**PARISH COUNCIL GENERAL MEETING**

**Venue: Parish Meeting Room**

**15th August 2022 19:15**

**Minutes**

Present:

Cllr Alan Youel (Chairman)

Cllr Kristian Burgess (Vice Chair)

Cllr Mark Allen

Cllr Edward Jerrams Coughtrey

Cllr Ruth Hoose

Cllr Richard Solesbury-Timms

Cllr Alison Knight

Cllr Kay Stevens

Parish Clerk / RFO

**Meeting commenced 19:25**

**22/1106 Introduction and welcome to new Clerk/RFO**

Chairman Youel read the welcome statement from Pip Davis and introduced her to the Parish Council and the public.

**22/1107 Resolution to approve apologies for absence**

Apologies received

* Cllr Stuart Howard
* Cllr Nina Truman (attending late)
* Cllr Richard Solesbury-Timms (departing early)

Proposed: Cllr EJC Seconded: Cllr MA Carried unanimously.

**22/1108 Members’ declaration of interest in items on the Agenda**

None declared.

*Cllr NT joined the meeting.*

Chairman Youel proposed item 22/1115 be discussed here due to Cllr RST availability.

**22/1115 To consider a new working party (Events)**

Cllr RST proposed a new working party for Parish Council events. Chairman Youel proposed the Council consider Cllr RST’s proposal and potential terms of reference for the group as part of an agenda item at next full council meeting to review and approve restructuring the Council’s committees and working parties.

**22/1109 OPEN MEETING**

* A member of the public identified the closure of the footpath near Lexton House due to the wall deterioration posing risk to the public who have no safe roadside access. This will be exacerbated when term commences in September.

Cllr RH confirmed discussions that the wall itself has been assessed as not posing immediate public risk though Cllr RST agreed to pursue the matter of the closed footpath. The member of the public has asked for previous minutes to be published on the website.

* A member of the public provided an overview of the library’s plans to landscape the garden but will not protrude onto Highways ground or impact possible bus shelter regeneration plans.

The community fair will be held at the library on 11th September, the Parish Council have been invited to have a presence.

The member of the public updated the Parish Council on arrangements for an upcoming COVID jab service 9th and 11th September.

The member of the public stated there was gossip regarding the Stagecoach Bus Service had been cancelled.

The member of the public identified works being carried out by Gigaclear, Cllr RH confirmed Gigaclear process of a “making good” visit following completion of works.

Cllr MA confirmed all minutes on the website with the exception of those of July 18th July 2022, due for council approval this meeting.

Open meeting closed.

**22/1110 Electric Vehicle Charging Points**

Chairman Youel proposed the minute be reviewed as part of September’s Full Council Meeting due to insufficient information at time of meeting.

*Cllr KB identified to the Parish Council his required early depart from meeting.*

Request approved by council for order of agenda to be amended to allow 22/1113 and 22/1121 to be discussed during Cllr KB’s presence. **22/1113 Planning Working Party Recommendations**Cllr KB proposed the Council seek to adopt 2 locations under S106 agreement, the Council agreed to review further supporting information, to include terms of adoption and funds for area maintenance, for the next Full Council Meeting. All 3 points (22/1113) carried over to next meeting

**22/1121 Green Middleton Working Party Recommendations**

Cllr KB advised quotes were in the works for maintenance work of green spaces.

Resolved – Grand Union have responded regarding the garages which will be boarded / police monitoring requested and have agreed to renew fences to rear of Cheney Court.

Resolved – Dog waste bin contract starting on 19/08/2022.

Play area / Astrop park to be considered by the Finance Working Party.

*Cllrs KB and RST depart meeting.*

**22/1111 Council building garden**

Cllr NT provided a presentation of short term, mid term and long term tasks to form a regeneration project and corresponding community involvement opportunities. The council agreed the Finance Committee are to consider funds for the project. The item will be revisited next Full Council Meeting to discuss creation of a task and finish group for the projects.

