**PARISH COUNCIL GENERAL MEETING**

**Venue: Parish Meeting Room**

**20th June 2022**

**Minutes**

**22/1064 Resolution to approve apologies for absence**

* To receive any apologies for absence from the meeting. Members who cannot attend a meeting shall tender their apologies in writing to the Parish Clerk prior to the meeting – Section 85(1) of the Local Government Act 1972.

Present were:

Cllr Alan Youel (Chairman)

Cllr Kristian Burgess (Vice Chair)

Cllr Mark Allen

Cllr Edward Jerrams-Coughtrey

Cllr Ruth Hoose

Cllr Stuart Howard

Cllr Richard Solesbury-Timms

Apologies were received from Peter Gliwitzki, on vacation.

Apologies were received from Cllr Nina Truman for late arrival to the meeting.

**Proposed:** Cllr Mark Allen **Seconded:** Cllr Edward Jerrams-Coughtrey

Carried unanimously.

**22/1065 Members’ declaration of interest in items on the Agenda**

* Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

Cllr Stuart Howard declared an interest in planning application WNS/2022/0993/Full

**22/1066 OPEN MEETING**

* An opportunity for individuals to raise any items concerning the Parish

Two members of the public raised points relating to 1072,1077,1080,1083 and 1074.

The Parish Council agreed to discuss those points during the relevant agenda items.

**22/1067 Electric Vehicle Charging Points**

* Identify potential sites
* Community requirements

Cllr Edward Jerrams-Coughtrey informed the council that he had identified the possibility of the New Inn Car Park as it would have 24hr access. However, there was still need for further discussion between the Landlady, the brewery and Zeta lighting. Other possible sites in the village had been discounted due to the need for 24hr access and also the clear guidelines that “laybys” could not be used. Council agreed that further consultation was needed and that the identification of a site and the requirements in the village was key.

It was agreed that a consultation with the village residents would take place. Cllr EJC to supply consultation document to Cllr MA & Cllr AY for publication.

**22/1068 Grant Support**

* Letter of support sent to Tennis Club for WNC community grant request.

Chair confirmed that a letter had been sent to WNC explaining the community value of the Tennis Club

**22/1069** **Co-option**

* Appointments – To fill vacancies on the Council by Co-option
	+ Alison Knight

 Chair referred council to notes that had been circulated.

 There were no objections to the co-option of Alison Knight.

The council approved this unanimously.

**22/1070 Planning - Letters, Decisions and Applications**

**Information Only**

WNS/2022/0995/TCA - 8-10 Church Lane Middleton Cheney OX17 2NR Beech - Crown reduction by 30%, - Crown thin by 20% - Raise cover by 1.8 metres.

WNS/2022/0946/TCA - Pinfold Cottage 66 Main Road Middleton Cheney OX17 2LT Removal of 8 small trees/outgrown shrubs to front and rear of property as shown in attached table, plans and photos: 1. Apple; 2. Blackthorn; 3. Holm oak; 4. Holly; 5. Fig; 6. Pine; 7. Pine; 8. Holly.

WNS/2022/1023/TCA Proposal T1 - Cherry - Reduce height by approx 1.5-1.8m and shape. 5% crown thin. Location 4 Rectory Lane Middleton Cheney

**Applications**

WNS/2022/0993/FUL - 5 Braggintons Lane Middleton Cheney OX17 2NG Variation of condition 2 (Plans) WNS/2022/0058/FUL Single storey rear extension to adjust dimensions of extension.

No objections

WNS/2022/0978/MAF - Land South of Thenford Road Middleton Cheney Variation of condition no2 (Approved Plans and Details) and no8 (Engineering Drawings) to S/2020/0183/MAF (Residential development comprising ‘2x1-bedroom apartments, 2x2-bedroom apartments, 4x2-bedroom houses, 7x3-bedroom houses and 5x4-bedroom houses (20 in total) including open space, access and ecological enhancements’) to vary the property types to facilitate the delivery of 100% affordable housing.

