changes which affect their eligibility for the pension scheme.
 - 2.6.1. The Council will assess all employees every 3 years in line with the 3-yearly auto-enrolment schedule.

Retirement Policy

1. Introduction
 - 1.1. There is no retirement age in the UK. Formally the "default retirement age" was 65 - however, this was scrapped in 2011 and no longer exists. This means that the Council cannot require employees to retire at a particular age.
 - 1.2. Flexible retirement enables employees to draw their pension benefits and to continue working for the Council, receiving a salary, in accordance with Regulation 30(6) of the Local Government Pension Scheme Regulations 2013. Flexible retirement can enable an employee to phase into retirement by:
 - a. reducing their working hours and/or
 - b. moving to a job on a lower salary.
2. Principles
 - 2.1. The Council will consider all requests for flexible retirement, and will reach a decision by taking into account a range of factors including: the financial implications, impact on service delivery, skills and skills retention, and employment law.
 - 2.2. Each decision will be made free from discrimination on the grounds of any protected characteristic – age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
 - 2.3. Decisions relating to flexible retirement and the release of pension benefits will be in line with the current pension regulations. These regulations may be updated from time to time and the Council will default to the regulations if the policy is not explicit on any current or future regulation.

Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	Mark Allen	01-11-2023		Draft	

MIDDLETON CHENEY

Parish Council Year 2023-24

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