**22/1112 Planning – letters, decisions and applications.**

**Applications**

Resolved - 12 Horton Road Middleton Cheney OX17 2LE with no comment from council.

Resolved - Mount Pleasant Thorpe Road Middleton Cheney OX17 2QY with no comment from council

Resolved – The Cottage Thenford Road Middleton Cheney OX17 2NB with note for Clerk to formally extend the Council’s support of builds that do not extend the boundaries or compromise the greenfield sites of the village.

**22/1114** **Community Wellbeing**

The Council agreed to prepare a flagpole policy for approval at the next Full Council Meeting. All flag-related concerns will be revisited once a flagpole policy has been adopted.

Resolved – AGU have been carrying out Memorial site upgrades.

The condition and repair of bus stops has been referred to the Finance Working Party.

Resolved - The Tenlands Splay responsibility of maintenance will return to the Parish Council.

**22/1116 Chair’s report**

A paper copy of Councillor’s ROI to be provided to Cllr KS and returned at earliest possibility to the Clerk.

The Council agreed the cemetery tidy and stability of headstones will form part of the regeneration projects proposed by Cllr NT.

Astrop Road play area security will be revisited when Cllr KB is present. CCTV has been referred to the Finance Working Party who will seek quotes.

Resolved - Councillors confirmed engagement with the community fair and Cllr’s AK, NT and RH expressed interest in providing a Council presence.

Resolved – The 500 bus route through Chacombe was included due to suggestion that there would be no service stopping in Chacombe. This has been confirmed as false and so councillors agreed no further discussion.

**22/1117 Resolution to approve minutes of meeting 18/07/2022**

Resolved – Councillors accepted amendment to minutes proposed by Chairman Youel.   
Proposed: Cllr AY Seconded: Cllr RH Carried unanimously

**22/1118 Internal Control**

Cllr EJC identified some items of the report have not been fully processed or located,

documents presented to Clerk.

Status of PAT testing in Council building to be reviewed.

Proposal to accept report to minutes.

Proposed: Cllr AY Seconded: Cllr MA

**22/1119 Resolution to approve Authorisation of Payments**

The council was advised an expenses claim was missing from the table of payments to

Authorise, Chairman Youel adjusted the Authorisation to included expenses of £273.77. An

invoice that had not been located prior to the meeting was provided to the clerk by Cllr MA.

Proposal to approve payments.  
Proposed: Cllr AY Seconded: Cllr MA

**22/1120 Finance Working Party recommendations**  
Cllr EJC presented minutes from FWP meeting 11/08/2022. Recommendation to assess whether allocation of £7,500 to building garden regeneration project / cemetery & storage is possible within the budget. Deferred until next meeting to properly review the budget.

The council to seek comparable data for costs of grass cuttings as part of the tender process.

The Finance Working Party requires some updates from Cllr KB regarding quotes.

The Clerk will approach a maintenance company used in the village regarding bus stops and shelters.

Recommendation for funds for Clerk’s office equipment to be made available. The Council agreed new A.V. equipment for digital meetings needs to be sourced and funded.

Recommendation for funds for 2 new waste bins for the litter picking team to be approved.

Also to consider after external regeneration of the Council building will be internal regeneration.

Chairman Youel recommended that the considerations of the Finance Working Party for the cemetery expansion be revisited due to incorrect information at time of meeting 11/08/2022.

Quotes are being sourced for works at Stanwell park and Astrop Road park cctv.

Proposal to accept the recommendations.

Proposed: Cllr MA Seconded: Cllr EJC Carried unanimously.

**22/1122 Street lighting**

Cllr RH provided update that expected completion is end of August 2022.

**22/1123 VAS update** (carried over)

Due to conflicts in councillor availability, VAS update will be revisited next meeting.

**22/1124 Next meeting**

19th September 2022 – Full Council Meeting.

Meeting closed 9:50pm

**Signed:** Pip Davis – Clerk / RFO to Middleton Cheney Parish Council.