No objections. The council wishes to support the provision of affordable housing

WNS/2022/1097/NA - Neighbouring Authority Consultation Os Parcel 6124 East of Baynards Green Farm Street to Horwell Farm Baynards Green Stoke Lyne Neighbouring authority consultation (22/01340/OUT) for Application for outline planning permission (all matters reserved except means of access (not internal roads) from b4100) for the erection of buildings comprising logistics (use class b8) and ancillary offices (use class e(g)(i)) floorspace; energy centre, hgv parking, construction of new site access from the b4100; creation of internal roads and access routes; hard and soft landscaping; the construction of parking and servicing areas; substations and other associated infrastructure.

Council discussed the implications of this on the wider area. Cllr Mark Allen agreed to find out more information on this development and its impact, particularly on the Parish of Anyho.

WNS/2022/1100/NA - Neighbouring Authority Consultation OS Parcel 5616 South West of Huscote Farm and East of Daventry Road Banbury Neighbouring authority consultation regarding the construction of up to 140000 sqm of employment floorspace (use class B8 with ancillary officers and facilities) and servicing and infrastructure including new site assesses, internal roads and footpaths, landscaping including earthworks to create development platforms and bunds, drainage features and other associated works including demolition of the existing farmhouse.

Council agreed that this application required our full attention.

Cllr Kristian Burgess explained the background to this application. It was agreed that the Planning working Party would discuss the detail and pass to Ruth Hoose (interim clerk) the strong objections which would then be entered on the Cherwell Planning portal.

Cllr Richard Solesbury-Timms agreed to email Rebecca Breeze (West Northants Unitary Authority councillor for Middleton Cheney Ward) for more info.

**Decisions**

WNS/2021/1815/MAR Reserved Matters Application (Major) Land at Waters Lane Middleton Cheney Middleton Cheney Application for Reserved Matters Consent for Layout, Scale, Appearance, Landscaping and Access in respect of a Residential Development comprising 54 no. dwellings (Pursuant to outline planning permission S/2020/0441/MAO) **Approval**

WNS/2021/0931/MAO Outline planning permission for up to 21 dwellings and associated landscaping and parking, with all matters reserved except access at Land off Leather Lane, Middleton Cheney for Lagan Homes Limited.

 **Approval**

WNS/2022/0738/FUL Full Planning Application 51 Main Road, Middleton Cheney, Northamptonshire, OX17 2LY Middleton Cheney Replacement front door with a like for like solid wood construction with slight modifications, different window and enlarged letterbox in revised position. **Approval**

WNS/2022/0757/HPD Larger Home Extensions under Permitted Development 3 Michaelmas Close Middleton Cheney OX17 2GS Middleton Cheney Determination as to whether prior approval is required (under Class A, Part 1 of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 4.40m beyond the rear wall of the original dwelling house, maximum height of 3.15m and height of eaves 2.95m. **Prior Approval not required**

**22/1071 Planning Working Party**

* S106 Agreement Thenford Road 0.33ha of public open space which incorporates a children’s play area, detention basins/pond as well as existing planting around site boundaries.
* Application to discharge the legal agreement obligation S3- paragraphs 1 to 3 for the development on Land South of Millers Way. Parish Council decision on the open space for Millers Way to be transferred to Council or agreement with the transfer of the open space to the proposed management company.

It was agreed by Council that the Planning Working Party would gather more information as we need more detail. We are unsure as to the pond which is referred to and if the play area is one that is already installed or another proposed site. We would also wish to see the legal agreement. The group would report back for next full council meeting.

**22/1072 Community Wellbeing**

* Peacocks Close Ball Games. The council discussed and decided that, at the present time, this would not be appropriate. This issue could be discussed again if more residents communicate their wish to us.
* Cheney Chatter – Update. This is ready in draft form for publication in July. Cllr Nina Truman has had a delay due to the need to install Publisher on her laptop.
* Flag Policy. Cllr Richard Solesbury-Timms is meeting with Teresa Hillier (Head Middleton Cheney Primary) It was agreed by council that we need to develop a flag policy, then engage with the school and then ask residents for their opinions.
* Existing flagpole relocation/ new flagpole purchase and siting. Cllr Edward Jerrams-Coughtrey agreed to research indicative costs and preferred sites for a new flagpole.

