12th October 2022

Councillors: You are hereby summoned to attend a meeting of the Parish Council on **Monday, 17th October 2022 at 7.15 p.m.** in the Parish Meeting Rooms for the purpose of transacting Parish Council business.

**Pip Davis**

Clerk/RFO

**PARISH COUNCIL GENERAL MEETING**

**Venue: Parish Meeting Room**

**26th September 2022**[Join Zoom Meeting](https://us02web.zoom.us/j/81800073040?pwd=OFFHYWE3MGQvakYzR0htSzJWZXAvdz09)

Zoom Meeting ID: 818 0007 3040

Passcode: 900261

**22/1162 Apologies for absence**

**22/1163 OPEN MEETING**

An opportunity for individuals present to speak on any items on the agenda for this meeting. The open meeting will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.

**22/1164 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.

**22/1165 Approval of minutes of meeting 26/09/2022**

To receive and, if accepted, approve the minutes of the meeting of Council on Monday 26th September 2022.

**22/1166 Approval of Committee terms of reference** – attached

**Recommendation:** to define and approve the committee terms of reference.

**22/1167 Assign members to committees**

**Recommendation:** to assign members to the following committees:

* Planning & Highways
* Finance & Policy
* Amenities

**22/1168** **Vote committee chairs**

**Recommendation: to vote chairs to the following committees:**

* Planning & Highways
* Finance & Policy
* Amenities

**22/1169 Clerk subscriptions  
Recommendation:** To consider and approve subscriptions to enable efficient undertaking of clerk training and responsibilities.

SLCC

Parish Online

**22/1170 Stagecoach 500, Correspondence draft** – requested

**Recommendation:** To approve correspondence to Stagecoach

**22/1171 S106 Agreement Thenford Road**

**Recommendation:** Members’ instruction requested

**22/1172 Millers Way open space**

**Recommendation:** Members’ instruction requested

**22/1173 Planning – letters, decisions and applications**

To consider planning applications as outlines on the attached schedule.

**22/1174 Astrop road board**

To consider application for memorial board on village behalf

**Recommendation:** Submit request for planning permission on residents’ behalf.

**22/1175 S106 update** – attached

To receive clarification on outstanding developer contributions.

**22/1176 Maintenance person** – report requested

**Recommendation:** seek quotes from local tradespersons

**22/1177 PFA restricted public access**

To consider restricting public access to Astrop park and playing field at night.

**Recommendation:** Members’ instruction requested.

**22/1178 Internal Control**

To receive ICC report

**Recommendation:** Clerk to be supported to ensure ICC is brought up to standard.

**22/1179 Tree maintenance**

To receive quote for cemetery tree maintenance works.

**Recommendation:** approve quote for cemetery works. Members’ instruction requested for

other areas.

**22/1180 Events bagpiper**

**Recommendation:** Decide on and approve costs for bagpiper for national period of

mourning events.

**22/1181 Online banking, safeguard protocols**

**Recommendation:** Task and finish group of 3 members to create protocol for parish council

online banking and debit card expenditures, to report to finance and policy committee.

**22/1182 Staff outdoor-working toolkits** – attached

**Recommendation:** to approve acquisition of employees toolkits x 2 to better support all

weather and outdoor working, to achieve best value\*

\*members’ instruction requested.

**22/1183** **Flag-flying policy and purchases** – attached.

**Recommendation:** to approve and adopt the finalised flag-flying policy and purchase

of new flags.

**22/1184 Allotments update**

To receive an update from the assigned Task&Finish group.

**Recommendation:** Members’ instruction requested

**22/1185 Warm Middleton**

To receive an update from the assigned Task&Finish group.

**Recommendation:** Members’ instruction requested

**22/1186 Local Government Boundaries Commission response.**

**Recommendation:** To submit response to LGBC.

**22/1187 Resolution to approve Authorisation of Payments**

List of accounts for October in the sum of: TBC

**Recommendation:** To approve the list of accounts for October

**22/1188 Remembrance items**

**Recommendation**: Replace Lamppost poppies.

**22/1189 Commemorative trees**

**Recommendation**: Task&Finish group to further investigate Parish-owned land and report proposals to Finance & Policy committee.

**22/1190 Speed Restrictions** – attached

**Recommendation:** The council offer its support for the proposed revisions to go to Cabinet.

20MPH or advisers through Overthorpe.  
30MPH Banbury to Overthorpe 30mph

40MPH Overthorpe through to Upper Astrop  
30MPH Upper Astrop to Overthorpe

**22/1191 King’s Coronation 6th May**

**Recommendation:** Task&Finish group of 5 members to gain opinion on residents’ requests for events and commemoration.

**22/1192 Christmas lights**

**Recommendation:** Task & Finish group, including residents where possible, to explore:

* Acquisition / hire of Christmas lights
* Light switch-on / Lantern trail event
* Road closures

**22/1193 Street lighting**

To receive verbal update in-house / Contractor.

**22/1194 Midway garages**

**Recommendation:** Contact PCSO and environmental health regarding landowner’s neglect of area and subsequent reports of anti-social behaviour.

**22/1195 VAS update**

To receive update.

**Recommendation: Members’ instruction requested.**

**22/1196 Grant allocation protocol**

**Recommendation:** Establish members of Task & Finish group to create protocol to report to Finance & Policy committee.

**22/1197 Matters for information**

**22/1198 Exclusion of press and public**

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press are excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**22/1199 Amenities**.

**22/1200 Next meeting**

21st November 2022 – Full Council Meeting.

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