**22/1073 Street Lighting Cllrs RH SH**

* Update - *Zeta lighting proposal represents good value for money because the company was recommended by Danny Moody and having completed work with a few other PCs in the area and they have a good reputation. 2 other bids were requested, one came back with a very brief proposal and it appeared that they had not understood the job, the other company failed to respond*
* Motion to approve Zeta Lighting as Preferred Supplier
	+ The council agrees that the award of the street lighting contract to Zeta Lighting represents good value for money, and that, given all the circumstances, the award of the contract without further advertisement meets the requirements in relation to public procurement.

Council agreed that this complies with our own standing orders and that the above represents best value for money.

**Proposed:** Cllr Stuart Howard **Seconded:** Cllr Kristian Burgess

Council passed unanimously.

**22/1074 Chair’s Report Chair**

* Overhanging trees at Primary School. Chair reported that this issue has been passed over to the interim Grass Cutting team.
* BT Exchange land. Chair reported that unfortunately this land is owed by Telereal Trillium who, when approached, have indicated they do not wish to sell. When previously approached with the possibility of the Parish leasing the land for allotments, they quoted £18,000 a year. Council considers this to not be best value for money.
* Forwarded outstanding jobs. It was agreed that the spreadsheet would be given to the new clerk on appointment and that this would enable him/her to connect with the litter picking team.
* Onecom Telecoms Update. Council discussed the upgrade of the router and phone system. Chair reported that the new systems would cost less than we pay at present and that connectivity should be improved.

Decision to proceed with upgrade.

**Proposed**: Cllr Mark Allen **Seconded**: Cllr Richard Solesbury-Timms

Council passed unanimously.

**22/1075 Resolution to approve Minutes of the previous meetings**

* 19th April 2022
* 9th May 2022 (Annual Meeting)
* 16th May 2022

Draft minutes had been sent out. Once approved they would be posted on the website by Cllr Mark Allen

**Proposed**: Cllr Mark Allen **Seconded**: Cllr Kristian Burgess

Council passed unanimously.

**22/1076 Resolution to approve Authorisation of Payments**

Authorisation of payments documents have been circulated.

 **Proposed**: Cllr Edward Jerrams-Coughtrey **Seconded**: Cllr Nina Truman

 Council passed unanimously.

**22/1077 Finance Working Party Recommendations**

* Recommendation to approve Annual Governance & Accountability Return 2021/22. Discussion took place at 22/1078
* Village grass cutting. Recommendation to retrospectively authorise Dodedge to an immediate cut to all areas. Feedback to then help determine criteria for an intermediate contract to cover the rest of this year 2022.

Terms for the tender for next year to be decided.

**Proposed**: Cllr Kristian Burgess **Seconded**: Cllr Edward Jerrams-Coughtrey

Council passed unanimously.

* Grant allocation protocol

Council agreed that a new policy would be created with a clear process for grants to organisations within the village. Council agreed that approx. £10,000 pa would be an appropriate amount although this could need to be increased as the village grows, based on the number of households. A yearly timetable would be communicated to all organisations in the village clearly showing times for applications.

The Parish Council would encourage the Tennis Club to make future applications within the new protocol.

**Proposed**: Cllr Kristian Burgess **Seconded**: Cllr Edward Jerrams-Coughtrey

Council passed unanimously.

**22/1078 Resolutions to approve Accounting Statements 2021/22 Cllrs**

1. Receive and note the Annual Internal Audit Report.

**Proposed**: Cllr Mark Allen **Seconded**: Cllr Stuart Howard

Carried unanimously.

1. Approve Section 1 of the AGAR, Annual Governance Statement.

**Proposed**: Cllr Edward Jerrams-Coughtrey **Seconded**: Richard Solesbury-Timms Carried unanimously.

1. Approve the explanation of any statement in section 1 to which the response is ‘no’.

 **Proposed**: Cllr Mark Allen **Seconded**: Cllr Kristian Burgess

Carried unanimously.

1. Ensure that the approval of the annual governance statement has been confirmed by the signature of the Chairman at the approval meeting.

**Proposed**: Cllr Mark Allen **Seconded**: Cllr Kristian Burgess

Carried unanimously.

1. Consider, approve and sign the accounts.

**Proposed**: Cllr Mark Allen **Seconded**: Cllr Kristian Burgess

Carried unanimously.

1. Approve section 2 of the AGAR, Accounting Statements, including any explanations of significant variances.

**Proposed**: Cllr Mark Allen **Seconded**: Cllr Kristian Burgess

Carried unanimously.

1. Ensure that the approval of the accounting statements has been confirmed by the signature of the Chairman at the approval meeting.

**Proposed**: Cllr. Mark Allen **Seconded**: Cllr. Kristian Burgess

Carried unanimously.

1. Decide the dates to be set for the period of the exercise of public rights. Council agreed 4th July

**Proposed:** Cllr Mark Allen **Seconded**: Cllr Kristian Burgess

Carried unanimously.

Before council moved onto next item approval for continuation of meeting beyond 3 hrs.

**Proposed**: Cllr Mark Allen **Seconded**: Cllr Richard Solesbury-Timms

Carried unanimously.

**22/1079 Allocation of remaining Jubilee funds**

* Motion to allocate £50 remaining jubilee funding towards organ operator travel costs

**Proposed**: Cllr Richard Solesbury-Timms **Seconded**: Cllr Kristian Burgess

Council passed unanimously.

**22/1080 Grass Cutting / Dog Bin Contract**

* Discussion with contractor – wildflower planting
* Cemetery grass cutting – Update
* Parish Office area – Volunteers
* Tender Process
* Dog waste – Alternative contractor

Cllr Kristian Burgess updated the council on the current situation. An interim contractor has been appointed. See 1077. 1/2 of the cemetery has already been cut. AGU have been asked to look at the overhanging trees on the boundary. The other half of the cemetery will be cut and trees growing in graves will be removed. The area around the Parish rooms will be sprayed with week killer.

There is still a need to determine which footpaths in the village the parish is responsible and to direct residents to West Northants “Street doctor”

It was agreed this issue would be passed to Environment working party. Cllrs Stuart Howard, Kristian Burgess and Nina Truman agreed to meet.

An alternative and cheaper dog waste collection has been identified. It was proposed that council should go ahead to investigate further and draw up a 12-month contract.

**Proposed**: Cllr Ruth Hoose **Seconded**: Cllr Richard Solesbury-Timms

Council passed unanimously.

**22/1081 Document Review/ Approval**

* Allotment Policy
* Cemetery Plot Purchase Policy
* Environmental Policy
* Grant Application
* Grant Funding Policy
* Grievance Report
* Internal Monitoring Checklist
* Investment Policy
* Lone Working Policy
* Social Media Policy
* Street Lighting Policy
* Trees & Hedges Policy
* Volunteer Policy
* Working Time Policy

Motion to approve these current documents. Council discussed the list of documents and that once approved they should be placed on the website. Updates will be made as and when and will be subject to further approval.

**Proposed**: Cllr Richard Solesbury-Timms **Seconded**: Cllr Mark Allen

Carried unanimously.

**22/1082 Permissive Bridleway**

* Update on discussions with landowner on contract terms and 3-year payment

Cllr Alan Youel updated the council. Despite previous minute reference no council money has been paid to the landowner and no contract has been agreed, so there is still potentially 4yrs outstanding. Cllr Youel has been in communication with the landowner and will bring a proposal to next meeting.

**22/1083 Play Area Inspection**

* Inspection Reports 2022
* Stock Valuation

The 2 annual inspections have been completed.

The environmental working party/Green Middleton will consider the reports and feedback potential remedial requirements at the next meeting.

**22/1084 VAS Update Cllr KB**

* Data download results
* New location

There are no updates. Cllr Edward Jerrams-Coughtrey agreed to assist Cllr Kristian Burgess and will arrange training with KB.

**22/1085 Next meeting**

* 18th July 2022 – Monthly Meeting

**22/1086 CLOSED MEETING**

Resolution to exclude the public and the press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted.

 **22/1086.1 – HR Clerk/RFO Recruitment**

Arrangements for interviews of short-listed candidates were agreed.

Meeting closed 10.45pm

**Signed:** **Ruth Hoose** - Interim Clerk